

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**  
**COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

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**President Judge Administrative Order**  
**No. 2015-05**

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**In re:           Special Election for the following Legislative Districts:**

**174<sup>th</sup> Legislative District**  
**191<sup>th</sup> Legislative District**  
**195<sup>th</sup> Legislative District**

**To Be Held: Tuesday, August 11, 2015**

**ORDER**

AND NOW, this 23<sup>rd</sup> day of June, 2015, the following assignments are made in connection with the August 11, 2015 Special Election, which shall supersede other assignments, during the scheduled Election Court hours only.

No substitutes will be provided by the President Judge. In the event of a personal emergency, the assigned judges must arrange for substitutes with any judge not assigned herein. However, judges assigned to the criminal list room program should not sit in Election Court in lieu of their list room assignments. If substitutions are made, the information must be provided to the Office of the President Judge as soon as possible.

I.       CENTRAL ELECTION COURT - Courtroom 676 City Hall

Courtroom 676 City Hall will be the central location for all records of the Registration Division, Board of Elections and the Office of Judicial Records (formerly "Prothonotary"). Central Election Court will be available **as needed** from 7:00 AM until 10:00 PM (Phone: 215-686-7357).

Judges assigned to the Central Election Court will have jurisdiction over all election matters, and shall, as provided in 25 P.S. § 3046:

**act as a committing magistrate for any violation of the election laws;**  
**settle summarily controversies that may arise with respect to the conduct of the election;**  
**issue process, if necessary, to enforce and secure compliance with the election laws;**  
**decide such other matters pertaining to the election as may be necessary to carry out the intent of the Election Code; and**  
**when an individual is seeking a judicial order to vote, shall inform the individual of the provisional ballot process set forth in 25 P.S. § 3050. Section 3050 provides, *inter alia*:**

- **an individual who claims to be properly registered and eligible to vote at the election district but whose name does not appear on the district register and whose registration cannot be determined by the inspectors of election or the county election board shall be permitted to cast a provisional ballot.**
- **Prior to voting the provisional ballot, the elector shall be required to execute an affidavit which must be signed by the voter, the Judge of Election and minority inspector.**
- **After the provisional ballot has been cast, the individual shall place it in a secrecy envelope. The individual shall place the secrecy envelope in the provisional ballot envelope and shall place his signature on the front of the provisional ballot envelope.**

No judge who is not assigned to Central Election Court shall take any action with respect to any election matter, unless prior approval is obtained from the President Judge. The assigned Central Election Court Judges shall provide their personal tipstaff to assist them in their Election Day duties.

	<u>Judge</u>	<u>Court Reporter</u>
7 AM to 2:30 PM - <i>as needed</i>	Honorable Sean Kennedy	Dana Foschini
2:30 PM to 8:00 PM - <i>as needed</i>	Honorable Roxanne Covington	Barry Harris

## II. STANDBY ASSIGNMENTS

Judges with standby assignments may only be called upon by the President Judge to preside in Central Election Court, 676 City Hall in the event of unforeseen events. All of the standby judges must be available, *as needed*, between the hours of 7 AM and 8:00 PM either in their chambers or at home.

<u>Judge</u>	<u>Court Reporter</u>
President Judge Sheila Woods Skipper	TBA

## III. ELECTION BOARD PETITIONS

*Petitions to Fill Vacancies in Election Boards* (judge of election, majority inspector, minority inspector) must be electronically filed not earlier than June 23, 2015 and no later than 3:00 p.m. on Wednesday, July 22, 2015 through the Court's electronic filing website at: <http://www.courts.phila.gov> pursuant to Pa.R.C.P. No. 205.4 and Philadelphia Civil Rule \*205.4. Assistance with electronic filing shall be provided through the Office of Judicial Records (formerly "Prothonotary"), Room 296 City Hall, Philadelphia, PA 19107.

The Petitioner shall serve the City Commissioners and the Democratic/Republican City Committee, as applicable, as provided in the Order to Show Cause.

A hearing on the *Petitions to Fill Vacancies in Election Boards* will be held in Courtroom 676 City Hall, Philadelphia, PA on Wednesday, July 29, 2015, at 9:00 a.m., President Judge Sheila

Woods-Skipper or designee presiding. The Order to Show Cause attached as **Exhibit 1** will be issued upon filing of the Petition and other required documentation. Unless terminated earlier as provided by law, the term of office of any person appointed to fill a vacancy in the Election Board shall continue for the remainder of the vacancy.

#### IV. OFFICIAL ELECTION COUNT

The official election count will commence on Friday, August 15, 2015, at 9:00 a.m., at Riverview Place, 6th Floor, Delaware Avenue and Spring Garden Street, Philadelphia, Pennsylvania.

\*This Election Schedule is available on the First Judicial District Web Site at:  
<http://courts.phila.gov>.

BY THE COURT:

**/s/ Sheila Woods-Skipper**

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HONORABLE SHEILA WOODS-SKIPPER  
PRESIDENT JUDGE

**EXHIBIT 1**

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
Court of Common Pleas of Philadelphia County**

<b>In Re</b>	:	<b>Special Election: <u>August 11, 2015</u></b>
	:	
Election Board of the	:	<b>TERM, 20</b>
	:	
_____ WARD, _____ DIVISION	:	<b>NO. _____</b>

**ORDER TO SHOW CAUSE**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 2015, upon consideration of the  
*Petition for the Court Appointment of a Member of the Election Board* for the above Ward and Division,

as  Judge of Election       Majority Inspector       Minority Inspector

it is hereby ORDERED that a hearing shall be held the 29<sup>th</sup> day of July, 2015, at 9:00 AM Courtroom 676  
City Hall, Philadelphia, Pennsylvania.

A copy of this Order and a copy of the Petition shall be served upon the County Board of Elections by  
personal service on an employee in charge, in Room 142 City Hall, Philadelphia, Pennsylvania, no later  
than July 27, 2015 at 1:00 PM. An Affidavit of Service shall be filed on or before the hearing date.

**BY THE COURT:**

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**SHEILA WOODS-SKIPPER,      P.J.**