

NOTICE TO THE BAR
MAJOR NON-JURY AND ARBITRATION APPEAL PROGRAMS

All settlement conference memoranda and/or pre-trial conference memoranda presented in the Major Non-Jury and Arbitration Appeal Programs *must* be filed no later than ten (10) days prior to the date of the scheduled conference.

In accordance with the Notice to the Bar regarding the expansion of the Civil Electronic Filing System (effective July 20, 2015), conference memoranda can now be filed electronically with the Court within the existing case section of the Civil Electronic Filing System under the filing category “Conference Submissions.” It is important to note, electronically filed memoranda also *must* be filed no later than ten (10) days prior to the date of the scheduled conference.

To access the Civil Electronic Filing System please go to the court’s website at <http://courts.phila.gov>, follow the “On-Line Services” tab and then the link to the “FJD Electronic Filing System (‘Civil, Criminal and Orphans’).” For additional information on electronic filing, please see Pennsylvania Rule of Civil Procedure 205.4 and Philadelphia Local Rule *205.4 which governs electronic filing in Philadelphia County.

While it is preferred that memoranda be filed electronically, memoranda may be filed with the Complex Litigation Center, Room 622, City Hall, Philadelphia, PA 19107, in person or via mail. Memoranda sent via facsimile will not be accepted. All Case Management Orders entered in matters filed in these programs are hereby amended, accordingly.

Any attorney or party who fails to timely file a pretrial settlement conference memorandum in accordance with the Case Management Order and this Notice will be subject to the imposition of sanctions as deemed appropriate by this Court.

Please direct all inquiries concerning this notice to Stanley Thompson, Esquire, Director, Complex Litigation Center at (215) 686-5100.

BY THE COURT:

ARNOLD L. NEW
SUPERVISING JUDGE
TRIAL DIVISION – CIVIL

IDEE C. FOX
TEAM LEADER JUDGE
COMPLEX LITIGATION CENTER