



**IN THE PHILADELPHIA MUNICIPAL COURT
CIVIL DIVISION**

NOTICE OF RIGHT TO APPEAR IN PERSON, VIA ZOOM OR TELEPHONICALLY

You may appear at the hearing Via Zoom, Telephonically or In Person. If you wish to attend Via Zoom or Telephonically, please notify the court of your desire to do so by sending an email to Kimberly.Oliver@courts.phila.gov and Krista.Mariotti@courts.phila.gov and Kim.Howlett@courts.phila.gov or by calling the court at 215-686-2910 no later than five days before the hearing. Untimely requests may be accommodated based upon both timeliness of the request and the requester's ability to submit exhibits for docketing prior the hearing.

It is hereby ORDRED that all parties participating in Zoom and telephonic court proceedings, shall take the following actions in addition to any other obligations mandated by the law or this court's Civil Rules:

1. At least five days prior to the Zoom or telephonic court proceeding, all parties shall provide to the court and to all other parties copies of all documents, including photographs, which each party intends to use during the court proceeding with the exception of any documents other than photographs that have been scanned into the CLAIMS system. The documents shall be provided to all parties and the court as an email attachment. If a party does not have another party's email address, copies of the documents should be sent by first-class mail, postage prepaid. The email to the court should be sent to Erin.Ferry@courts.phila.gov and Danielle.Jackson@courts.phila.gov and Laura.Krause@courts.phila.gov. The subject line of the email shall have the case's docket number and the name of the party who is sending the email.
2. Prior to a Zoom court proceeding, the court will send an email to each party with the information needed to join the Zoom court proceeding. Each party shall join the Zoom meeting no less than five minutes before the court proceeding is scheduled to begin and wait for the court to start and join the Zoom meeting.
3. Prior to a telephonic court proceeding, the party, witness or attorney who will be appearing telephonically must send an email to the court that includes the telephone number of that party, witness or attorney. Each party shall be available to receive a telephone call from the court and shall remain available until contacted by the court.
4. The court will digitally record the court proceeding and a transcript of the proceeding may be ordered from the court. During the court proceeding, no party shall record the proceeding other than by taking informal notes.

Effective Date December 17, 2020

BY THE COURT:

**Matthew S. Wolf /S/
JUDGE**