



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

Monday, February 8, 2021

**TRIAL DIVISION – CIVIL**

**NOTICE TO THE BAR**

**Protocol for Settlement Conferences in  
Major Jury, Arbitration Appeal and Non-Jury Cases**

*This Notice to the Bar applies only to settlement conferences conducted by Judges Pro Tempore and does not affect any protocols for mandatory settlement conferences conducted by trial judges.*

Please take notice that Judge Pro Tempore settlement conferences in the Major Jury, Arbitration Appeal and Non-Jury cases will be scheduled before a Judge Pro Tempore who has the ability and necessary technology to conduct audio and video conferences remotely utilizing Zoom or similar virtual conferencing software.

All matters currently scheduled for a settlement conference for the remainder of 2021 and until further Order of the Court will be given a “place holder date”, which will allow the Dispute Resolution Center staff to keep track of the inventory and review each case for its viability to be scheduled for a settlement conference. The current settlement conference date **IS NOT** the case’s virtual settlement conference date.

Judges Pro Tempore who have the ability and necessary technology to conduct audio and video conferences remotely utilizing Zoom or similar virtual conferencing software will be assigned a list of cases currently scheduled for settlement conferences. Upon appointment of the case, the Dispute Resolution Center will provide the telephone numbers and emails of the attorneys and any self-represented litigants to the Judge Pro Tempore, who will then expeditiously contact all parties, notifying them that the Judge Pro Tempore is hosting the virtual settlement conference. All parties and persons with a financial interest in the case must be available to participate. Accommodations will be made for those attorneys or parties who can only participate telephonically. Times for the conferences will be set in consultation with the Judge Pro Tempore and parties’ schedule.

Settlement Conference Memoranda must be electronically filed with the court and electronically delivered to the Judge Pro Tempore and counsel of record at least five (5) days prior to the date of the virtual conference.

Please be reminded that the Judges Pro Tempore work directly under the supervision of the Judicial Team Leaders, to whom the results of each conference are reported. Should counsel appear unprepared or fail to negotiate in good faith at the settlement conference, the JPT may issue a Rule to Show Cause before the Judicial Team Leader who will address the failure to appropriately participate in the virtual settlement conference.

Honorable Lisette Shirdan-Harris  
Administrative Judge  
Trial Division

Honorable Daniel J. Anders  
Supervising Judge  
Trial Division – Civil

Honorable Gary S. Glazer  
Supervising Judge  
Trial Division – Commerce Program