



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

Monday, December 13, 2021

NOTICE TO THE BAR

TRIAL DIVISION – CRIMINAL

**JURY DEMAND PROTOCOL FOR
FELONY WAIVER & MAJOR NON-JURY PROGRAMS**

Effective December 10, 2021, the attached document outlines the established protocol for Jury Demand for Felony Waiver & Major Non-Jury Programs.

Honorable Lisette Shirdan-Harris
Administrative Judge, Trial Division

Honorable Lucretia C. Clemons
Supervising Judge, Trial Division-Criminal



Judges and courtroom staff in the Felony Waiver and Major Non-Jury Programs are to follow the protocol described below when a party makes a jury demand.

1. DATE-OF-TRIAL JURY DEMANDS

- Before Noon: In cases where a party makes a jury demand in a felony waiver program courtroom or a major non-jury program courtroom on the date of trial, and the time of day is before 12 p.m., then the case should be sent **that same day** to the courtroom of Judge Zachary Shaffer (Courtroom 905) for the arrangement of a jury trial. The parties should be instructed to proceed to Judge Shaffer's courtroom as soon as possible. The party that is not asking for a jury will determine whether the case proceeds that day or becomes a scheduling conference.
- After Noon on Mondays, Tuesdays, and Wednesdays: In cases where a party makes a jury demand in a felony waiver program courtroom or a major non-jury program courtroom on the date of trial, and the time of day is after 12 p.m. on a Monday, Tuesday, or Wednesday, then the case should be scheduled for **the following day** before Judge Shaffer in Courtroom 905 for the arrangement of a jury trial. The parties should be instructed to appear in Judge Shaffer's courtroom by 9 a.m. the following day.
- After Noon on Thursdays and Fridays: In cases where a party makes a jury demand in a felony waiver program courtroom or a major non-jury program courtroom on the date of trial, and the time of day is after 12 p.m. on a Thursday or Friday, then the case should be scheduled for **the following Monday** before Judge Shaffer in Courtroom 905 for the arrangement of a jury trial. The parties should be instructed to appear in Judge Shaffer's courtroom by 9 a.m. that Monday.
- Docketing: The docket should reflect which party made the jury demand and the date given to the parties to appear in Courtroom 905.

2. JURY REQUESTS – PRIOR TO THE DATE OF TRIAL

- SCHEDULING CONFERENCE: If a party informs the Court that it intends to request a jury trial **prior to the date of trial**, then the case should be sent to Courtroom 905 for a normal scheduling conference on a date determined by Judge Shaffer.
- Docketing: The docket should reflect which party made the jury demand and the date given to the parties to appear in Courtroom 905.