



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

**TRIAL DIVISION – CIVIL**

**NOTICE TO THE BAR**

May 24, 2023

**Protocol for Settlement Conferences in Major Jury Program**

*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 a judge.*

Please take notice that effective June 20, 2023, all Settlement Conferences in cases assigned to the Major Jury Program will be scheduled for an **In-Person Conference in 691 City Hall**. Conferences will no longer be conducted using Zoom technology.

A Settlement Conference Memorandum must be electronically filed with the Court and served on parties of record at least ten (10) days prior to the date of the **In-Person Conference**. In addition, all parties are required to submit a hard copy of the electronically filed Memorandum to the Dispute Resolution Center, Room 691 City Hall, Philadelphia, PA 19107, not later than ten (10) days prior to the Conference date. Failure to submit a copy of the Memorandum may result in sanctions.

Please be reminded that the judges pro tempore (JPT) 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 Conference, the JPT may recommend the issuance of a Rule to Show Cause before the Judicial Team Leader who will address the failure to appropriately participate in the Settlement Conference.

Honorable Lisette Shirdan-Harris  
Administrative Judge  
Trial Division

Honorable Daniel J. Anders  
Supervising Judge  
Trial Division – Civil