

NOTICE TO THE BAR

**IN THE COURT COMMON PLEAS
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
TRIAL DIVISION – CIVIL**

ADMINISTRATIVE DOCKET 04 OF 2005

**IN RE:
EMERGENCY PETITIONS AND MOTIONS FOR
PRELIMINARY RELIEF**

AND NOW, this **27th** day of **May, 2005**, it is hereby **ORDERED** and **DECREED** that the following procedures shall apply to all emergency petitions and motions for preliminary relief:

1. All initial pleadings shall be filed with the Prothonotary, utilizing the Civil Cover Sheet and, where appropriate, the Commerce Program Addendum. All Civil Cover sheets must indicate the Court Program and correct Case Type Code (see Instructions for Completing Civil Cover Sheet, the current version of which is available from the Prothonotary, or in the Forms section of the First Judicial District's Website <http://courts.phila.gov>).
2. All motions or petitions seeking emergency relief shall be filed with the Civil Motions Program in 296 City Hall, utilizing the Civil Motion Cover Sheet (available from the Civil Motions Program, or in the Forms section of the First Judicial District's Website <http://courts.phila.gov>).
3. Assignment of motions or petitions seeking emergency relief shall be made based upon the Court Program and Case Type Codes provided on the Civil Cover Sheets at the time of initial filing, or as amended by subsequent Court Order. The emergency matters shall then be assigned to the appropriate Program or Motions Court Emergency Judge, in accordance with the attached Motion Assignment Matrix. This Matrix, which may be amended from time to time without the need for issuance of an Amended Administrative Order or

publication, will be available on the First Judicial District's Website <http://courts.phila.gov>.

4. The Emergency Judge of the designated Program, or his/her designee, will then review the filing to confirm that the Program and Case Type designations are correct, prior to proceeding on the emergency motion/petition. In the event the reviewing Emergency Judge concludes that the matter has been incorrectly designated, he/she will confer with the appropriate Program Emergency Judge. Acceptance of the transfer shall be subject to the receiving Emergency Judge's approval. Any unresolved issue or issues relating to program designation shall be forwarded to the Administrative Judge of the Trial Division, or his designee, for final determination. If a transfer is appropriate, Civil Administration shall note the transfer and make the appropriate program and case type changes to the Civil Docket.

To the extent the procedures set forth in this Administrative Order are inconsistent with any prior Orders or procedures of the Court, those Orders or Procedures are hereby overruled and amended only to the extent necessary to implement this Order.

BY THE COURT:

James J. Fitzgerald, III
Administrative Judge, Trial Division

This Administrative Docket is promulgated in accordance with the April 11, 1987 Order of the Supreme Court of Pennsylvania, Eastern District, No. 55, Judicial Administration, Docket No. 1, Phila. Civ. *51 and Pa. R.C.P. 239, and shall become effective immediately. As required by Pa. R.C.P. 239, the original Administrative Docket shall be filed with the Prothonotary in a docket maintained for Administrative Dockets issued by the Administrative Judge of the Trial Division and copies shall be submitted to the Administrative Office of Pennsylvania Courts, the Legislative Reference Bureau and the Civil Procedural Rules Committee. Copies of the Administrative Docket shall also be submitted to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library and the Law Library for the First Judicial District.