

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**  
**COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**  
**TRIAL DIVISION - CIVIL**

**No. 03 of 2020**

**Administrative Order**

***In re:***    Philadelphia Licenses & Inspections Liens Filed pursuant to the Municipal Claim and Tax Lien Act (“MCTLA”), 53 P.S. §§ 7101-7505

**ORDER**

AND NOW, this 24th day of February, 2020, it is hereby ORDERED and DECREED as follows:

- (1) effective March 2, 2020 and thereafter, the City of Philadelphia may electronically file and the Office of Judicial Records (formerly the “Prothonotary”) shall receive, new City of Philadelphia Licenses & Inspections (“L & I”) Abatement Cost Liens which shall be indexed and searchable through the dockets maintained by the Office of Judicial Records and the First Judicial District of Pennsylvania; and
- (2) effective with such new liens filed on and after March 2, 2020 the Office of Judicial Records shall assess and collect the filing fee required by its fee bill, 42 Pa.C.S. § 1725, as may be amended from time to time, as set forth in the *Fee Schedule of the Office of Judicial Records* which is available on the website of the First Judicial District at [www.courts.phila.gov/pdf/prothyfees.pdf](http://www.courts.phila.gov/pdf/prothyfees.pdf) (see “Filing of a Lien as a First Filing”). Provided, however, that at the discretion of the City of Philadelphia, the mandated filing fee may be added by the City of Philadelphia to the amount owed by the owner(s) of the real estate rather than being paid upon filing of the lien, shall be collected by the City of Philadelphia, and shall be paid to the Office of Judicial Records by the City of Philadelphia when the City of Philadelphia requests the Office of Judicial Records to mark the lien as satisfied.

It is further ORDERED and DECREED that:

- (a) the Office of Judicial Records shall migrate, as soon as practicable, all existing and unsatisfied L & I Abatement Liens filed pursuant to the Municipal Claim and Tax Liens Act (“MCTLA”), 53 P.S. §§ 7101-7505, to the Banner case management system, and such liens shall be indexed and searchable through the dockets maintained by the Office of Judicial Records and the First Judicial District of Pennsylvania; and

(b) the Office of Judicial Records shall continue to maintain an *in rem* index, the form and location of which shall be within the discretion of the Office Judicial Records.

This Order is issued in accordance with the Municipal Claim and Tax Liens Act (“MCTLA”), Act of May 16, 1923, P.L. 207, 53 P.S. §§ 7101-7505. This Order is issued in accordance with Pa.R.C.P. No. 239 and the April 11, 1986 Order of the Supreme Court of Pennsylvania, Eastern District, No. 55 Judicial Administration. The original order shall be filed with the Office of Judicial Records in a Docket maintained for Administrative orders issued by the Administrative Judge of the Trial Division, Court of Common Pleas of Philadelphia County, and shall be submitted to the Pennsylvania Bulletin for publication. Copies of the order shall be submitted to the Administrative Office of Pennsylvania Courts, American Lawyer Media, The Legal Intelligencer, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and shall be posted on the website of the First Judicial District of Pennsylvania: <http://www.courts.phila.gov/regs>.

BY THE COURT:

/s/ Jacqueline F. Allen

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**Honorable Jacqueline F. Allen**  
Administrative Judge, Trial Division  
Court of Common Pleas, Philadelphia County  
First Judicial District of Pennsylvania