

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA MUNICIPAL COURT
President Judge Administrative Order**

No. 61 of 2020

In re: Motions to Lift Bench Warrants

ORDER

AND NOW, this 1st day of October, 2020, in furtherance of the Judicial Emergency declared by the First Judicial District, and to reduce in-person proceedings in order to safeguard the health and safety of court personnel, court users and members of the public and at the same time facilitate the withdrawal of bench warrants issued pursuant to Pa.R.Crim.P. 150, it is hereby ORDERED and DECREED that effective immediately motions to lift or vacate bench warrants shall be filed through the Court's Criminal Electronic Filing System at <http://fjdefile.phila.gov> as follows:

- (1) The movant must select "*Motion to Lift Surrender Bench Warrant.*"
- (2) A separate motion must be filed for each case.
- (3) The motion shall provide all necessary factual and legal information establishing entitlement to lift or vacate the warrant, shall include any documentation to justify the reason for the failure to appear, and the relief requested must be specifically stated.
- (4) The movant must notify the District Attorney's Office, c/o Mike.Lee@phila.gov prior to filing the motion, and must attach to the motion, when it is filed, a letter from the District Attorney's Office setting forth the Commonwealth's position on the matter.
- (5) Upon filing, motions to lift or vacate warrants issued by a Court of Common Pleas Judge will be assigned to the Issuing Judge, and motions seeking to lift or vacate bench warrants issued by Municipal Court Judges shall be assigned to the Honorable Patrick F. Dugan, President Judge of the Municipal Court, or his designee.
- (6) The assigned Judge will review the legal papers filed and will issue an appropriate order which will be served on the parties by the Office of Judicial Records either through the Electronic Filing System or otherwise.

BY THE COURT:

/s/ **Patrick F. Dugan**

**Patrick F. Dugan, President Judge
Philadelphia Municipal Court**

/s/ **Leon W. Tucker**

**Leon W. Tucker, Supervising Judge
Trial Division – Criminal
Court of Common Pleas, Philadelphia County**