

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

---

**No. 17 of 2023**

**President Judge Administrative Order**

---

**In re:           ELECTION DAY JUDICIAL ASSIGNMENTS  
                  2023 General Election - Tuesday, November 7, 2023**

**ORDER**

AND NOW, this 29<sup>th</sup> day September 2023, the following Election Court assignments are made, which shall supersede other assignments during the scheduled Election Court hours only.

**I. PETITIONS TO WITHDRAW.**

Any Petition filed by or on behalf of a candidate for leave to withdraw the candidate's name for nomination shall be filed with the Office of Judicial Records and shall be assigned to President Judge Idee C. Fox or her nominee.

**II. CENTRAL ELECTION COURT - COURTROOM -**

Courtroom 802 in the Juanita Kidd Stout Center for Criminal Justice, Philadelphia, PA will be the central location for all records of the Registration Division, Board of Elections and the Office of Judicial Records (formerly "Prothonotary") on November 7, 2023. Central Election Court will convene at 7:00 AM and will remain open continuously until 10:00 PM (Phone: 215-683-7403).

Judges assigned to the Central Election Court will have jurisdiction over all election matters, and shall, as provided in 25 P.S. § 3046:

- **act as a committing magistrate for any violation of the election laws;**
- **settle summarily controversies that may arise with respect to the conduct of the election;**
- **issue process, if necessary, to enforce and secure compliance with the election laws;**
- **decide such other matters pertaining to the election as may be necessary to carry out the intent of the Election Code; and**
- **when an individual is seeking a judicial order to vote, inform the individual of the provisional ballot process set forth in 25 P.S. § 3050. Section 3050 provides, *inter alia*:**
  - **an individual who claims to be properly registered and eligible to vote at the election district but whose name does not appear on the district register and whose registration cannot be determined by the inspectors of election or the county election board shall be permitted to cast a provisional ballot.**
  - **Prior to voting the provisional ballot, the elector shall be required to execute an affidavit which must be signed by the voter, the Judge of Election and minority inspector.**

- After the provisional ballot has been cast, the individual shall place it in a secrecy envelope. The individual shall place the secrecy envelope in the provisional ballot envelope and shall place his signature on the front of the provisional ballot envelope.

### III. THE FOLLOWING JUDGES ARE ASSIGNED:

	<u>Judge</u>	<u>Courtroom</u>	<u>Court Reporter</u>
7 AM to 2:30 PM	Leanne Litwin	802 Stout Center	TBD
2:30 PM to 10 PM	Michelle D. Hangley	802 Stout Center	TBD

### IV. STANDBY ASSIGNMENTS

Should the designated Judge be unavailable, the President Judge will designate an alternative Judge to preside in Central Election Court.

### V. ELECTION BOARD PETITIONS

*Petitions to Fill Vacancies in Election Boards* (judge of election, majority inspector, minority inspector) must be electronically filed no later than 3:00 p.m. on Wednesday, October 18, 2023, through the Court's electronic filing website at: [www.courts.phila.gov](http://www.courts.phila.gov) pursuant to Pa.R.C.P. No. 205.4 and Philadelphia Civil Rule \*205.4. Assistance with electronic filing shall be provided through the Office of Judicial Records (formerly "Prothonotary") by Appointment, which may be scheduled by calling (215) 686-4251, or by emailing [OJR\\_Civil@courts.phila.gov](mailto:OJR_Civil@courts.phila.gov).

The Petitioner shall serve the City Commissioners and the Democratic/Republican City Committees, as applicable, as provided in the Order to Show Cause.

Hearings on the *Petitions to Fill Vacancies in Election Boards* will be held in Courtroom 443 City Hall on Wednesday, October 25, 2023, at 10:00 a.m., President Judge Idee C. Fox or her designee presiding. Unless terminated earlier as provided by law, the term of office of any person appointed to fill a vacancy in the Election Board shall continue for the remainder of the vacancy.

\*This Election Schedule is available on the First Judicial District Website at: <http://www.courts.phila.gov>.

**BY THE COURT:**

/s/ Idee C. Fox

---

**Honorable Idee C. Fox, President Judge  
Court of Common Pleas**