

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

No. 9 of 2024

President Judge Administrative Order

**In re: SPECIAL ELECTION ASSIGNMENTS
 195th and 201st Legislative Districts – Tuesday, September 17, 2024**

ORDER

AND NOW, this 14th day of August, 2024, the following Election Court assignments are made, which shall supersede other assignments during the scheduled Election Court hours only.

I. CENTRAL ELECTION COURT - COURTROOM 653 - CITY HALL

Courtroom 653 City Hall, 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 September 17, 2024. Central Election Court will convene at 7:00 AM and will remain open continuously until 10:00 PM (Phone 215-686-4311).

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*:**
 - **At all elections 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.**

II. THE FOLLOWING JUDGES ARE ASSIGNED:

	<u>Judge</u>	<u>Courtroom</u>
7:00 AM to 2:30 PM	Honorable Leanne Litwin	653 City Hall
2:30 PM to 10:00 PM	Honorable Kay Yu	653 City Hall

III. STANDBY ASSIGNMENTS

Should the designated Judge be unavailable, President Judge Wright Padilla has designated the Honorable Jessica Brown as an alternative Judge to preside in Central Election Court.

IV. ELECTION BOARD PETITIONS

Petitions to Fill Vacancies in Election Boards (judge of election, majority inspector, minority inspector) **within the 195th and 201st Legislative Districts** must be electronically filed no later than 3:00 p.m. on Wednesday, August 28, 2024, through the Court's electronic filing website at 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"), Room 284 City Hall, Philadelphia, PA 19107.

The Petitioner shall serve the City Commissioners and the Democratic/Republican City Committee, as applicable, as provided in the Order to Show Cause issued upon the filing of the Petition.

A hearing on the *Petitions to Fill Vacancies in Election Boards* will be held in Courtroom 653 City Hall, Philadelphia, PA on Wednesday, September 4, 2024, at 9:00 a.m., President Judge Nina Wright Padilla 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.

V. OFFICIAL ELECTION COUNT

The official election count will commence on Friday, September 20, 2024, at 9:00 a.m., at 11311 Roosevelt Blvd, Philadelphia, PA 19154, Philadelphia, Pennsylvania.

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

BY THE COURT:

/s/ **Nina Wright Padilla**

Nina Wright Padilla, President Judge
Court of Common Pleas
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
Philadelphia County