

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

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**No. 14 of 2024**

**President Judge Administrative Order**

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**In re:           ELECTION DAY JUDICIAL ASSIGNMENTS  
                  2024 General Election - Tuesday, November 5, 2024**

**ORDER**

AND NOW, this 11<sup>th</sup> day October, 2024, upon consideration of the November 5, 2024, General Election, the following Election Court assignments are made, these assignments shall supersede other assignments during the scheduled Election Court hours only.

**I. ELECTION COURT ASSIGNMENTS**

The Justice Juanita Kidd Stout Center for Criminal Justice, Courtrooms 304, 305, and 1107, shall be the location for the November 5, 2024, General Election, Election Court.

Election Court shall convene at 7:00 AM and shall remain open continuously until 10:00 PM. Parties shall present themselves to Courtroom 304 for courtroom assignment. All election matters shall be heard in Courtrooms 304, 305, and 1107.

Judges assigned to Election Court shall have jurisdiction over all election matters, and as provided below:

[S]hall act as a committing magistrate for any violation of the election laws; shall settle summarily controversies that may arise with respect to the conduct of the election; shall issue process, if necessary, to enforce and secure compliance with the election laws; and shall decide such other matters pertaining to the election as may be necessary to carry out the intent of this act. 25 P.S. § 3046.

When an individual is seeking a judicial order to vote, the court shall, 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. 25 P.S. § 3050(a.4)(1).

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 Elections and minority inspector. *See* 25 P.S. § 3050(a.4)(2).

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. 25 P.S. § 3050(a.4)(3).

A judge who is not assigned to Election Court shall not take any action with respect to any election matter, unless prior approval is obtained from the President Judge.

The following Judges are assigned:

	<u>Judge</u>	<u>Courtroom</u>
7:00 AM to 2:30 PM	To Be Announced	304 Stout Center
	To Be Announced	305 Stout Center
	To Be Announced	1107 Stout Center
2:30 PM to 10:00 PM	To Be Announced	304 Stout Center
	To Be Announced	305 Stout Center
	To Be Announced	1107 Stout Center

## II. STANDBY ASSIGNMENTS

Judges with standby assignments may only be called upon by the President Judge to preside in Election Court in the event of unforeseen events. All of the standby judges must be available between the hours of 7:00 AM and 10 PM either in their chambers or at home.

To Be Announced

## III. SCHEDULING AND HEARING PROTOCOL

**The following Protocol shall be followed when a hearing is requested:**

- 1) The assigned Judges and other necessary personnel (Court Clerk, Court Crier, Court Reporter, Sheriff) shall be present in-person in the assigned Courtrooms between 7:00 AM and 10:00 PM.
- 2) Unless the assigned Judge directs otherwise, counsel must appear in-person. Witnesses are encouraged to testify through Zoom.
- 3) No cameras or recording devices are permitted in the Courtrooms.
- 4) All requests for hearings must be communicated to the Office of Judicial Records (“OJR”). OJR personnel shall be stationed in Courtroom 304 of the Stout Center from 7:00 AM until 10:00 PM and shall direct the parties to the appropriate Courtroom upon confirming the availability of all parties in interest. Parties who are to participate through Zoom shall be provided the Zoom link by the Court.
- 5) The assigned Judge may proceed with the hearing by taking testimony and may require the filing of written pleadings, as necessary.
- 6) The public shall be permitted to attend election hearings in the courtroom where hearings are being held.
- 7) Judicial proceedings cannot be recorded, transmitted or broadcast by anyone. The parties are specifically informed that:

**It is unlawful and a criminal offense to record, transmit or broadcast video, audio or photograph of any judicial proceeding and violators may be found to be in contempt of court and may be criminally charged with a misdemeanor**

**punishable by imprisonment of up to two years for a first offense. See Pa.R.J.A 1910, Pa.R.Crim.P. 112 and 18 Pa.C.S. § 5103.1.**

#### IV. 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 16, 2024, 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”), which may be reached by calling (215) 686-6652, or by emailing [ojrcivil@courts.phila.gov](mailto:ojrcivil@courts.phila.gov).

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

Hearings on the *Petitions to Fill Vacancies in Election Boards* shall be held in Courtroom 443 at City Hall, Philadelphia PA, 19107 on Wednesday, October 23, 2024, at 1:00 p.m., President Judge Nina Wright Padilla 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.

#### V. IMPORTANT DEADLINES

The Court notes following deadlines involving challenges to absentee and mail-in ballots:

- November 1, 2024: Deadline for challenges to absentee and mail-in ballots and applications. *See* 25 P.S. §§ 3146.2b(c), 3150.12b(a)(3), 3146.8(g)(4).
- November 8, 2024: Deadline for county board of elections to hold hearing on challenges. *See* 25 P.S. § 3146.8(g)(5).
- Deadline for appeal to Court of Common Pleas: Two days after decision of county board on ballot challenges, and other issues, “... whether then reduced to writing or not...” *See* 25 P.S. §§ 3146.8(g)(6), 3157(a).
- Deadline for Court of Common Pleas to Schedule Hearing: Three days after payment of the appeal fee. *See* 25 P.S. § 3157(a).

#### IV. APPEALS FROM BOARD OF ELECTION DECISIONS ON CHALLENGES TO ABSENTEE AND MAIL-IN BALLOTS. POST-ELECTION MATTERS

Decisions of the Board of Elections on challenges to absentee and mail-in ballots and post-election matters shall be heard by Court of Common Pleas Judges specifically assigned by the President Judge, as necessary.

**The following Protocol shall be followed in connection with a scheduled hearing:**

- 1) All appeals from the decisions of the Board of Elections on challenges to absentee and mail-in ballots, and other matters shall be scheduled and heard as soon as practicable in-person at The Justice Juanita Kidd Stout Center for Criminal Justice located at 1301 Filbert Street, Philadelphia, PA 19107. Parties shall present themselves to Courtroom 304 for courtroom assignment. Hearings shall be held in both Courtrooms 304, 305, and 1107.
- 2) All required pleadings must be filed by the applicable deadline 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 the "Prothonotary"), which may be reached by calling (215) 686-6652, or by emailing [ojrcivil@courts.phila.gov](mailto:ojrcivil@courts.phila.gov).
- 3) Unless otherwise provided, appeals from Board of Election decisions on absentee and mail-in ballot challenges shall be scheduled and heard during normal business hours, during work-days, as follows:
  - (a) Appeals filed from 12:01 AM to 9:00 AM, shall be heard the same day at 10:00 AM;
  - (b) Appeals filed from 9:01 AM to Noon, shall be heard the same day at 1:00 PM;
  - (c) Appeals filed from 12:01 PM to 2:00 PM, shall be heard the same day at 3:00 PM;
  - (d) Appeals filed from 2:01 PM to 5:00 PM, shall be heard the same day at 6:00 PM;
  - (e) Appeals filed after 5:01 PM to Midnight, shall be heard the following business day, at 10:00 AM.
- 4) The public shall be permitted to attend election hearings in the courtroom where hearings are being held.
- 5) No cameras or recording devices are permitted in the Courtroom(s).
- 6) Judicial proceedings cannot be recorded, transmitted or broadcast by anyone. The parties are specifically informed that:

**It is unlawful and a criminal offense to record, transmit or broadcast video, audio or photograph of any judicial proceeding and violators may be found to be in contempt of court and may be criminally charged with a misdemeanor punishable by imprisonment of up to two years for a first offense. See Pa.R.J.A 1910, Pa.R.Crim.P. 112 and 18 Pa.C.S. § 5103.1.**

**VI. OFFICIAL ELECTION COUNT**

The official election count shall commence immediately upon the close of the polls on November 5, 2024, at 11311 Roosevelt Blvd, Philadelphia, PA 19154, Philadelphia, Pennsylvania.

\*This Election Schedule is available on the First Judicial District website at: [www.courts.phila.gov](http://www.courts.phila.gov).

**BY THE COURT:**

/s/ Nina Wright Padilla

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