

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
ADMINISTRATIVE GOVERNING BOARD**

---

**No. 3 of 2025**

**ADMINISTRATIVE ORDER**

***In re: Additional Directives to the Sheriff of Philadelphia Regarding Security of Court  
Facilities of the First Judicial District***

**ORDER**

**AND NOW**, this 11th day of March 2025, the Administrative Governing Board of the First Judicial District of Pennsylvania, Philadelphia County (“AGB”) hereby issues the following Administrative Order containing directives to the Sheriff of Philadelphia regarding security of Court facilities of the First Judicial District:

**WHEREAS**, on December 9, 2024, as a result of failures of the Sheriff of Philadelphia to properly staff courtrooms and court facilities in the First Judicial District and timely transport incarcerated persons between the holding rooms and courtrooms in the Stout Center for Criminal Justice, the AGB issued Administrative Order 16 of 2024, directing the Sheriff of Philadelphia to prepare and deliver a plan of action to accomplish the following directives within 90 days of the Order:

1. Plans for staffing the entrances to the Stout Center for Criminal Justice, the Family Court Building, the 6th and 10th floors of the Widener Building, Traffic Court Building, and 714 Market Street.
2. Plans for deputy sheriffs to provide security patrols throughout the Stout Center, Family Court, City Hall and the Traffic Court Building throughout business hours (8 am – 5 pm.)
3. Plans and procedures to timely and safely transport prisoners to and from the courthouse and escort them throughout the building to and from holding areas to conference rooms and courtrooms ensuring arrival prior to the start of their scheduled hearings, trials or other court proceedings.
4. Plans and procedures to place a Deputy Sheriff in the following areas:
  - a. Each courtroom in the Stout Center for Criminal Justice when the courtroom is in operation.
  - b. Each courtroom in the Family Court Building when the courtroom is in operation.
  - c. Each floor of City Hall from the 2nd Floor to 6th Floor.
  - d. The 6th Floor and 10th Floors of the Widener Building.
  - e. Each courtroom in the Traffic Court Building.

A copy of Administrative Order 16 of 2024 is attached for reference as Exhibit “A.”

**WHEREAS**, on January 3, 2025, the Sheriff of Philadelphia delivered a plan as compelled by Order 16 of 2024 and has made good faith attempts through numerous meetings, discussions and communications with Judicial Leadership to work with the First Judicial District which have resulted in improvements in timely prisoner transportation and increased security for the courtrooms for the Stout Center.

**WHEREAS**, despite the progress made since Order 16 of 2024, the 90-day deadline to accomplish the directives has expired and some of the directives have not been accomplished. The AGB recognizes that the Sheriff currently does not have enough deputies to accomplish all the directives in Order 16 of 2024 and as a result is currently not able to adequately staff each courtroom with Sheriff’s deputies, timely transport incarcerated persons to courthouses and court facilities, and comply with the other directives in Order 16 of 2024.

**WHEREAS**, the failure to address and to resolve the directives has resulted in direct harm to the proper functioning and safe operation and administration of the Courts in the First Judicial District including but not limited to the temporary closure of 714 Market Street to the public to ensure the safety of Court staff in the Adult Probation and Parole Department and Pretrial Services Department, and will continue to threaten the proper functioning and safe operation of the Courts in the First Judicial District.

**WHEREAS**, there is good cause shown and exigent circumstances present for the Administrative Governing Board to enter this Administrative Order to direct the Sheriff of Philadelphia to submit a formal plan for hiring deputies and otherwise filling vacancies, and to comply with other directives listed below; and

**NOW, THEREFORE**, it is hereby **ORDERED and DECREED** that, within 30 days of the date of this Order, the Sheriff of Philadelphia shall prepare and deliver to the District Court Administrator a detailed and complete written plan of action containing the following:

1. A report identifying the number of unfilled but budgeted deputy positions in the Sheriff’s Office and detailing the efforts made by the Sheriff to recruit and hire deputies to fill them, as well as including but not limited to the following:
  - a. The creation of a Sheriff Academy in Philadelphia including but not limited to responses to the Pennsylvania Commission on Crime and Delinquency’s survey regarding the feasibility of establishing a Sheriff Academy in Philadelphia.
  - b. The ability to conduct year-round hiring instead of the current twice-a-year period.
  - c. Full access to the Applicant Lists from the City’s Human Resource Office.
2. A report identifying the number of deputies necessary to comply with all the directives set forth in Order 16 of 2024 and detailing a plan to onboard sufficient deputies to comply with those directives.

3. A report identifying the number of deputies necessary to provide security including security patrols for the following court facilities in addition to those mentioned in Order 16 of 2024:
  - a. The Court of Common Pleas Arbitration Center at 1880 John F. Kennedy Boulevard, 5<sup>th</sup> Floor.
  - b. The Adult Probation and Parole and Pre-Trial Services at 714 Market Street.

Said report shall detail plans to onboard the number of deputies necessary to provide security including security patrols for those court facilities.

This Order shall be filed with the Office of Judicial Records in a docket maintained for Administrative Orders issued by the First Judicial District of Pennsylvania. The Order and addendum shall be submitted to the Pennsylvania Bulletin for publication. Copies shall also be submitted to the Administrative Office of Pennsylvania Courts, 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/>.

**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

**BY THE COURT:**

/s/ Daniel J. Anders

---

**DANIEL J. ANDERS,**  
Administrative Judge, Court of Common Pleas  
Trial Division, First Judicial District of Pennsylvania

**BY THE COURT:**

/s/ Walter J. Olszewski

---

**WALTER J. OLSZEWSKI**  
Administrative Judge, Court of Common Pleas  
Family Division, First Judicial District of Pennsylvania

**BY THE COURT:**

/s/ T. Francis Shields

---

**T. FRANCIS SHIELDS**  
President Judge, Philadelphia  
Municipal Court, First Judicial  
District of Pennsylvania

**BY THE COURT:**

/s/ Joffie C. Pittman, III

---

**JOFFIE C. PITTMAN, III**  
Administrative Judge, Philadelphia  
Municipal Court, First Judicial  
District of Pennsylvania

**BY THE COURT:**

/s/ Sheila Woods-Skipper

---

**SHEILA WOODS-SKIPPER**  
Administrative Judge, Court of  
Common Pleas, Orphans' Court  
First Judicial District of Pennsylvania