

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

General Court Regulation No. 2025-01
In re: Act 44 Probation Review Conference Procedures

AND NOW this 21st day of July, 2025 this Court adopts this General Court Regulation to establish the Probation Review Conference Program and provide procedural guidance for the expeditious processing of all Probation Review Conferences required under Section 4 of the ***Probation Reform Act***, Act No. 44 of 2023, Dec. 14, 2023 (hereinafter, “the Act”), 42 Pa.C.S. §9774.1. This General Court Regulation shall apply to all individuals sentenced or resentenced to a term of probation on or after June 11, 2024.

1. The Probation Office shall:
 - a. Calculate the date of eligibility for a probation review conference (hereinafter, “PRC”) as set forth under 42 Pa.C.S. §9774.1.
 - b. Prepare a Probation Status Report (hereinafter, “Report”) as defined under 42 Pa.C.S. §9774.1(d) for an eligible defendant under its supervision.
 - c. File the Report no later than 30 days prior to the date the defendant is otherwise entitled to a PRC.
 - i. The Report shall be filed with the Office of Judicial Records.
 - ii. The Report shall be accompanied by an Affidavit of Service setting forth the efforts made by the Probation Office to send a copy of the Report to the Defendant and any victim registered with the Pennsylvania Office of Victim Advocate or county victim witness program (hereinafter, “Registered Victim”).
 - d. Send a copy of the Report to the Defendant and any Registered Victim by U.S. Mail.
 - i. The copy of the Report sent to any Registered Victim shall have all personal or confidential information related to the Defendant redacted and shall be accompanied by instructions on how to submit a Response to the Court.
2. The Office of Judicial Records shall serve a copy of the Report on the Commonwealth, the Defendant’s last counsel of record, and the Defender Association of Philadelphia in accordance with Pa. R. Crim. P. 576 and Phila. Crim. R. *576.
3. Upon filing the Report, the Probation Office shall immediately provide the Criminal Listings Unit (hereinafter, “Criminal Listings”) with the case information for each matter in which a Report was filed.
4. Upon receiving the case information, Criminal Listings shall schedule the matter for a PRC before the sentencing judge at the earliest time

practicable at least 30 days from the date the Report is filed, but no later than 60 days from the date the Defendant is eligible for a PRC.

- a. If the sentencing judge is no longer sitting in the Philadelphia County Court of Common Pleas, the PRC will be scheduled before a judge assigned to preside over non-sitting judge PRC.
5. Notice of the PRC shall be provided as follows:
 - a. Criminal Listings shall notify the Probation Office, the Defendant's last counsel of record, the Commonwealth and the Defender Association of Philadelphia of the date and location of the PRC.
 - b. The Probation Office shall notify the Defendant and Registered Victim of the date and location of the PRC.
6. The Commonwealth and the Defendant shall have 30 days from the date the Report is filed to file an objection or otherwise respond to the Report.
 - a. Any objection or response filed by the Commonwealth or the Defendant shall be filed with the Office of Judicial Records and served on the opposing party, the Probation Office, and the Defender Association of Philadelphia in accordance with Pa. R. Crim. P. 576 and Phila. Crim. R. *576.
7. A Registered Victim shall have 30 days from the date the Report is filed to provide input or otherwise respond to the Report.
 - a. A response submitted by a victim shall be submitted in person or by U.S. mail to the Office of Judicial Records – Motions Unit, Stout Center for Criminal Justice, 1301 Filbert Street, Room 206, Philadelphia, PA 19107.
 - b. Upon receiving a response from a Registered Victim, the Office of Judicial Records shall enter a Registry Entry on the Docket indicating that a victim response was received and shall send the victim's response to the chambers of the assigned Judge.
8. If, in advance of the Probation Review Conference, the Court determines that the Report was sent to all parties entitled to receive a copy of the Report and that no objections to the recommendations contained in the Report were filed, the Court may cancel the PRC and enter an appropriate Order from Chambers.
 - a. If the Court cancels the PRC:
 - i. The Court shall immediately notify Criminal Listings that the PRC listing should be canceled.
 - ii. Criminal Listings shall cancel the PRC listing and notify the Commonwealth, the Defender Association, and the last counsel of record that the PRC listing was canceled.
 - iii. The Commonwealth shall notify any Registered Victim that the PRC listing was canceled.
 - iv. The Probation Office shall notify the Defendant that the PRC listing was canceled.
 - v. The Court's Order shall memorialize the recommendation contained in the Report.
 1. The Court shall promptly transmit a copy of the Court's Order to the Office of Judicial Records.

2. Thereafter, the Office of Judicial Records shall serve a copy of the Court's Order on the Commonwealth, the Defender Association and the last counsel of record pursuant to Pa.R.Crim.P. 114.
 3. The Probation Office shall send a copy of the Court's Order to the Defendant and any Registered Victim.
9. If the matter proceeds to a PRC:
 - a. Immediately following the PRC, the Court shall enter an Order terminating probation or continuing probation with the same or modified terms.
 - i. The Court shall promptly transmit a copy of the Order to the Office of Judicial Records.
 - ii. Thereafter, the Office of Judicial Records shall serve a copy of the Court's Order on the Commonwealth, the Defender Association and the last counsel of record pursuant to Pa. R.Crim. P. 114.
 - b. If the Court terminates probation at the PRC in the absence of the Defendant, the Probation Office shall promptly notify the Defendant that the sentence of probation was terminated.
 - c. If the Court does not terminate probation following a Probation Review Conference.
 - i. The Court's Order shall detail the Court's findings.
 - ii. The Probation Office shall send a copy of the Court's Order to the Defendant by U.S. mail.
10. If a Defendant's PRC has not commenced within sixty days of the eligibility date, defense counsel or the Defendant if unrepresented may file a motion demanding a PRC be scheduled within five business days.

This General Court Regulation is issued pursuant to *Probation Reform Act*, Act No. 44 of 2023, Dec. 14, 2023 and shall become effective immediately. The original General Court Regulation shall be filed with the Office of Judicial Records in a Docket maintained for General Court Regulations issued by the Administrative Judge of the Court of Common Pleas of Philadelphia County, shall be published in the *Pennsylvania Bulletin*, and copies shall be submitted to the Administrative Office of Pennsylvania Courts and to the Criminal Procedural Rules Committee. Copies of the General Court Regulation will be submitted to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and posted on the website of the First Judicial District of Pennsylvania at <http://courts.phila.gov>.

BY THE COURT:

/s/ Daniel J. Anders

Daniel J. Anders,
Administrative Judge – Trial Division