

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

No. 13 of 2025

President Judge Administrative Order

**In re: ELECTION DAY JUDICIAL ASSIGNMENTS
 General Election - Tuesday, November 4, 2025**

ORDER

AND NOW, this 17th day of October, 2025, upon consideration of the November 4, 2025, General Election, the following Election Court assignments are made, which shall supersede other assignments during the scheduled Election Court hours only.

I. ELECTION COURT ASSIGNMENT

The Justice Juania Kidd Stout Center for Criminal Justice, Courtroom **1107** will be the central location for Election Court.

Election Court will convene at 7:00 AM and will remain open continuously until 10:00 PM. Parties shall present themselves to Courtroom **1107** for all election matters.

Judges assigned to the Election Court shall have jurisdiction over all election matters and as provided in 25 P.S. § 3046 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 AM to 12:00 PM	Judge Lillian Harris	1107 Stout Center
12:00 PM to 5 PM	Judge Elvin Ross	1107 Stout Center
5 PM to 10:00 PM	Judge Zachary Shaffer	1107 Stout Center

II. STANDBY ASSIGNMENTS

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

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 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 October 21, 2025, 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"), which may be reached by calling (215) 686-6652, or by emailing 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 at 9:00 am on October 27, 2025 in Courtroom 676 City Hall. Unless terminated earlier as provided by law, the term of office of any person appointed to fill a vacancy on the Election Board shall continue for the remainder of the vacancy.

V. 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.

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

BY THE COURT:

/s/ Nina Wright Padilla

**Nina Wright Padilla, President Judge
Court of Common Pleas**