PHILADELPHIA COURT OF COMMON PLEAS

PETITION/MOTION COVER SHEET

FOR COURT USE ONLY	
ASSIGNED TO JUDGE:	ANSWER/RESPONSE DATE:
Do not send Judge courtesy copy of Petition/Motion/Answer/Response. Status may be obtained online at http://courts.phila.gov	

CONTROL NUMBER:

(RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS)

_____ Term, ____
Month *Year*

No. _____

_____

vs.

_____

Name of Filing Party:

_____

(Check one) ☐ Plaintiff ☐ Defendant
(Check one) ☐ Movant ☐ Respondent

INDICATE NATURE OF DOCUMENT FILED:

☐ Petition *(Attach Rule to Show Cause)* ☐ Motion
☐ Answer to Petition ☐ Response to Motion

Has another petition/motion been decided in this case? ☐ Yes ☐ No
Is another petition/motion pending? ☐ Yes ☐ No
If the answer to either question is yes, you must identify the judge(s):

_____

TYPE OF PETITION/MOTION *(see list on reverse side)*	PETITION/MOTION CODE *(see list on reverse side)*

I. CASE PROGRAM

Is this case in the *(answer all questions)*:

A. COMMERCE PROGRAM

Name of Judicial Team Leader: _____
Applicable Petition/Motion Deadline: _____
Has deadline been previously extended by the Court?
☐ Yes ☐ No

B. DAY FORWARD/MAJOR JURY PROGRAM — Year ____

Name of Judicial Team Leader: _____
Applicable Petition/Motion Deadline: _____
Has deadline been previously extended by the Court?
☐ Yes ☐ No

C. NON JURY PROGRAM

Date Listed: _____

D. ARBITRATION PROGRAM

Arbitration Date: _____

E. ARBITRATION APPEAL PROGRAM

Date Listed: _____

F. OTHER PROGRAM: _____

Date Listed: _____

II. PARTIES

(Name, address and ***telephone number*** of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)

III. OTHER

By filing this document and signing below, the moving party certifies that this motion, petition, answer or response along with all documents filed, will be served upon all counsel and unrepresented parties as required by rules of Court (see Pa.R.C.P. 206.6, Note to 208.2(a), and 440). Furthermore, moving party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.

_____ _____ _____
(Attorney Signature/Unrepresented Party) *(Date)* *(Print Name)* *(Attorney I.D. No.)*

This Petition, Motion and Answer or Response, if any, will be forwarded to the Court after the Answer/Response Date. No extension of the Answer/Response Date will be granted even if the parties so stipulate.

30-1061 (Rev. 7/04)

Instructions for Completing Petition/Motion Cover Sheet

A Petition/Motion Cover Sheet must be attached to all Petitions, Motions, Answers or Responses filed, except for Discovery Motions and Motions for Extraordinary Relief. Sanctions will be imposed if the Cover Sheet is inaccurately completed.

Please Note the following:

1. ANSWER or RESPONSE DATE. The Motion Clerk shall enter the "Answer" or "Response" Date on the Cover Sheet. All Responses to Motions and Answers to Petitions must be filed with the Prothonotary and submitted to the Motion Clerk on or before the Response Date. Note: Summary Judgment Motions have a 30 day Response period. Except for those Motions identified in Phila.Civ.R. *208.3(a) and (b), all other Motions have a 20 day Response period.

2. ARGUMENT DATE. The Motion Clerk shall enter the Argument Date and location on the Cover Sheet, as appropriate.

3. CONTROL NUMBER. The Motion Clerk shall assign a Control Number to all Petitions and Motions. The Responding parties must enter this Control Number on the Cover Sheet accompanying their Answer or Response.

4. NATURE OF DOCUMENT FILED. The filing party must check whether the document being filed is a Petition (in which case a Rule to Show Cause Order must be attached), a Motion, an Answer to a Petition, or a Response to a Motion. The parties must indicate whether another Petition or Motion is outstanding or has been decided and, if so, must identify the Judge(s) to whom such prior Petitions or Motions had been assigned.

5. PETITION OR MOTION TYPES. The parties must utilize the following Petition or Motion Codes and Types (and the Motion Clerk is authorized to change a filing party's designation to reflect the correct Petition or Motion Code and Type):

CODE	MOTIONS
MTSAL	Motion for Additional Distribution of Sale Proceeds
MTPHV	Motion for Admission Pro Hac Vice
MTSVR	Motion for Alternative Service
MTAMJ	Motion to Amend Judgment
MTAMD	Motion to Amend Pleading
MTGAL	Motion to Appoint Guardian Ad Litem
MTAPC	Motion for Appointment of a Conservator
MTMCF	Motion for Approval and Distribution of Minor's Compromise
MTWRD	Motion for Approval & Distribution of Wrongful Death & Survival Action
MTAPS	Motion to Approve Transfer of Structured Settlement
MTADH	Motion for Assessment of Damages Hearings
MTAMV	Motion to Auction Motor Vehicles
MTBIF	Motion to Bifurcate
MTCIA	Motion to Certify Order for Interlocutory Appeal
MTCNM	Motion to Change Name
MTCLC	Motion for Class Action Certification
MTCMP	Motion to Compel Discovery
MTCPS	Motion to Compel Payment of Settlement
MTCOM	Motion to Complete Terms of Sheriff's Sale
MTCST	Motion to Confirm Settlement
MTCNS	Motion to Consolidate Actions
MTCON	Motion for Continuance
MTCOR	Motion for Coordination of Actions
MTCRT	Motion to Correct Record
MTCNF	Motion for Counsel Fees
PTDOM	Motion for Delay Damages
MTDJT	Motion to Demand Jury Trial
DPROB	Motion to Determine Preliminary Objections
MTDSC	Motion to Discontinue Case
MTDIS	Motion to Dismiss for Forum Non Conveniens
MTDCN	Motion to Disqualify Counsel
MTEMG	Emergency Motion
MTEST	Motion to Enforce Settlement
MTJDG	Motion for Entry of Default Judgment
MTJNP	Motion for Entry of Judgment of Non Pros
MTSUP	Motion for Entry of Supersedeas
MTEXP	Motion for Expungement of Record
MTEOT	Motion for Extension of Time to file Certificate of Merit
MTEXT	Motion for Extension of Time to answer/ respond)
PTEXR	Motion for Extraordinary Relief
MTNPT	Motion to File Nunc Pro Tunc
MTFUS	Motion to File Under Seal
PTFMV	Motion to Fix Fair Market Value
MTINT	Motion for Interpleader
MTINV	Motion to Intervene
MTIOP	Motion to Invalidate Opt-Outs (Class Action cases)
MTJAD	Motion to Join Additional Defendant
MTJPL	Motion for Judgment on the Pleadings
MTJUR	Motion for Jury Out of Time
MTLIM	Motion in Limine
MTMJS	Motion to Mark Judgment Satisfied
MTMVR	Motion to Obtain Motor Vehicle Records
MTOPN	Motion to Open/Strike Confessed Judgment
MTPAR	Motion for Partition
MTPIC	Motion for Payment into Court
MTPRE	Motion to Pay Rent into Escrow Account
MTSYS	Motion to Postpone Sheriffs Sale
PTTMF	Motion for Post Trial Relief
MTPCD	Motion for Pre-Complaint Discovery
PRINJ	Motion for Preliminary Injunction
MTPSA	Motion for Preliminary Settlement Approval (Class Action Cases)
MTPDE	Motion to Preserve Documents and Evidence
MTIFP	Motion to Proceed In Forma Pauperis
MTPRO	Motion for Protective Order
MTQSH	Motion to Quash
MTRCS	Motion for Reconsideration
MTRPR	Motion to Redeem Premises
MTREF	Motion to Release Escrow Funds
MTOPT	Motion to Remove Opt-Out of the Proposed Settlement Agreement (Class Action Cases)
MTRWT	Motion to Return Writ of Possession or Execution
MTSAN	Motion for Sanctions
MT229	Motion for Sanctions for Failure to Deliver Settlement Funds
MTSAS	Motion to Set Aside Sheriff's Sale
MTSAA	Motion to Set Aside Award
MTIPP	Motion to Settle Incompetent/ Incapacitated Person's Estate
MTSPR	Motion to Stay Proceedings
MTWOE	Motion to Stay Writ of Execution
MTSTK	Motion to Strike Pleading
MTSJD	Motion for Summary Judgment (30 day hold)
MTRAE	Motion for Supplementary Relief in Aid of Execution
MTRDM	Motion to Reassess Damages
MTR[illegible]	Motion for Reimbursement of Fees
MTF[illegible]	Motion to Release Bond
MTR[illegible]	Motion to Remove Case from Deferred Status
MTSRC	Motion to Seal Record
MTSEV	Motion to Sever Cases
MTSPP	Motion for Specific Performance
MTTFR	Motion to Transfer
MTTRJ	Motion to Transfer Judgment
MTFTV	Motion for Title to Vehicle
MTWDA	Motion to Withdraw Appearance
MTWPS	Motion for Writ of Possession
MTWRS	Motion for Writ of Seizure
MTMIS	Miscellaneous Motion

CODE	PETITIONS
PTAAR	Petition to Appoint Common Law Arbitrator
PTARC	Petition to Appoint a Receiver
PTCAR	Petition to Compel Arbitration
PTCAW	Petition to Confirm Arbitration Award
PTCST	Petition to Confirm Settlement
PTFCT	Petition for Contempt
PTOJD	Petition to Open Default Judgment
PTSNP	Petition to Open Judgment of Non Pros
PTEMG	Emergency Petition

6. CASE PROGRAM. The party shall check the program to which the case is assigned and provide the requested program data.

7. PARTIES. The filing parties shall set forth the name, address and telephone number of all counsel of record and unrepresented parties, and must attach a stamped addressed envelope for each attorney of record and unrepresented party.

8. OTHER. The parties shall enter other relevant important information in this box — such as request for stay, emergency designation etc. — placing the Motion Clerk on notice of special handling or request.

9. SIGNATURE LINE. The Cover Sheet must be signed, dated and, if applicable, the attorney ID number must be provided.

10. SERVICE. A copy of the file-stamped Petition, Motion, Answer, Response and attachments must be served on all parties of record immediately after filing as required by Pa.R.C.P. 206.6, and Pa.R.C.P. 440.

The Current Version of the Petition/Motion Cover Sheet May Be Downloaded From The First Judicial District's Website: http://courts.phila.gov.

TRIAL DIVISION – CIVIL SECTION

COURT ADMINISTRATIVE OFFICER ASSIGNMENTS

~~2018~~ 2019

PROGRAM	JUDICIAL TEAM LEADER	COURT ADMINISTRATIVE OFFICER	CONTACT INFORMATION
Arbitration Appeal Major Non Jury Mass Tort	Judge Lisette Shirdan-Harris Judge Arnold L. New	Jennifer Stewart	622 City Hall 215-686-5100 Fax: - 215-686-5137
Commerce	Judge Rami Djerassi Judge Gary G. Glazer Judge Nina W. Padilla	Rachel Postell	521 City Hall 215-686-3704 Fax: 215-686-9525
Major Jury 2018	Judge John M. Younge	Norma Erickson	531 City Hall 215-686-2606 Fax: 215-686-2607
Major Jury 2017	Judge Shelly Robins-New	Felicia Brown	231 City Hall 215-686-3718 Fax: 215-686-7799
Major Jury 2016 And Back	Judge Dennis Cohen	Joey Evers	697 City Hall 215-686-9530 Fax: 215-686-3789
Supervising Judge related docketing & scheduling & Major Jury 2019	Judge ~~Idee Fox~~ New	Norma Erickson	531 City Hall 215-686-2606 Fax: 215-686-2607
Quality Assurance Director		Norma Monte	695 City Hall 215-686-5135 Fax: 215-686-3789