

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

**President Judge Administrative Order
No. 30 of 2020**

In re: Orphans' Court Protocol

ORDER

AND NOW, this 9th day of April, 2020 pursuant to the Judicial Emergency declared by the Pennsylvania Supreme Court and this Court's declarations of an emergency, as to interim procedures in the Orphans' Court Division, it is hereby directed as follows:

1. The Order issued by this Court on March 17, 2020 is amended as to Paragraph 8 H as follows: Citation practice set forth in Pa. O.C Rule 3.5 (a) remains suspended. Electronic filing in the Orphans Court Division having been restored, Petitions should be filed through the Orphans' Court Electronic Filing System (OCEFS) and will no longer be filed with the Judge's chambers. Although e-filing is open, Petitions will not be acted upon unless specified herein.
2. Filing of Emergency Petitions for the Appointment of a Guardian shall continue as set forth in this Court's Order of March 17th, by e-filing the Emergency Petition with the Clerk of Orphans' Court through OCEFS, provided however, you must contact Maryanne Huha Finigan, Esquire, Director Orphans' Court Administration, (Maryanne.finigan@courts.phila.gov), within 24 hours to advise an emergency petition has been filed electronically. She will contact the OC Emergency Judge on duty. Any Decrees and/or Orders entered shall be docketed by the Clerk of Orphans' Court, or if unavailable, the Office of Judicial Records (OJR), pending further order.
3. As to Petitions for Approval of Distribution of either a Minor, Incapacitated Person, or Wrongful Death/Survival Action settlement, are to be electronically filed as follows:
 - a) Cases with an underlying pending civil action are to be docketed by OJR and assigned in accordance with existing protocol, however, due to the Court's closure, such filing will not be acted upon until further Order of Court.
 - b) Cases initiated through the Orphans' Court Division will be docketed and assigned by the Clerk of Orphans' Court in accordance with existing protocol, however, due to the Court's closure, such filing will not be acted upon until further Order of Court.
 - c) Pending further Order, matters accepted through electronic filing in which there is no opposition, no party is self-represented, and the matter was ready for decision as of March 16th, 2020, the resultant Orders entered by the Orphans' Court Judge will be docketed by the Clerk of Orphans' Court, or if unavailable, OJR, and distributed as required under applicable statute and/or Rule.

BY THE COURT:

/s/ Idee C. Fox

**Idee C. Fox, President Judge
Court of Common Pleas and
Chair Administrative Governing Board
First Judicial District**