



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

Thursday, April 30, 2020

**TRIAL DIVISION – CIVIL**

**NOTICE TO THE BAR**

**Protocol for Case Management Conferences Postponed During COVID-19 Judicial Emergency**

Please take notice that civil case management conferences are waived in any civil case previously scheduled for a case management conference, between Tuesday, March 17, 2020 and Monday, June 1, 2020, but postponed as a result of the coronavirus (COVID-19) judicial emergency.

In lieu of the case management conference, the Civil Case Managers will review the electronic court record, civil docket and case management memoranda and, based upon the presumptive case management track (which is determined by the court type, case type, number of parties and nature and complexity of the case) shall issue a Case Management Order assigning the case to either the Expedited, Standard or Complex case management track. If not already filed, Counsel shall file their case management memoranda no later than Monday, May 11, 2020.

The resulting Case Management Order will be docketed and issued to all counsel of record and unrepresented parties by electronic means or through the United States Postal Service, regular mail.

Please be reminded that the Civil Case Managers work directly under the supervision of the Supervising Judge and the Judicial Team Leaders, to whom the results of each case management review will be reported.

Honorable Jacqueline F. Allen  
Administrative Judge  
Trial Division

Honorable Arnold L. New  
Supervising Judge  
Trial Division – Civil