

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

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No. 11 of 2020

President Judge Administrative Order

In re: Postponement of Philadelphia Sheriff's Sales Scheduled on April 2, 7, 15, 21, and 23, 2020

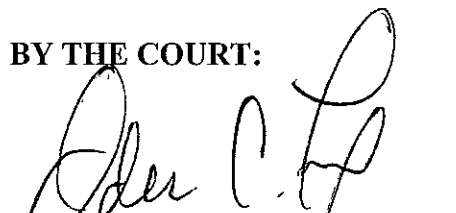
ORDER

AND NOW, this 17 day of March, 2020, pursuant to the request of the City Solicitor, Sheriff Tax Sales scheduled for April 2, 7, 15, 21, and 23, 2020 are postponed and rescheduled as follows:

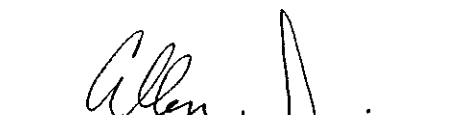
- Sheriff sales scheduled April 2, 2020 are postponed to May 7, 2020.
- Sheriff sales scheduled April 7, 2020 are postponed to May 5, 2020.
- Sheriff sales scheduled April 15, 2020 are postponed to May 20, 2020.
- Sheriff sales scheduled April 21, 2020 are postponed to May 21, 2020
- Sheriff sales scheduled April 23, 2020 are postponed to May 26, 2020

No further notice shall be required, as provided in Pa.R.C.P. No. 3129.3; no further cost.

BY THE COURT:



IDEE C. FOX
PRESIDENT JUDGE
COURT OF COMMON PLEAS



JACQUELINE H. ALLEN
ADMINISTRATIVE JUDGE
COURT OF COMMON PLEAS

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA MUNICIPAL COURT

President Judge Administrative Order

No. 12 of 2020

In re: Weekend and Other Short Term Prison Sentences

ORDER

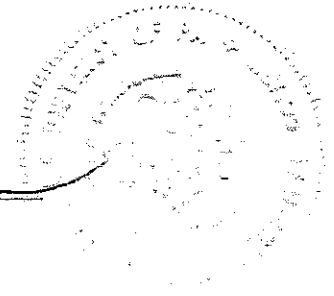
AND NOW, this 18th day of March, 2020, in consideration of the public health emergency created by COVID-19, the General Statewide Judicial Emergency declared by the Pennsylvania Supreme Court on March 16, 2020, and the Declaration of Judicial Emergency in the First Judicial District of Pennsylvania by its Administrative Governing Board on March 17, 2020, it is hereby ORDERED that any order issued by a Municipal Court Judge imposing a weekend prison sentence is stayed or suspended until April 1, 2020 or as otherwise ordered by this Court. **This order extends to sentenced defendants who might have elected to serve their short-term sentence during a weekday.**

The Philadelphia Department of Prisons shall not take any adverse action against any defendant sentenced to a weekend or short-term prison sentence who do not report to serve a weekend or short-term prison sentence between March 17, 2020 and April 1, 2020.

BY THE COURT:


PATRICK F. DUGAN,
President Judge

Philadelphia Municipal Court



FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD
OF THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

No. 13 of 2020

In re: Emergency Motions To Lift Detainers When Defendant is in Custody

ORDER

AND NOW, this 20 day March, 2020, consistent with the Emergency Judicial Order issued on March 17th, 2020 (No. 10 of 2020), and the Supreme Court Orders of March 16th and March 18th, 2020 (Nos. 531 and 532 Judicial Administration Docket), and Criminal Motions having been suspended except for those specifically deemed by Court Order emergencies, Motions to Lift Detainers are deemed to be emergencies provided however, said Motions shall contain sufficient information to allow for a “paper review only.” Further, the Supervising Judge of the Criminal Section of the Trial Division Honorable Leon Tucker, or his designee, is authorized to review and decide Motions on Detainers lodged by a Common Pleas Court Judge regardless of the judge who lodged the Detainer; Judge Patrick Dugan, President Judge of the Municipal Court, or his designee, is authorized to review and decide Motions on Detainers lodged by a Municipal Court Judge regardless of the judge who lodged the Detainer.

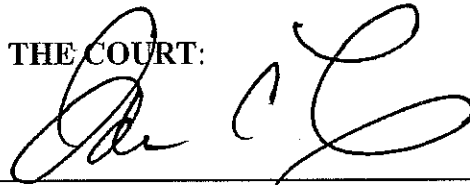
Motions for early termination of Probation or Parole previously filed or filed during this Emergency as declared by the Supreme Court, whether assigned to a judge are deemed NOT to be an emergency. **IT IS HEREBY ORDERED and DECREED** that Emergency Motions may be filed when a Defendant is being held as a result of the detainer as follows:

- (1) The Emergency Motion **must** be filed through the Court’s Criminal Electronic Filing System at <https://fjdefile.phila.gov/>.
- (2) The Motion shall set forth with specificity the factual and legal reasons why the detainer should be lifted and the Defendant released including but not limited to:
 - (i) The underlying conviction with docket numbers and charges, that resulted in the detainer;
 - (ii) The new charges or alleged violations of supervision with specificity;
 - (iii) Any bail imposed on a new case/charge should be addressed under a separate motion using the respective docket number; and
 - (iv) The assurance that Defendant will appear for Gagnon II and trial.
- (3) Failure to provide sufficient information may result in a denial. Agreements by and between the Commonwealth and Defense Counsel in and of itself is not sufficient without the additional information set forth herein.

- (4) The Motion must specify whether there are any other reasons why the Defendant is being held, in addition to the detainer (i.e. detainers/holds from other jurisdictions).
- (5) The Motion must be served on the Commonwealth and/or the position of the Commonwealth regarding the request to lift the detainer and release of the Defendant may be set forth in the Motion.
- (6) The Commonwealth may expeditiously file an Answer setting forth whether it is in agreement or opposes the requested relief.
- (7) The Motion and any Answer will be assigned to Supervising Judge of the Criminal Section of the Trial Division Hon. Leon Tucker, or his designee, or to Judge Patrick Dugan, President Judge of the Municipal Court, or his designee, as applicable, and will be decided based on the pleadings filed by the parties.

IT IS FURTHER ORDERED AND DECREED that in light of the Judicial Emergency declared by the First Judicial District, any other Motions filed as "Emergency" Motions may be scheduled in due course if deemed not to raise emergent issues.

BY THE COURT:



**Honorable Idee C. Fox, President Judge
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
President Judge, Court of Common Pleas,
Philadelphia County**

FIRST JUDICIAL DISTRICT OF PA
MARCH 20 2020

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CLERK

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

No. 14 of 2020

President Judge Administrative Order

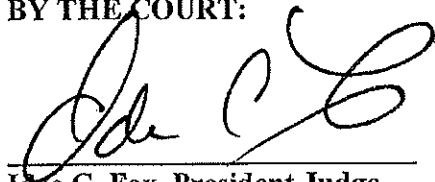
**In re: Postponement of Philadelphia Sheriff's Mortgage Foreclosure Sale
Scheduled on April 7, 2020**

ORDER

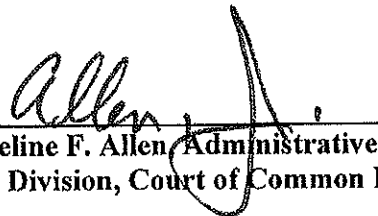
AND NOW, this 20th day of March, 2020, in light of the Judicial Emergency declared by this Court at President Judge Administrative Docket Nos. 9 and 10, and the Judicial Emergency Orders issued by the Pennsylvania Supreme Court on March 16th and March 18th, 2020, Judicial Administration Docket Nos. 531 and 532, the Philadelphia County Sheriff's Mortgage Foreclosure Sale scheduled for **April 7, 2020** is postponed and rescheduled for **June 2, 2020**.

No new notice shall be required, as provided in Pa.R.C.P. No. 3129.3.

BY THE COURT:



Idée C. Fox, President Judge
Chair, Administrative Governing Board



Jaqueline F. Allen, Administrative Judge
Trial Division, Court of Common Pleas

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD
OF THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

No. 15 of 2020

In re: **Essential Court Functions**

ORDER

AND NOW, this 20th day March, 2020, in accordance with the General Statewide Judicial Emergency Orders issued by the Pennsylvania Supreme Court on March 18th, 2020 (Nos. 531 and 532 Judicial Administration Docket), directing the closure of court facilities in all judicial districts as to *non-essential functions*, and authorizing in-person court proceedings in some emergency matters involving *essential functions*, **IT IS HEREBY ORDERED AND DECREED THAT:**

1. President Judge Administrative Orders Docket Nos. 9, 10, 11, 12, 13 and 14 shall remain in effect until further order from this court, with the following modifications set forth below.
2. All First Judicial District of Pennsylvania courts and related offices will remain closed through the workday of April 3, 2020 and reopen Monday April 6, 2020. Any legal papers or pleadings required to be filed between March 17, 2020 and April 6, 2020 shall be deemed to have been timely filed if they are filed by Monday, April 13, 2020.
3. Juvenile Detentions Hearings and shelter care hearings held pursuant to 42 Pa.C.S. §6332 shall now be held at the following location: **Philadelphia Family Court, 1501 Arch Street, Philadelphia**. These hearings will be held Monday, Wednesday, and Friday. Entry to the Family Court Building will be strictly limited to only participants on scheduled matters, counsel of record, and immediate family members/guardians.
4. At the direction of the Supervising Judge of the Criminal Section Leon Tucker, the President Judge of Municipal Court, Patrick Dugan, or his designee, is authorized to conduct Common Pleas Court criminal bench warrant hearings using video conference technology. This will include hearings on "Judge only" bench warrants.

This authorization shall continue throughout the duration of this judicial emergency, or until further order from this court.

5. Consistent with the Supreme Court Order issued March 18, 2020, and due to the limited availability of facilities and staff, the court continues to identify and prioritize *essential functions* and continues to develop protocols and procedures to make operational those *essential functions* which will be set forth in detail by subsequent orders issued by this court.

This Order shall be filed with the Office of Judicial Records in a Docket maintained for orders issued by the Administrative Governing Board of the First Judicial District of Pennsylvania, and shall be submitted to the State Court Administrator, posted on the website of the First Judicial District of Pennsylvania (<http://www.courts.phila.gov/regs>), and published by The Legal Intelligencer.

BY THE COURT:



Honorable Idee C. Fox, President Judge
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
President Judge, Court of Common Pleas,
Philadelphia County

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD
OF THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

No. 16 of 2020

In re: Relief Under the Protection From Abuse Act

ORDER

AND NOW, this 20th day March, 2020, in accordance with the General Statewide Judicial Emergency Orders issued by the Pennsylvania Supreme Court on March 18th, 2020 (Nos. 531 and 532 Judicial Administration Docket), directing the closure of court facilities in all judicial districts as to *non-essential functions*, and authorizing in-person court proceedings in some emergency matters involving *essential functions*, **IT IS HEREBY ORDERED AND DECREED THAT effective immediately:**

1. **The Philadelphia Family Court building at 1501 Arch Street remains generally closed to the public.**
 - a. General operations are suspended except as set forth in previously issued President Judge Administrative Order, Docket No. 15 of 2020, *and* as provided hereafter.
 - b. Should a hearing be required it will be conducted electronically, as set forth herein.
2. **Emergency Temporary Protection from Abuse Hearings and Orders During NON-BUSINESS HOURS - During non-business hours, which are hereby defined as weekdays from Monday through Friday from 4:00 P.M. to 8:00 A.M. and weekends from Friday at 4:00 P.M. through Monday at 8:00 A.M., Emergency PFA relief will continue to be available at the Stout Criminal Justice Center.**
3. **Temporary PFA Filings**
 - a. **Pre-prepared, verified PFA filings:**
 - i. *IMPORTANT: Preparers of the petitions must provide a valid email address and telephone number for the Petitioner (and counsel, if applicable) to the Domestic Violence (DV) Unit to process the petitions.*
 - ii. PFA Petitions and Proposed Temporary Orders properly completed pursuant to 23 Pa.C.S.A. § 6101, *et seq.*, and Pennsylvania Rules of Civil Procedure 1901.3 and 1905, must be emailed to the following email address for referral to and consideration by the Court: TempPFA@courts.phila.gov.
 - b. **Petitioners who require assistance in preparation and filing (self-represented):**
 - i. *IMPORTANT: Petitioners must be prepared to provide a valid email address and telephone number in order for the Domestic Violence (DV) Unit to prepare and process their petitions.*
 - ii. Assistance to prepare and file Protection from Abuse petitions is available telephonically Monday through Friday from 8:30 A.M. to 11:00 A.M.
 - iii. Self-represented petitioners are directed to call the following intake number for the Domestic Violence Unit: 215-686-6311, ext. 19217 during this time only.
 - iv. DV Unit personnel will conduct a brief intake interview and obtain a valid email address and telephone number for each Petitioner; each Petitioner

- must also provide other electronic (audio/visual) means by which they can be contacted in order to participate remotely at the hearing on their petition.
- v. Thereafter, each Petitioner will receive a telephone call from the DV Unit for a more detailed interview. Based upon that interview, the DV Unit will then prepare a proposed PFA Petition and email a copy of said proposed petition to the Petitioner.
 - vi. Assuming Petitioner is in agreement as to the contents of the Petition, the Petition must then be signed electronically by the Petitioner (via a link embedded in the email from the DV Unit).
4. **Temporary PFA Hearings** - Each verified petition, completed and filed during the normal business hours prescribed above, will be immediately scheduled for an electronic (audio/visual) Temporary PFA hearing before a Judge.
- a. Said hearings will be held electronically from 11:00 A.M. until 4:00 P.M., Monday through Friday.
 - b. At the beginning of each hearing, the Petitioners and their attorneys (if applicable) shall be contacted electronically by the Court at the number/electronic means they provided during the intake process.
 - c. Petitioners must appear electronically for the hearing; counsel (if applicable) must also participate electronically.
5. **Temporary PFA Orders.**
- a. If a Temporary PFA Order is entered, the Petitioner (and counsel, if applicable) shall receive a copy of their Temporary PFA Order via First Class Mail.
 - b. Upon request of a Petitioner, a copy of the Protection from Abuse Order will be available for pickup from 4:00 P.M. to 5:00 P.M. at the Philadelphia Family Court Building, 1501 Arch Street, Philadelphia, PA 19102. The pickup location will be at the employee entrance to the Family Court Building at 1501 Arch St., which is located between the Family Court Building and the Department of Human Services Building (1515 Arch St), adjacent to the Arch Street flagpole. Each Petitioner must present a valid form of photo identification in order to receive their order.

This Order shall be filed with the Office of Judicial Records in a Docket maintained for orders issued by the Administrative Governing Board of the First Judicial District of Pennsylvania, and shall be submitted to the State Court Administrator, posted on the website of the First Judicial District of Pennsylvania (<http://www.courts.phila.gov/regs>), and published by The Legal Intelligencer.

BY THE COURT:

/s/ Idee C. Fox

**Honorable Idee C. Fox, President Judge
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
President Judge, Court of Common Pleas,
Philadelphia County**

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD
OF THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

No. 16 of 2020

In re: Relief Under the Protection From Abuse Act

AMENDED ORDER

AND NOW, this 27th day March, 2020, the Order issued March 20, 2020 is amended to read as follows: in accordance with the General Statewide Judicial Emergency Orders issued by the Pennsylvania Supreme Court on March 18th, 2020 (Nos. 531 and 532 Judicial Administration Docket), directing the closure of court facilities in all judicial districts as to *non-essential functions*, and authorizing in-person court proceedings in some emergency matters involving *essential functions*, IT IS HEREBY ORDERED AND DECREED THAT effective immediately:

1. **The Philadelphia Family Court building at 1501 Arch Street remains generally closed to the public.**
 - a. General operations are suspended except as set forth in previously issued President Judge Administrative Order, Docket No. 15 of 2020, *and* as provided hereafter.
 - b. Should a hearing be required it will be conducted electronically, as set forth herein.
2. **Emergency Temporary Protection from Abuse Hearings and Orders.** Emergency PFA relief will be available Monday through Thursday at the Stout Center for Criminal Justice beginning daily at 11:00 A.M. and until 8:00 AM the following day, and weekends from Friday 11:00 A.M. to the following Monday at 8:00 A.M.
3. **Temporary PFA Filings**
 - a. **Pre-prepared, verified PFA filings:**
 - i. *IMPORTANT: Preparers of the petitions must provide a valid email address and telephone number for the Petitioner (and counsel, if applicable) to the Domestic Violence (DV) Unit to process the petitions.*
 - ii. PFA Petitions and Proposed Temporary Orders properly completed pursuant to 23 Pa.C.S.A. § 6101, *et seq.*, and Pennsylvania Rules of Civil Procedure 1901.3 and 1905, must be emailed to the following email address for referral to and consideration by the Court: TempPFA@courts.phila.gov.
 - b. **Petitioners who require assistance in preparation and filing (self-represented):**
 - i. *IMPORTANT: Petitioners must be prepared to provide a valid email address and telephone number in order for the Domestic Violence (DV) Unit to prepare and process their petitions.*
 - ii. Assistance to prepare and file Protection from Abuse petitions is available telephonically Monday through Friday from 8:30 A.M. to 11:00 A.M.
 - iii. Self-represented petitioners are directed to call the following intake number for the Domestic Violence Unit: 215-686-6311, ext. 19217 during this time only.
 - iv. DV Unit personnel will conduct a brief intake interview and obtain a valid email address and telephone number for each Petitioner; each Petitioner

must also provide other electronic (audio/visual) means by which they can be contacted in order to participate remotely at the hearing on their petition.

- v. Thereafter, each Petitioner will receive a telephone call from the DV Unit for a more detailed interview. Based upon that interview, the DV Unit will then prepare a proposed PFA Petition and email a copy of said proposed petition to the Petitioner.
- vi. Assuming Petitioner is in agreement as to the contents of the Petition, the Petition must then be signed electronically by the Petitioner (via a link embedded in the email from the DV Unit).

4. Temporary PFA Hearings - Each verified petition, completed and filed during the normal business hours prescribed above, will be immediately scheduled for an electronic (audio/visual) Temporary PFA hearing before a Judge.

- a. Said hearings will be held electronically from 11:00 A.M. until 4:00 P.M., Monday through Friday.
- b. At the beginning of each hearing, the Petitioners and their attorneys (if applicable) shall be contacted electronically by the Court at the number/electronic means they provided during the intake process.
- c. Petitioners must appear electronically for the hearing; counsel (if applicable) must also participate electronically.

5. Temporary PFA Orders.

- a. If a Temporary PFA Order is entered, the Petitioner (and counsel, if applicable) shall receive a copy of their Temporary PFA Order via First Class Mail.
- b. Upon request of a Petitioner, a copy of the Protection from Abuse Order will be available for pickup from 4:00 P.M. to 5:00 P.M. at the Philadelphia Family Court Building, 1501 Arch Street, Philadelphia, PA 19102. The pickup location will be at the employee entrance to the Family Court Building at 1501 Arch St., which is located between the Family Court Building and the Department of Human Services Building (1515 Arch St), adjacent to the Arch Street flagpole. Each Petitioner must present a valid form of photo identification in order to receive their order.

This Order shall be filed with the Office of Judicial Records in a Docket maintained for orders issued by the Administrative Governing Board of the First Judicial District of Pennsylvania, and shall be submitted to the State Court Administrator, posted on the website of the First Judicial District of Pennsylvania (<http://www.courts.phila.gov/regs>), and published by The Legal Intelligencer.

BY THE COURT:

Honorable Idee C. Fox, President Judge
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
President Judge, Court of Common Pleas,
Philadelphia County

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD
OF THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

No. 18 of 2020

In re: **Emergency Custody Petitions**

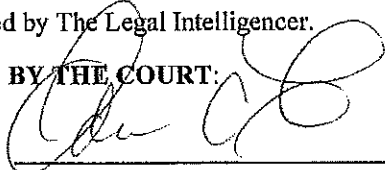
ORDER

AND NOW, this 23rd day March, 2020, in light of the Judicial Emergency declared by this Court and by the Pennsylvania Supreme Court on March 16th and March 18th, Judicial Administration Docket Nos. 531, the COVID-19 Emergency Disaster Declarations issued by Governor Tom Wolf and by James F. Kenney, Mayor of City of Philadelphia requiring all Philadelphia residents to remain at home or at their place of residence to avoid spreading COVID-19, recognizing, however, that child custody transfers **are permitted** under the City of Philadelphia's Stay at Home Order within the meaning of "visiting/caring for family," and further acknowledging that one of the Court's *essential function* is to address custody disputes, **IT IS HEREBY ORDERED AND DECREED THAT effective immediately Emergency Custody Petitions** may be filed as follows:

- (1) An *Emergency Custody Petition*, setting forth all relevant information, shall be completed by Petitioner and verified. One of the following shall also be submitted with the Emergency Petition:
 - a. A *Complaint for Custody*, if a Custody Complaint has not been filed; or
 - b. A *Petition to Modify Custody*, if a custody order has been issued and the Emergency Petition seeks to modify the custody order; or
 - c. A *Petition for Contempt of Custody* if the Emergency Petition alleges that the current custody has not been complied with;
- 2) Every Emergency Custody Petition must be accompanied by the following:
 - a. A fully completed *Domestic Relations Information Sheet*; and
 - b. A *Criminal Record/Abuse History Verification*
- 3) The Emergency Petition must be forwarded to Family Court by email to the following email address: custodyemergency@courts.phila.gov.
- 4) The Petitioner must provide a telephone number at which they can be reached by court staff.
- 5) The *Emergency Custody Petition* and attachments are available at: <https://www.courts.phila.gov/pdf/forms/domestic-relations/Petition-for-Emergency-Relief-and-Attachments-Custody-COVID-19.pdf>
- 6) The Emergency Custody Petition will be reviewed by the designated Judge.
- 7) Custody emergencies warranting immediate Court intervention will be narrowly construed during this period.
- 8) After review, the Petitioner will be notified by reply email and/or telephone whether the Petition is appropriate for filing in accordance with the General Statewide Judicial Emergency Orders.
- 9) If acceptable for filing, the Petitioner will be provided with instructions regarding filing and service.

This Order shall be filed with the Office of Judicial Records in a Docket maintained for orders issued by the Administrative Governing Board of the First Judicial District of Pennsylvania, and shall be submitted to the State Court Administrator, posted on the website of the First Judicial District of Pennsylvania (<http://www.courts.phila.gov/regis>), and published by The Legal Intelligencer.

BY THE COURT:



**Honorable Idee C. Fox, President Judge
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
President Judge, Court of Common
Pleas, Philadelphia County**

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

President Judge Administrative Order

No. 19 of 2020

In re: Civil E-Filing Essential Functions

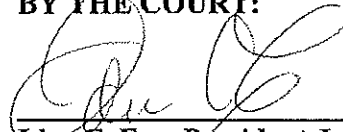
ORDER

AND NOW, this 23rd day of March, 2020, in light of the Judicial Emergency declared by the Pennsylvania Supreme Court on March 16th and March 18th, Judicial Administration Docket Nos. 531, et seq., and this Court's Administrative Order No. 09 of 2020, declaring a Judicial Emergency pursuant to Pennsylvania Rule of Judicial Administration 1952(B), **it is hereby ORDERED and DECREED** that that President Judge Administrative Order No. 10 and 15 of 2020 remain in effect as to the time calculations for the purposes of time computation relevant to all civil filings and time deadlines remain suspended. Any legal papers or pleadings required to be filed between March 17, 2020 and April 6, 2020 will be deemed to have been timely filed if filed by April 13, 2020;

It is further **ORDERED and DECREED**, that all writs of summons filed to initiate an action received through the E-filing System will be deemed docketed on the day the acknowledgement of receipt is sent via email.

This Order shall be filed with the Office of Judicial Records in a Docket maintained for orders issued by the Administrative Governing Board of the First Judicial District of Pennsylvania, and shall be submitted to the State Court Administrator, posted on the website of the First Judicial District of Pennsylvania (<http://www.courts.phila.gov/regs>), and published by The Legal Intelligencer.

BY THE COURT:



Idee C. Fox, President Judge
Chair, Administrative Governing Board
First Judicial District of Pennsylvania
President Judge, Court of Common Pleas,
Philadelphia County