



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

Thursday, September 24, 2020

TRIAL DIVISION – CIVIL

NOTICE TO THE BAR

Protocol for Non-Jury Trials During the COVID-19 Judicial Emergency

Please take notice that subsequent to **October 5, 2020**, the Court will be scheduling non-jury trials for matters in the Arbitration Appeal, Major Non-Jury and Equity programs, including those matters scheduled for trial in **October 2020**, as well as those matters which were previously scheduled for trial in **March, April, May and June 2020**, but were postponed as a result of the coronavirus (COVID-19) judicial emergency. A list of the matters to be scheduled for trial is attached.

These non-jury trials will be conducted via remote technology. Counsel shall review the published protocols in preparation for trial, including the Policies and Protocols for Use of Advanced Communication Technology for Court Proceedings in Civil Matters issued on July 16, 2020.

All parties must **immediately** notify the Court in writing of any matters that have settled and file an Order to Settle, Discontinue and End. All parties must **immediately** notify the Court of any scheduling conflicts, including trial attachments and prepaid vacations. Conflict letters must be electronically filed under the “existing case” section of the Electronic Filing System under the conference submission category. Any requests for continuance must be **immediately** submitted in writing and made under exigent circumstances.

Counsel will be served with a Scheduling Order, attaching counsel for trial for a date-certain. Matters which were scheduled for trial in July and August 2020 will be rescheduled for trial at a later date. Any questions about this notice may be addressed to the **Complex Litigation Center, 622 City Hall, Philadelphia, PA 19107; telephone (215) 686-5100; fax (215) 686-5137.**

Honorable Jacqueline F. Allen
Administrative Judge
Trial Division

Honorable Lisette Shirdan-Harris
Supervising Judge
Trial Division - Civil Section