



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

Monday, October 19, 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 **December 7, 2020**, the Court will be scheduling non-jury trials for matters in the Arbitration Appeal and Major Non-Jury programs, including those matters scheduled for trial in the **August and December 2020 Trial Pools**, as well as select matters which were previously scheduled for trial earlier in 2020, but were postponed due to 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.

If your trial is on the attached list, 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 only under exigent circumstances.

Counsel and self-represented parties will be served with a Scheduling Order, attaching counsel/parties for trial for a date-certain. 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