

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

**No. 10 of 2020**

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**In re:           EMERGENCY JUDICIAL ORDER**

**ORDER**

AND NOW, this 17th day March, 2020, due to the public health emergency in Philadelphia pertaining to the risk presented by COVID-19, and as authorized by the Pennsylvania Supreme Court Order issued March 16, 2020, and this Court having previously declared a judicial emergency in the First Judicial District of Pennsylvania by separate Order of this same date, in order to insure the safety and well-being of court employees and court users and visitors, and limit the impact and prejudice to litigants, court users and other visitors, **IT IS HEREBY ORDERED and DECREED** that all First Judicial District of Pennsylvania courts and related offices, including the Office of Judicial Records and other filing offices, the Juvenile and Adult Probation Departments, and the Family Court Children's waiting area, with the exception of certain services specified below in this Order, will be closed beginning on Tuesday March 17, 2020 and will reopen on Wednesday April 1, 2020 at the normal business hours for the various courts and offices, unless otherwise ordered.

**IT IS FURTHER ORDERED and DECREED** that:

1. Time calculations for the purposes of time computation relevant to court cases or other judicial business, as well as time deadlines, are suspended pursuant to Pennsylvania Rule of Judicial Administration 1952(B). Any legal papers or pleadings which are required to be filed between March 17, 2020 and March 31, 2020 will be deemed to have been timely filed if they are filed on Monday, April 6, 2020.
2. Jury and non-jury trials, both criminal and civil, are suspended and will be scheduled at a later date. Jurors DO NOT need to report for jury duty.
3. All civil pre-trial conferences, case management conferences, diversion programs, discovery lists, arbitrations and trials are cancelled or postponed.
4. All criminal preliminary hearings, trials, pretrial conferences, and diversion programs are cancelled, pending further notice from the Court.
5. President Judge Administrative Orders Nos. 7-2020 and 8-2020 shall remain in effect until further order of Court.
6. All Pretrial Services and Adult Probation and Parole Department client interviews will be suspended until April 1, 2020, unless otherwise ordered.

7. All Civil filings are suspended except for civil Emergency Petitions which shall be restricted and pursuant to the procedure set forth below.
8. The following essential court services will remain available.
  - A. Video Preliminary Arraignments and Emergency Protection from Abuse services will continue on a 24/7 basis. Non-Emergency Protection from Abuse petitions secured at Family Court are suspended and will resume upon the reopening of our courts and offices;
  - B. Juvenile Detention Hearings and shelter care hearings held pursuant to 42 Pa.C.S. § 6332 will be held by the Court or Juvenile Hearing Officer within 72 hours after the child is placed in detention or shelter care, at the following location: Philadelphia Juvenile Justice Services Center (PJJSC), Courtroom #1 or Courtroom#2, 48<sup>th</sup> and Haverford Ave., Philadelphia, PA 19139.
  - C. An Emergency Judge shall be available Monday through Friday from 9 a.m. to 5 p.m. and civil emergency filings must be filed in person at the Justice Juanita Kidd Stout Center for Criminal Justice, Basement Level, 1300 Filbert Street, Philadelphia. Emergencies shall be limited to health and medical emergencies, public safety, and Orphan's Court Emergency Guardianship Petitions, not including OPC's. Except as provided otherwise in this Order, all emergencies other than OPC's which arise on weekdays from 5:00 p.m. and 9:00 a.m. and/or weekends (from Friday at 5:00P.M. through Monday at 9:00 A.M.) will be handled, in accordance with existing protocol, by the weekly designated Emergency Judge and other staff available through the City Hall operator, and as designated in the weekly orders issued by this court pursuant to Philadelphia Civil Rule \*1531. During the period of court closure, the Emergency Judge appointed under Philadelphia Civil Rule \*1531 shall handle OPC's on a 24/7 basis.
  - D. GAGNON I hearings and EMU Supervision will continue.
  - E. Municipal Court will continue to conduct video bench warrant and early bail review hearings for individuals incarcerated in the Philadelphia Prison System. In addition, Alias Writs will not be issued or served from March 16, 2020 at 5:00 p.m. until April 1, 2020 at 9:00 a.m.
  - F. Municipal Court Traffic Division will remain open to retrieve impounded vehicles 3 days per week. The dates and hours operation will be listed on the FJD website.
  - G. Civil Mental Health Applications and Petitions may continue to be filed through the Civil Mental Health Electronic Filing System at <https://fjdmh.phila.gov>. Patients shall not be transported to a hearing facility

and witnesses shall not be subpoenaed for a hearing. A court designated Mental Health Review Officer shall review the applications and petitions and may enter an appropriate order upon consideration of the allegations contained in the applications and petitions and additional information provided by counsel.

- H. Citation practice set forth in Pa. O.C. Rule 3.5(a) (mode of proceeding on petition), Pa. O.C. Rule 14.2(f) (citation with notice for adult guardianship proceedings), and Philadelphia O.C. Rule 4.7A (requiring electronic filing) shall be suspended as follows:

Under circumstances where it is impossible or difficult to file a Petition with the Clerk of Orphans' Court, the party seeking such emergency relief may submit the petition directly to the assigned Orphans' Court Motion Judge's Chambers, who shall review the petition, issue a preliminary decree, and direct that the petition and preliminary decree be served as ordered on the alleged incapacitated person or respondent without the need to obtain and serve a physical citation. Following service as ordered, the assigned Judge may conduct a hearing and issue a decree. Thereafter, the petitioner shall file the petition, preliminary decree and any other decrees with the Clerk of Orphans' 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 Pennsylvania Bulletin for publication. Copies of the order shall be submitted to the Administrative Office of Pennsylvania Courts, American Lawyer Media, The Legal Intelligencer, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and shall be posted on the website of the First Judicial District of Pennsylvania. <http://www.courts.phila.gov/regs>.

**BY THE COURT:**



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