



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

Thursday, August 27, 2020

TRIAL DIVISION – CIVIL

NOTICE TO THE BAR

**Protocol for Arbitration Appeal and Non-Jury Matters Listed for Trial But Postponed
During the COVID-19 Judicial Emergency**

Please take notice that the Court will be requesting a Status Letter from parties for Arbitration Appeal and Non-Jury matters, previously listed for trial but postponed as a result of the coronavirus (COVID-19) judicial emergency.

The Request for Status Letter will be sent to all counsel of record and unrepresented parties by electronic means or through the United States Postal Service, regular mail. All Counsel and self-represented parties shall file their Status Letter no later than five (5) days after receipt of the notice. The Status Letter must be electronically filed under the “existing case” section of the Electronic Filing System under the conference submission category.

For self-represented parties without an Electronic Filing Account, Status Letters must be sent to the Court through the United States Postal Service, regular mail to Complex Litigation Center, 622 City Hall, Philadelphia, PA 19107 or via e-mail at ComplexLitigationCenter@courts.phila.gov. Failure to timely file the Status Letter may result in the imposition of monetary sanctions.

Honorable Jacqueline F. Allen
Administrative Judge
Trial Division

Honorable Lisette Shirdan-Harris
Supervising Judge
Trial Division- Civil