

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
Procedure to follow in the filing of
EMERGENCY APPLICATIONS FOR ABSENTEE BALLOT
For Primary Election: May 19, 2015

As provided by Act 137 of 2006 (see 25 P.S. §3146.2a), Electors who become physically disabled or ill, or due to business reasons are absent from Philadelphia after 5:00 PM Friday, May 15, 2015 and until 8:00 PM on Election Day – May 19, 2015 may request an Absentee Ballot if the Elector or the Elector’s Authorized Representative completes and files with the Court of Common Pleas “an Emergency Application” (or a letter or other signed document which includes the same information as is provided in the Emergency Application) as follows:

1) Only the Elector or his/her Authorized Representative can file the Emergency Application and attend the hearing scheduled on the Application.

2) **No Emergency Applications can be filed with the Court during non-court hours.**

3) **Monday, May 18, 2015**. The elector or the elector’s Authorized Representative may request an **Emergency Application for Absentee Ballot** between 9:00 AM to 5:00 PM as follows:

a) bring the completed Emergency Application form (and if you are applying on behalf of the Elector, the Elector’s Authorized Representative form) to the City Commissioners’ Office, Room 142 City Hall. The Election Voter Registration Clerk will determine whether the Elector is otherwise qualified to vote, and if so, will direct the person to the ***Office of Judicial Records*** (heretofore the “*Prothonotary*”) for filing the Application;

b) bring the documentation provided by the Election Voter Registration Clerk to the ***Office of Judicial Records*** (heretofore the “*Prothonotary*”) in Room 296 City Hall. The Application will be filed, a hearing will be scheduled, and a Scheduling Order with the date, time and place of the hearing will be given to the filer. The Office of Judicial Records will send a copy of the Scheduling Order to the Election Voter Registration Clerk; and

c) the Elector or Authorized Representative must appear on the scheduled hearing date, and after the hearing, the Election Judge will issue an Order. If the Application is granted, the Elector or Authorized Representative will be given the absentee ballot. Election Staff personnel will be available to answer any questions.

4) **Tuesday, May 19, 2015**. The elector or the elector’s Authorized Representative may request an **Emergency Application for Absentee Ballot** between 9:00 AM and 8:00 PM as follows:

a) bring the completed Emergency Application form (and if you are applying on behalf of the Elector, the Elector’s Authorized Representative form) to the City Commissioners’ Office, Room 142 City Hall. The Election Voter Registration Clerk will determine whether the Elector is otherwise qualified to vote, and if so, will direct the person to Central Election Court in Courtroom 676 City Hall where the Application will be filed and a hearing will be held; and

b) bring the documentation provided by the Election Voter Registration Clerk to ***Central Election Court*** in Room 676 City Hall where Application will be filed and a hearing will be held by the Election Judge. If the Application is granted, the Elector or Authorized Representative will be given the absentee ballot. Election Staff personnel will be available to answer any questions.

5) The required forms are available from: **the County Board of Elections**, Room 142 City Hall; the ***Office of Judicial Records*** (formerly the “*Prothonotary*”) in Room 296 City Hall; and the Court’s website: <http://courts.phila.gov/forms>.

Hon. Sheila Woods-Skipper,
President Judge

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

Emergency Application for Absentee Ballot of : **MAY TERM, 2015**

:

Elector : **No.**

SCHEDULING O R D E R

A Hearing on the *Emergency Application for Absentee Ballot* is scheduled for May _____, 2015, at _____ AM/PM in Courtroom _____ City Hall, Philadelphia, PA.

FOR THE COURT:

Date: _____

FINAL O R D E R

AND NOW, this _____ day of May 2015, upon consideration of the *Emergency Application for Absentee Ballot* filed by the above Elector, and hearing thereon, IT IS HEREBY ORDERED, ADJUDGED and DECREED that:

The Application is denied.

The Court is satisfied that the above named elector is otherwise qualified to vote, and that the elector became physically disabled or ill, or was called away on business, after 5:00 PM on May 15, 2015, and an Absentee Ballot is issued to:

the Elector

the Elector's authorized representative:

who must comply with, sign and file the attached *Certification of Authorized Representative*.

BY THE COURT:

J
Presiding Election Day Judge