

**First Judicial District of Pennsylvania  
Court of Common Pleas of Philadelphia County  
Trial Division – Civil Section**

**NOTICE TO THE MASS TORT BAR**

**REVISED MASS TORT MOTION PROCEDURES**

The following are the Mass Tort Motion Procedures as revised on June 12, 2006. All prior Motion procedures are to be considered obsolete.

1. Motions must be filed each Monday by 4:30 p.m. Any motions filed thereafter will be deemed filed the following Monday.
2. Motions should be in letter-brief rather than motion package format. The caption must specify the type of litigation and the name of opposing counsel. **THE FILING AND RESPONSE DATES MUST BE PROMINENTLY DISPLAYED ON THE FIRST PAGE OF THE MOTION.** Facts, issues and pertinent case law shall be briefly outlined. Each motion must include a proposed order, self-addressed stamped envelope, and signed Attorney Certification of Good Faith.
3. The Attorney Certification of Good Faith shall attest that certifying counsel has spoken with opposing counsel in an effort to resolve the specific dispute at issue, and that despite counsel's good faith efforts, has been unable to do so.
4. The moving party must first present the original motion to the Prothonotary Cashier for payment, Room 282, City Hall. Thereafter, the motion is to be filed with the Civil Motions Clerk, Room 296, City Hall, where it will be time stamped and assigned a control number. **ALL ORIGINAL MOTIONS SHALL REMAIN WITH MOTIONS COURT.**
5. The moving party must serve opposing counsel and all interested parties with a copy of the motion the same day by facsimile or hand delivery. **THE SERVED COPY MUST HAVE THE CONTROL NUMBER CLEARLY DISPLAYED ON THE MOTION.**
6. Upon receipt, opposing counsel shall have seven (7) days to file a response to the motion, unless the Case Management Order provides otherwise. The original response must be filed with the Civil Motions Clerk, Room 296, City Hall, no later than 4:30 p.m. **THE RESPONSE MUST CLEARLY DISPLAY THE CONTROL NUMBER OF THE CORRESPONDING MOTION ON THE FIRST PAGE OF THE RESPONSE.** There is no fee for filing a response. The responding party must serve the moving party and all other interested parties with a copy of the response the same day by facsimile or hand delivery.
7. If the Motion is unopposed, or withdrawn, a letter stating same must be forwarded to the Civil Motions Program, Room 296, City Hall. **THE LETTER MUST CLEARLY DISPLAY THE CONTROL NUMBER OF THE MOTION.** The moving party and all interested parties must receive a copy the same day by facsimile or hand delivery.
8. The Court will rule on all pending motions in a timely manner.
9. The Court will docket the original signed order and mail a copy of the signed order to the moving party via the self-addressed, stamped envelope. The moving party is responsible for serving all other parties with a copy of the order.
10. Oral argument on Motions will be scheduled by the Court as needed.

11. Failure to comply with the above will result in the rejection of said filing.

**Hon. James J. Fitzgerald, III**  
**Administrative Judge**

**Hon. Paul P. Panepinto**  
**Coordinating Judge**