

**NOTICE TO THE BAR**  
**MAJOR NON-JURY PROGRAM**  
**TERMINATION OF STATUS CONFERENCE EVENT**  
**NEW CASE MANAGEMENT ORDER**

Please be advised that the Major Non-Jury Status Conference event, formerly conducted on Mondays at 2:00 p.m., will be discontinued for all matters in the Major Non-Jury Program. Effective December 3, 2007, a Case Management Order will be placed on the docket and mailed to all parties approximately ninety (90) days from commencement of the action for matters filed in this program.

Pursuant to the Case Management Order, each case will be given a Trial Pool month assignment, approximately eleven (11) months from commencement. Counsel and parties will be noticed for trial to take place during the designated Trial Pool month, subject to call on a 24 hour notice basis. The 24 hour notice protocol may be amended upon written application to the Court. The Case Management Order will also contain a projected settlement conference date. The Court will subsequently serve a separate notice of the actual settlement conference date.

All counsel and parties must immediately notify the Court in writing of any scheduling conflicts, including trial attachments and pre-paid vacations, and are under a continuing obligation to notify the Court of any subsequent trial attachments during the Trial Pool month. All requests for date-certain trial listings must be submitted in writing with specificity, with copy to opposing party. All correspondence must be directed to the Honorable Allan L. Tereshko, Coordinating Judge, attention Stanley Thompson, Esquire, via facsimile (215-686-5137) or U.S. mail (622 City Hall, Philadelphia, PA 19107). A sample Case Management Order and Notice of Attachment which will be entered in these cases is printed below.

Please direct all inquiries concerning this notice to the Complex Litigation Center at (215) 686-5100.

BY THE COURT:

*D. WEBSTER KEOGH, J.*  
*ADMINISTRATIVE JUDGE*  
*TRIAL DIVISION*

*ESTHER R. SYLVESTER, J.*  
*SUPERVISING JUDGE*  
*TRIAL DIVISION – CIVIL*

*ALLAN L. TERESHKO, J.*  
*COORDINATING JUDGE*  
*COMPLEX LITIGATION CENTER*

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

\*Mail\_Date

\*Name  
\*Street Address  
\*City, \*State, \*ZipCode

\*Case Description  
\*Case ID

**CASE MANAGEMENT ORDER AND  
NOTICE OF TRIAL POOL ASSIGNMENT**

It is Ordered that the above captioned matter is hereby assigned to the \_\_\_\_\_ **Trial Ready Pool (11 months from commencement)** and counsel should anticipate trial to begin expeditiously thereafter. Counsel and parties will be noticed for trial to take place during the designated trial pool month. All counsel and parties must immediately notify the Court in writing of any scheduling conflicts, including trial attachments and pre-paid vacations, and are under a continuing obligation to notify the Court of any subsequent trial attachments during the trial pool month. The Court will not recognize any untimely conflict notifications.

The case management and time standards adopted for major non-jury matters shall be applicable to this case and are hereby incorporated into this Order.

1. All **discovery** shall be completed no later than **(7 months from commencement)\*\***.
2. **Plaintiff's expert report** (if applicable), including any supplemental report, is to be served on opposing counsel and/or opposing party on or before **(8 months from commencement)\*\***.
3. **Defendant's expert report** is to be served on opposing counsel and/or opposing party on or before **(9 months from commencement)\*\***. All **pre-trial and dispositive motions** must be filed no later than **(9 months from commencement) \*\***.
4. A **mandatory pre-trial settlement conference** will be scheduled any time after **(10 months from commencement)\*\***. Notice will be sent to all parties at least 30 in advance of the conference. Fifteen days prior to the conference, all counsel shall serve upon all opposing counsel and/or opposing parties a **pre-trial settlement memorandum** containing the following:
  - (a). A concise summary of the nature of the case if plaintiff or the defense if defendant or additional defendant;
  - (b). A list of all witnesses who may be called to testify at trial by name and address. Counsel should expect witnesses not listed to be precluded from testifying at trial;
  - (c). A list of all exhibits the party intends to offer into evidence. All exhibits shall be pre-numbered and shall be exchanged among counsel prior to the conference. Counsel should expect any exhibit not listed to be precluded at trial;
  - (d). Plaintiff shall list an itemization of injuries or damages sustained together with all special damages claimed by category and amount. This list shall include as appropriate, computations of all past lost earnings and future lost earning capacity or medical expenses together with any other unliquidated damages claimed; and
  - (e). Defendant shall state its position regarding damages and shall identify all applicable insurance carriers, together with applicable limits of liability;

(f).Each counsel shall provide an estimate of the anticipated length of trial.

(g). A copy of your pre-trial settlement memorandum must be submitted to the Court at the time of the conference.

All **Motions in Limine** shall be filed in Room 296 City Hall not later than 15 days prior to the start of trial. Responding counsel shall have 10 days thereafter to file any response. For pool cases, the start of the trial is defined as the first day of the trial pool listing.

Requests to extend any case management deadline must be submitted by filing a Motion for Extraordinary Relief and filed prior to the expiration of the deadline in question.

Any requests for **continuances** or for a **date-certain trial listing** must be submitted in writing with specificity, with copy to opposing party, and directed to the Honorable Allan L. Tereshko, Coordinating Judge, via facsimile (215-686-5137) or U.S. Mail (622 City Hall, Philadelphia, PA 19107). However, said requests may be made only under exigent circumstances.

All counsel are under a continuing obligation and are hereby ordered to serve a copy of this Order upon all unrepresented parties and upon all counsel entering an appearance subsequent to the entry of this order.

**ALLAN L. TERESHKO**  
**COORDINATING JUDGE**