

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**Procedure to follow in the filing of
EMERGENCY APPLICATIONS FOR ABSENTEE BALLOT
For General Election: November 6, 2012**

As required 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, November 2, 2012 and until 8:00 PM on Election Day - November 6, 2012 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, November 5, 2012.** The elector or the elector's Authorized Representative may file an **Emergency Application for Absentee Ballot** from 9:00 AM to 5:00 PM in Room 280, City Hall. No fee shall be paid. The Prothonotary shall assign a Court Term and Number and return the Application and Order to the filer who will bring it to Room 296 City Hall. Civil Administration shall: schedule a hearing, give a copy of the Application and Scheduling Order to the Elector/Representative and fax a copy of the Application and Scheduling Order to the Election Voter Registration Clerk (Fax: 686-3398; Phone 686-3943). The Election Voter Registration Clerk will determine whether the elector is otherwise qualified to vote, and if so, will print and deliver the Absentee Ballot to the scheduled hearing location on or before the date and time of the hearing.

After the hearing, the judge will issue the Final Order. If the Application is granted, the judge will give the Elector or Authorized Representative the absentee ballot. Election Staff personnel will be available to answer any questions.

4) **Tuesday, November 6, 2012.** The elector or the elector's Authorized Representative may file an **Emergency Application for Absentee Ballot** in Central Election Court from 9:00 AM to 8:00 PM in **Room 285, City Hall.** No fee shall be paid. The Prothonotary shall assign a Court Term and Number, schedule a hearing, give a copy of the Application and Scheduling Order to the Elector/Representative and fax a copy of the Application and Scheduling Order to the Election Voter Registration Clerk (Fax: 686-3398; Phone 686-3943). The Election Voter Registration Clerk will determine whether the elector is otherwise qualified to vote, and if so, will print and deliver the Absentee Ballot to the scheduled hearing location on or before the date and time of the hearing.

After the hearing, the judge will issue the Final Order. If the Application is granted, the judge will give the Elector or Authorized Representative 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 Prothonotary, Room 280 City Hall; the First Judicial District's Civil Administration, Room 296 City Hall,** and the Court's website: <http://courts.phila.gov/forms.html>.

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

Emergency Application for Absentee Ballot of : NOVEMBER TERM, 2012

:

Elector

: No.

SCHEDULING ORDER

A Hearing on the *Emergency Application for Absentee Ballot* is scheduled for November _____, 2012, at _____ AM/PM in Courtroom 285 City Hall, Phila., PA.

FOR THE COURT:

Date: _____

FINAL ORDER

AND NOW, this _____ day of November 2012, 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 November 2, 2012, 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.

