
agencies, District Attorney's Charging Unit, Pre-Trial Services Bail Interview Unit, and Municipal Court's Data Clerk. Active Criminal Records' Data Entry Unit reviews each file for quality assurance of important information: charges, offense tracking number (OTN), bail, state identifier number (SID), police photo number (PID), address and date of birth of defendant. Additionally, in our assigned courtrooms (police district preliminary hearings, bench warrant hearings, Motion Courtroom, Courtroom B at Family Court, Track Room in the List Program, Section Calendar Pre-trial Courtrooms), we quality control whatever data elements we code in to CPCMS, including the disposition, sentencing, financial, bench warrants, bail sue-out notification notices, and calendaring information.

In conjunction with the District Attorney's Office, the Data Entry Unit assists in the creation of the Bills of Information by identifying the felony cases that are either held for court or juvenile certified adult from Family Court, or misdemeanor cases appealed to Common Pleas Court so that the proper case numbering can be assigned to these cases. Once the cases are identified, the case data passes into the District Attorney's Office via the "DA Link" interface from CPCMS. The DA's Pre-Trial Unit reviews, approves, and submits the Bills of Information back into CPCMS. Lastly, we accept and print the Bills of Information from CPCMS.

In the Section Calendar Pre-Trial Program courtrooms, we are responsible for the random assignment of the judicial authorities in various event track groups as well as scheduling cases in CPCMS. This important function of random judicial assignment allows the First Judicial District to avoid the appearance of judge shopping in the public's eye and avoids any bickering among the judges over case assignment.

In CPCMS, we have the ability to produce case management reports for data integrity and judicial accountability. These various reports also allow us to quality control inside CPCMS by updating, maintaining, and monitoring specific case information: case processing status, case status, dispositions, and scheduling issues.

Some of the other sundry tasks that we perform include updating SID and PID numbers in CPCMS for all defendants, docketing parole orders from judges, calendaring and preparing the Crash Court hearing lists for the Philadelphia Prisons, processing notices of re-filing of criminal complaints from the DA's Office and coding appeals from Municipal Court to Common Pleas Court. As CPCMS is further integrated into our work processes, more duties will be assigned to this Unit by the Deputy Court Administrator.

CRIMINAL LISTINGS UNIT

Richard McSorley, Esquire
Supervising Trial Commissioner
Room 206, CJC
richard.mcsorley@courts.phla.gov

683-7003
Fax number - 683-7015

LOCATION:

The Criminal Listings Unit is located in Room 206, Criminal Justice Center.

HOURS OF OPERATION:

Trial commissioners are available 7:00 a. m. to 5:00 p. m., court appointments are available 8:00 a. m. to 5:00 p. m. and the scheduling Unit is available 8:30 a. m. to 4:30 p. m.

RESPONSIBILITIES:

The Office of Common Pleas Criminal Listings Unit is responsible for overseeing all case inventory management for the Criminal Trial Division. In addition, it is also responsible for providing support and assistance to the judiciary and their staff, attorneys, defendants, witnesses, court employees, criminal justice partners and the general public. This Unit is comprised of three sub Units: trial commissioners, court appointments, and scheduling.

Trial Commissioners

These individuals act in a para-judicial capacity and assist the criminal court judiciary by performing some administrative court functions and assignments. Trial commissioners preside in courtrooms in the Criminal Justice Center and at the Curran-Frumhold Correctional Facility (CFCF) where criminal cases are assigned for court or administrative proceedings including bench warrant hearings, GAGNON I hearings, traffic court appeals pre-trial conferences, special release hearings, probation/parole payment plan hearings and formal arraignments. In addition, they are responsible for conducting the review and assignment of criminal cases to judges. Trial commissioners are responsible for case management and performing administrative functions which assure the proper case flow in the Criminal Division.

Dominic Muraglia, Prison Assignment 685-8847
Fax number – 685-7837

Michael Sanuck 683-7010, 683-7011, 683-7012 &
Russell Joell 683-7013
Susan Carmody Fax- number - 683-7015
Linda Mariani
Lisa McNevin
Edward Keyser

Appointment Unit

The Appointment Unit is responsible for processing counsel appointments to assure that indigent defendants are represented at scheduled court events. Appointments are for homicide and non-homicide criminal cases and appeals and are processed in accordance with Local Rule 406. This Unit also maintains each Municipal and Common Pleas Court judges' list of certified court appointed attorneys for misdemeanors, felonies, and homicide and non-homicide PCRA. Appointments processed by this Unit are for cases heard in Common Pleas, Municipal and Family Court (Domestic Relations and Adult Preliminary Hearings in Juvenile Court). This Unit also processes relief of counsel due to conflicts and performs all CPCMS data entry and related clerical functions associated with the appointment process including close interaction with the FJD Fiscal Department, the Philadelphia Bar Association and the Pennsylvania Supreme Court.

Anna Symbula
Denise Della Valla
Donna Crego

683-7007, 683-7008 & 683-7009
Fax number - 683-7511

Post Trial Scheduling Unit

This Unit is responsible for the scheduling of Common Pleas Court and Municipal Court violation of probation hearings, GAGNON I and II hearings, sentencing and post trial motions. These matters are scheduled in conjunction with the Probation/Parole Department, judges and judicial staff. This Unit is also responsible for the reassignment of cases where the sentence exceeded the tenure of the judicial authority.

Deborah Hudgins
Tiffany Dixon
Donna Schmanek

683-7528, 683-7529, 683-7530, 683-7531, Fax number - 683-7511

FILE SECURITY UNIT

Pamela Delago, Supervisor
File Security Unit
Room 206, CJC
pamela.delago@courts.phila.gov

683-7533
Fax number - 683-7521
Fax number – 683-7016

LOCATION:

The File Security Unit is located in Room 206, Criminal Justice Center.

HOURS OF OPERATION:

Hours of Operation are 7:00 a.m. through 6:00p.m.

File Management Counter	Hours of operation are 8:30 a.m. through 5:00 p.m.
Information Services Counter	Hours of operation are 8:00 a.m. through 5:00 p.m.

RESPONSIBILITIES:

The File Security Unit is the central repository for all active Common Pleas Court and Municipal Court criminal records from preliminary hearings to appellate review entrusted to Active Criminal Records File Library. This Unit is comprised of two sub-units: File Management and Information Services:

File Management

This Unit maintains an extensive file library of active Common Pleas Court and Municipal Court criminal records. The dissemination and preservation of court records are amongst its highest priorities.

Reviewing multiple CPCMS trial report schedules, court records are assembled and forwarded daily to all judicial proceedings located in the Criminal Justice Center, Curran-Frumhold Correction Facility, community police districts, other locations upon requests, and administrative review. Utilizing CPCMS electronic bar-scanning system, all court records are tracked to and from judicial proceedings. This system accurately identifies the date, location, and personnel receiving and processing the records. If a court record is not available, a thorough search of its whereabouts will be conducted. If the physical file is not located, a reconstructed file and all pertinent documents will be prepared and submitted to the appropriate proceeding.

Active court records returning from judicial proceedings are quality-controlled daily for dispositional status, filing, and redistribution. Records determined to be disposed are scanned and forwarded to the Office of the Clerk of Quarter Sessions. Moreover, associated documents (i.e. subpoenas, bail bonds) directed to the File Management Unit are researched via CPCMS daily for dispositional status. If active, they are timely placed in the court records to be reviewed at forthcoming court proceedings. If disposed, they are forwarded to the Office of the Clerk of Quarter Sessions.

Moreover, this Unit assists the judiciary and their staff, court personnel, criminal justice partners, defendants and their families, and the general public with inquiries regarding court records.

File Management telephone numbers are 215-683-7532, 215-683-7533, 215-683-7534.

Information Services

The Information Services provides CPCMS data support and public information via direct and/or telephone contact regarding court case information. Responding annually to over 100,000 telephone requests and 50,000 personal inquiries for active case listing information, it provides friendly, knowledgeable customer service to the judiciary and their staff, court personnel, criminal justice partners, defendants and their families, the media, and the general public. With proper identification, they may review an abridged version of the court record. Documents such as police arrest reports and Mental Health Evaluations are deemed confidential and are, therefore, removed from the requested file before review. If the file is not available, the requesting party may complete an Active Case File Request Form. Utilizing CPCMS electronic bar-scanning, the file will be located and the requesting party notified of its availability. For inquiries unrelated to active court cases, individuals are redirected to the appropriate authority.

The Information Counter telephone numbers are 215-683-7004, 215-683-7005, 215-683-7006, FAX 215-683-7016.

CRIMINAL MOTION COURT UNIT

Kathleen Teti, Supervisor 683-7513 Fax 683-7521
Criminal Motion Court Unit
Room 206, CJC
kathleen.teti@courts.phila.gov

LOCATION:

The Criminal Motion Court Unit is located on the second floor, northwest corner of the Criminal Justice Center. The telephone numbers are 683-7517, 7518, 7519. Fax number is 215-683-7521.

HOURS OF OPERATION:

Normal working hours are Monday through Friday, 8:30 A.M. to 5:00 P.M.

RESPONSIBILITIES:

The Criminal Motion Court Unit in the Criminal Justice Center is the central location for judiciary and their staff, criminal justice partners, attorneys, and the public

to file all court documents such as motions, answers to motions, briefs, appeals, orders and judicial opinions regarding criminal and quasi-criminal matters in the Common Pleas and Municipal Courts of Philadelphia.

Personnel in the Criminal Motion Court Unit are responsible for the time stamping, filing and docketing of all written pretrial, trial, post trial, post sentencing, and miscellaneous motions. In addition, they are responsible for calendaring and scheduling all miscellaneous motions in the Criminal Motions courtrooms. Miscellaneous motions include, but are not limited to, motion for private detective license, expungements, motions for return of property, and drug forfeiture petitions. Staff is responsible for accepting and receipting all payments on motions filed by private counsel and pro se litigants. The Unit accepts cash, money orders and major credit cards as well as checks from private counsel.

Judicial Orders, Findings of Fact and Conclusions of Law, and Opinions are to be filed at the Motions Counter. These documents must have a Certificate of Service attached pursuant to Pennsylvania Rule of Criminal Procedure 576.

Due to the large volume of filings and requests from the Offices of the District Attorney and the Public Defender, the Motion Unit has developed over the years a strong working relationship that allows us to provide good customer service to our two main clients. Lastly, we also receive a large volume of mail from incarcerated pro se litigants that requires the Unit to docket and distribute the pro se petitions, and in some situations respond back to the litigants.

APPEALS UNIT

Natasha Lowe, Esq., Supervisor
Post Trial Appeals Unit
Room 206, CJC
natasha.lowe@courts.phila.gov

(215) 683-7522, 7525
FAX -(215) 683-7521

LOCATION:

The Appeals Unit is located in Room 206, Criminal Justice Center.

HOURS OF OPERATION:

Normal working hours are Monday through Friday, 9:00 a.m. to 5:00 p.m.
Telephone inquiries are available Monday thru Friday from 7:30 a.m.

RESPONSIBILITIES:

The Appeals Unit's principal function is to receive and docket all criminal case appellate filings to the Superior, Commonwealth and Supreme Courts of Pennsylvania. All Judicial filings pertaining to the appellate process including orders for 1925(b) Statements and opinions **must** be filed with the Appeals Unit in order to assure accurate transmittal to the appropriate appellate court.

All post sentence motions (hereinafter 'PSM') including but not limited to: Motion for New Trial, Motion to Withdraw/Challenge Validity of Guilty Plea, Motion for Reconsideration of Sentence (trial and VOP), Motion to Correct Illegal Sentence, Motion for Credit Time, Motion for Judgment of Acquittal, Motion in Arrest of Judgment will be filed and docketed to CPCMS by Active Criminal Records personnel upon filing. All motions which activate the PSM time frame will be sent to the assigned Judge. If the assigned Judge schedules a court date for consideration of the motion, the Appeals Unit must be notified immediately. Otherwise, once the time frame for the motion has elapsed, all appropriate parties will be notified of the Dismissal of the Motion by Operation of Law.

The appellate process begins with the filing of the Notice of Appeal (hereinafter 'NOA'), by the *pro se* defendant, the defense counsel or the Commonwealth. Please note that the Appeals Unit accepts all NOA on a conditional basis only. Final determination as to the appropriateness of the filing resides solely with the appellate court.

File preparation is initiated by the filing of the NOA. The Appeals Unit commences the search for the official court file by contacting the Clerk of Courts. Also, the Unit begins the process of securing the Notes of Testimony if properly ordered via the Court Reporters Office. Notes of Testimony for trials should be available on the Court Reporting System (CRS). When the record is located, the file is preliminarily prepared in anticipation of the filing of the opinion. Once the opinion has been filed, the record will be finally certified and transmitted to the appellate court within one to two days. If the record is not available, after a suitable period, the Appeals Unit will notify all relevant parties of the unavailability of the file. A reconstructed record will be prepared with all available documents and the file will be transmitted to the appropriate appellate court.

In addition, the Appeals Unit is the central repository for docketing and filing of all motions seeking Post Conviction Relief and *Habeas Corpus* release. All requests for post conviction relief should be requested via the Appeals Unit. The Unit will preliminarily review and recommend possible disposition. Should reassignment of the PCRA be necessary, the Appeals Unit will notify the Supervising Judge. In addition, Appeals Unit will notify Criminal Appointments of the need for counsel, if eligibility by the petitioner is established. The Appeals Unit will set the initial conference date for counsel to review the file as well as the first scheduled court listing. All future listings should be updated by the courtroom personnel in accordance with the court's calendar. The court record will ideally be located in the File Library for ACR except during those periods of time that the case is: a) scheduled for a court listing, b) with judicial staff for

review or c) with the Clerk of Courts personnel. When the case is ready for final dismissal, the court may be required to send notice to the petitioner. (See Pa.R.Crim.P. 907). A copy of the 907 notice should be sent to the Appeals Unit for docketing and inclusion in the criminal case file. Upon final disposition of the case, the court is required to send the petitioner, by certified mail a copy of the written order disposing of the case. All other interested parties may be notified by regular or interoffice mail. As always, the order with appropriate proof of service should be made part of the official case record.

The Appeals Unit telephone numbers are:

(215) 683-7514

(215) 683-7522

(215) 683-7525

FAX (215) 683-7521