

Notice to the Bar

Effective July 1, 2004, new criminal rules take effect regarding the filing of written motions and other documents. In summary, please note the following significant changes to current practice.

1. Rules to Show Cause are abolished.
2. Certificates of Service are required.
3. Proposed Orders are optional.
4. All written motions are to be filed at the Motions Counter, 206 Criminal Justice Center, Philadelphia, PA 19107 and not with the assigned Judge.
5. A courtesy copy of the document mailed to the assigned Judge is recommended.
6. Notice of Hearing is recommended. See courts.phila.gov for suggested form.
7. Court Administrator should NOT be served with an additional copy.
8. Original plus one copy of document is requested.

Hon. D. Webster Keogh, Supervising Judge
Trial Division - Criminal Section

Attorney Name:
Address:
City: State: Zip Code:
Phone Number:
Fax Number:
Email Address:

Commonwealth of Pennsylvania

Court Case Term & Number: _____
Police Photo ID # _____

V.

Next court date _____
Courtroom: _____

Name of Defendant

NOTICE FOR HEARING

AND NOW, this _____ day of _____, 2004, upon application of [Attorney's
Name], a hearing is hereby ordered for the within motion for the _____ day of
_____, 2004, in Room _____, Criminal Justice Center, at _____ AM/PM.

BY THE COURT,

Judge