

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

**NOTICE TO THE BAR**

**RE: MOTIONS/PETITIONS**

**Please take notice that any Motion/Petition Not conforming to the Rules of Civil Procedure Will be Subject to Dismissal.**

**Specifically, your Motion/Petition is Subject to Dismissal should it Fail to Contain any of the Following:**

- (1) A Completed Petition/Motion Cover Sheet as Provided in Phila.Civil.R.\*205.2(B)(2);**
- (2) A Proposed Order, which shall contain No reference to the attorney proposing same; (See Phila.Civil.R.\*208.3(3)(A)(ii)).**
- (3) A Brief or Memorandum of Law as required by Phila.Civ.R.\*210;**
- (4) Stamped, Addressed 9 1/2" X 4 1/4" size Envelopes for each attorney of record and unrepresented parties. (See Phila.Civil.R.\*208.3(3)(A)(iv)).**

**Even if accepted for filing, deficient motions/petitions not conforming to the Rules will be subject to dismissal.**

**JAMES J. FITZGERALD, III  
ADMINISTRATIVE JUDGE  
TRIAL DIVISION**

**WILLIAM J. MANFREDI  
SUPERVISING JUDGE  
TRIAL DIVISION—CIVIL**