

**FIRST JUDICIAL DISTRICT  
COURT OF COMMON PLEAS  
TRIAL DIVISION – CIVIL  
RESERVATION OF HIGH-TECHNOLOGY  
COURTROOM**

*NOTICE TO THE BAR*

We have received many inquiries about requesting Courtroom 625, our high-technology courtroom. The information package includes the four-page request form, which must be submitted to the Judicial Team Leader no later than one (1) month prior to commencement of trial. The information package is available on the court's website at <http://courts.phila.gov/courtroom625.html>, as well as the Case Management Center (613 City Hall), the Complex Litigation Center (622 City Hall), the Arbitration Center (1880 JFK Blvd., 5<sup>th</sup> Floor), and the Office of Civil Administration (296 City Hall). Questions or comments regarding Courtroom 625 should be directed to:

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Trial Division – Civil  
296 City Hall, Philadelphia, PA 19107  
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**HONORABLE JAMES J. FITZGERALD, III  
ADMINISTRATIVE JUDGE  
TRIAL DIVISION**

**HONORABLE WILLIAM J. MANFREDI  
SUPERVISING JUDGE  
TRIAL DIVISION – CIVIL**