

## Notice to the Bar

Privately retained counsel are reminded that **for CP cases**, pursuant to Pa.R.Crim.P. 120, appearances should be filed with the clerk of court (i.e. Room 206, CJC) promptly after being retained and serve a copy on the attorney for the Commonwealth. Court appointed counsel, including the Defender Association, need not file an appearance, since the appointment letter serves as the entry of appearance.

Counsel shall not be permitted to represent a defendant following a preliminary hearing (i.e. in the Court of Common Pleas) unless an entry of appearance is filed with the clerk of court. Accordingly, appearances for privately retained counsel must be filed in the Court of Common Pleas (i.e. 206, CJC) before the Arraignment. A Common Pleas Appearance must be filed even if an Appearance was previously filed in Municipal court. If counsel has not entered his/her Appearance before the Arraignment, then counsel will be appointed for the defendant and any subsequent attempt to file an Appearance will not be permitted without leave of court.

Further, all counsel are encouraged to include their fax number and email address on all documents filed pursuant to Pa.R.Crim.P. 114.

Hon. D. Webster Keogh  
Administrative Judge  
Trial Division

Hon. Pamela C. Dembe  
Supervising Judge  
Trial Division, Criminal Section