

PHILADELPHIA MUNICIPAL COURT  
NOTICE TO PERSONS HAVING BUSINESS IN COURTROOM 406  
CRIMINAL JUSTICE CENTER

As of July 2, 2007, the following procedures will be effective in Courtroom 406 Criminal Justice Center:

1. Court will begin at 8:30 a.m. each day. All defendants, witnesses, police officers and attorneys who have matters listed are expected to be present and ready to proceed at 8:30 a.m. The court will not tolerate absence, lateness or, in the case of police officers, “late slips” unless there is a timely and appropriate explanation.
2. The **only** non-emergency exception to the above is for defendants, witnesses, police officers and attorneys who have matters listed in the district courts. Attorneys who have matters listed in the district courts are expected to notify the chambers of the judge who is presiding in Courtroom 406 by no later than 4:00 p.m. on the day before the Courtroom 406 listing.
3. Attorneys should not assume that the court will grant a continuance because it is the first listing of a case. On the contrary, attorneys should assume that ready cases shall proceed and be heard. Private attorneys who wish to enter a case that has had prior listings should be prepared to proceed with the preliminary

hearing at the time that they enter their appearance. Attorneys who fail to appear at a court listing risk being sanctioned or removed.

4. If a judge permits an attorney, witness or police officer to leave Courtroom 406 to conduct business in other courtrooms, that person shall leave his or her cell phone number and room number with a court officer before leaving Courtroom 406 and shall return to Courtroom 406 before leaving the building.

It is our hope that all persons having business in Courtroom 406 will work together in a polite, professional and cordial manner. Doing so will benefit all those who have business in Courtroom 406.

The Honorable Louis J. Presenza  
President Judge  
Philadelphia Municipal Court  
The Honorable Ronald B. Merriweather  
Supervising Judge, Criminal Division

The Honorable Jimmie Moore  
The Honorable David C. Shuter  
The Honorable Nazario Jimenez, Jr.  
The Honorable Bradley K. Moss