

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

GENERAL COURT REGULATION NO. 99-04

In Re: Procedure Implementing Pa.R.C.P. No. 236

Pennsylvania Rule of Civil Procedure No. 236 requires that the Prothonotary give immediate written notice of the entry of an Order, Decree or Judgement as provided in the Rule.

In the First Judicial District of Pennsylvania, notice as required by Pa.R.C.P. No. 236 is often sent by the Judicial staff or by personnel supporting the Office of the Prothonotary or other First Judicial District offices.

To achieve uniformity in sending notices as required by Pa.R.C.P. No. 236, and in order to specifically authorize First Judicial District staff to send such notices, from time to time, the President Judge may designate certain First Judicial District personnel as "Minute Clerks" who shall thereafter assist the Prothonotary in sending notices pursuant Pa.R.C.P. No. 236.

This General Court Regulation is issued in accordance with Pa.R.C.P. No. 236 and shall become effective immediately. As required by Pa.R.C.P. No. 236, the original General Court Regulation shall be filed with the Prothonotary in a Docket maintained for General Court Regulations issued by the President Judge of the Court of Common Pleas of Philadelphia County, and copies shall be submitted to the Administrative Office of Pennsylvania Courts, the Legislative Reference Bureau and the Supreme

Court's Civil Procedural Rules Committee. Copies of the Regulation shall also be submitted to American Lawyer Media, The Legal Intelligencer, Jenkins Memorial Law Library, and the Law Library for the First Judicial District. The General Court Regulation will also be posted on the First Judicial District's website at <http://courts.phila.gov>.

BY THE COURT:

**ALEX BONAVIDACOLA
PRESIDENT JUDGE
COURT OF COMMON PLEAS
PHILADELPHIA COUNTY**