

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
ORPHANS' COURT DIVISION**

**Administrative Order
No. 01 of 2018**

In re: Deferment of Legacy Incapacitated Cases

ORDER

AND NOW, this 29th day of November, 2018, the Court having provided to the Administrative Office of Pennsylvania Courts ("AOPC") on or about August 27, 2018 a list of all "Active" Incapacitated Cases for further tracking in the Guardianship Tracking System ("GTS"), it now appearing that there remain legacy Incapacitated Cases within the Case Management System ("CMS") used by Clerk of the Orphans' Court ("Clerk") which are cases with no docket activity for over ten (10) years and which do not contain all required information to enable the Court to determine whether these legacy Incapacitated Cases are "Active" or "Inactive," the Clerk is directed to mark as "Deferred" all legacy Incapacitated Cases lacking any of the following data-fields in the CMS:

- (1) Name of Incapacitated Person
- (2) Address of Incapacitated Person
- (3) Case Number
- (4) Name of Guardian(s)
- (5) Date Guardian(s) Appointed
- (6) Address(es) of Guardian(s)

Thereafter, the Court shall review each Deferred legacy Incapacitated Case to determine whether the case is still Active, and shall take required dispositive action to mark the case "Active" or "Closed."

This Order shall be filed with the Office of Judicial Records in a docket maintained for Orders issued by the First Judicial District of Pennsylvania and shall be published in *The Legal Intelligencer*, and will be posted on the First Judicial District's website at <http://courts.phila.gov>. One certified copy of this Order shall be filed with the Administrative Office of Pennsylvania Courts; two certified copies of this Order, and a copy on a computer diskette, shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*. Copies shall be submitted to *American Lawyer Media*, the *Jenkins Memorial Law Library*, and the Law Library for the First judicial District of Pennsylvania.

BY THE COURT:

/s/ *Matthew D. Carrafiello*

**HONORABLE MATTHEW D. CARRAFIELLO
Administrative Judge, Orphans' Court Division
Court of Common Pleas, Philadelphia County**