



**THE PHILADELPHIA MUNICIPAL COURT
CIVIL DIVISION**

NOTICE OF RIGHT TO APPEAR VIA ZOOM OR TELEPHONICALLY

As of June 7, 2021, all requests to attend hearings via Zoom or Telephonically must be approved by the Supervising Judge unless it is accompanied by an accommodation request which falls under the American's With Disabilities Act (ADA). If you wish to attend the hearing Via Zoom or Telephonically, please notify the court of your request by sending an email to mcclaims@courts.phila.gov or by calling the court at 215-686-2910 no later than three business days before the hearing. All requests under ADA accommodation must be submitted accompanying the appropriate form and completed by a medical professional for the requester. The documents may be found online at <http://www.courts.phila.gov/ada/>

It is hereby ORDERED that all parties participating in Zoom and telephonic court proceedings, shall take the following actions in addition to any other obligations mandated by the law or this court's Civil Rules:

1. At least three business days prior to the Zoom or telephonic court proceeding, all parties shall provide to the court and to all other parties copies of all documents, including photographs, which each party intends to use during the court proceeding with the exception of any documents other than photographs that have been scanned into the CLAIMS system. The documents shall be provided to all parties and the court as an email attachment. If a party does not have another party's email address, copies of the documents should be sent by first-class mail, postage prepaid to all parties. The email to the court should be sent to Erin.Ferry@courts.phila.gov and Danielle.Jackson@courts.phila.gov **Please send your additional exhibits in one PDF file**. The subject line of the email shall have the case's docket number and the name of the party who is sending the email.

2. Prior to a Zoom court proceeding, the court will send an email to each party with the information needed to join the Zoom court proceeding. Each party shall join the Zoom meeting no less than five minutes before the court proceeding is scheduled to begin and wait for the court to start and join the Zoom meeting.

3. Prior to a telephonic court proceeding, the party, witness or attorney who will be appearing telephonically must send an email to the court that includes the telephone number of that party, witness or attorney. Each party shall be available to receive a telephone call from the court and shall remain available until contacted by the court.

4. The court will digitally record audio of the court proceeding and a transcript of the proceeding may be ordered from the court.

During the court proceeding, no party shall record the proceeding other than by taking informal notes.

Effective Date June 7, 2021

BY THE COURT:

**Matthew S. Wolf /S/
JUDGE**

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____