PHILADELPHIA COURT OF COMMON PLEAS
PETITION/MOTION COVER SHEET

CONTROL NUMBER:

(RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS)

FOR COURT USE ONLY

ASSIGNED TO JUDGE:	ANSWER/RESPONSE DATE:

Do not send Judge courtesy copy of Petition/Motion/Answer/Response. Status may be obtained online at http://courts.phila.gov

_____ Term, _____
_____ *Month*   *Year*

No. _____

Name of Filing Party: _____

vs.

_____

(Check one) ☐ Plaintiff   ☐ Defendant
(Check one) ☐ Movant   ☐ Respondent

INDICATE NATURE OF DOCUMENT FILED:

☐ Petition *(Attach Rule to Show Cause)*   ☐ Motion
☐ Answer to Petition   ☐ Response to Motion

Has another petition/motion been decided in this case? ☐ Yes ☐ No
Is another petition/motion pending? ☐ Yes ☐ No
If the answer to either question is yes, you must identify the judge(s):

_____

TYPE OF PETITION/MOTION *(see list on reverse side)*	PETITION/MOTION CODE *(see list on reverse side)*

ANSWER/RESPONSE FILED TO *(Please insert the title of the corresponding petition/motion to which you are responding)*:

I. CASE PROGRAM

Is this case in the *(answer all questions)*:

A. COMMERCE PROGRAM

Name of Judicial Team Leader: _____

Applicable Petition/Motion Deadline: _____

Has deadline been previously extended by the Court?
☐ Yes   ☐ No

B. DAY FORWARD/MAJOR JURY PROGRAM — Year _____

Name of Judicial Team Leader: _____

Applicable Petition/Motion Deadline: _____

Has deadline been previously extended by the Court?
☐ Yes   ☐ No

C. NON JURY PROGRAM

Date Listed: _____

D. ARBITRATION PROGRAM

Arbitration Date: _____

E. ARBITRATION APPEAL PROGRAM

Date Listed: _____

F. OTHER PROGRAM: _____

Date Listed: _____

II. PARTIES *(required for proof of service)*
(Name, address and **telephone number** of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)

III. OTHER

By filing this document and signing below, the moving party certifies that this motion, petition, answer or response along with all documents filed, will be served upon all counsel and unrepresented parties as required by rules of Court (see PA. R.C.P. 206.6, Note to 208.2(a), and 440). Furthermore, moving party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.

_____   _____   _____   _____
(Attorney Signature/Unrepresented Party)   *(Date)*   *(Print Name)*   *(Attorney I.D. No.)*

The Petition, Motion and Answer or Response, if any, will be forwarded to the Court after the Answer/Response Date. No extension of the Answer/Response Date will be granted even if the parties so stipulate.

30-1061B

A Petition/Motion Cover Sheet must be attached to all Petitions, Motions, Answers or Responses filed, except for Discovery Motions and Motions for Extraordinary Relief. Sanctions will be imposed if the Cover Sheet is inaccurately completed.

Please Note the following:

1. ANSWER or RESPONSE DATE. The Motion Clerk shall enter the "Answer" or "Response" Date on the Cover Sheet. All Responses to Motions and Answers to Petitions must be filed with the Prothonotary and submitted to the Motion Clerk on or before the Response Date. **Note:** Summary Judgment Motions have a 30 day Response period. Except for those Motions identified in Phila.Civ.R. *208.3(a) and (b), all other Motions have a 20 day Response period.

2. ARGUMENT DATE. The Motion Clerk shall enter the Argument Date and location on the Cover Sheet, as appropriate.

3. CONTROL NUMBER. The Motion Clerk shall assign a Control Number to all Petitions and Motions. The Responding parties must enter this Control Number on the Cover Sheet accompanying their Answer or Response.

4. NATURE OF DOCUMENT FILED. The filing party must check whether the document being filed is a Petition (in which case a Rule to Show Cause Order must be attached), a Motion, an Answer to a Petition, or a Response to a Motion. The parties must indicate whether another Petition or Motion is outstanding or has been decided and, if so, must identify the Judge(s) to whom such prior Petitions or Motions had been assigned.

5. PETITION OR MOTION TYPES. The parties must utilize the following Petition or Motion Codes and Types (and the Motion Clerk is authorized to change a filing party's designation to reflect the correct Petition or Motion Code and Type):

CODE	MOTIONS	CODE	MOTIONS	CODE	MOTIONS
MTSAL	Motion for Additional Distribution of Sale Proceeds	MTJNP	Motion for Entry of Judgment of Non Pros	MTRWT	Motion to Return Writ of Possession or Execution
MTPHV	Motion for Admission Pro Hac Vice	MTSUP	Motion for Entry of Supersedeas	MTSAN	Motion for Sanctions
MTSVR	Motion for Alternative Service	MTEXP	Motion for Expungement of Record	MT229	Motion for Sanctions for Failure to Deliver Settlement Funds
MTAMJ	Motion to Amend Judgment	MTEOT	Motion for Extension of Time to file Certificate of Merit		
MTAMD	Motion to Amend Pleading			MTSAS	Motion to Set Aside Sheriff's Sale
MTGAL	Motion to Appoint Guardian Ad Litem	MTEXT	Motion for Extension of Time to answer/respond)	MTSAA	Motion to Set Aside Award
MTAPC	Motion for Appointment of a Conservator			MTIPP	Motion to Settle Incompetent/Incapacitated Person's Estate
MTMCF	Motion for Approval and Distribution of Minor's Compromise	PTEXR	Motion for Extraordinary Relief		
		MTNPT	Motion to File Nunc Pro Tunc	MTSPR	Motion to Stay Proceedings
MTWRD	Motion for Approval & Distribution of Wrongful Death & Survival Action	MTFUS	Motion to File Under Seal	MTWOE	Motion to Stay Writ of Execution
		PTFMV	Motion to Fix Fair Market Value	MTSTK	Motion to Strike Pleading
MTAPS	Motion to Approve Transfer of Structured Settlement	MTINT	Motion for Interpleader	MTSJD	Motion for Summary Judgment (30 day hold)
		MTINV	Motion to Intervene		
MTADH	Motion for Assessment of Damages Hearings	MTIOP	Motion to Invalidate Opt-Outs (Class Action cases)	MTRAE	Motion for Supplementary Relief in Aid of Execution
MTAMV	Motion to Auction Motor Vehicles	MTJAD	Motion to Join Additional Defendant	MTRDM	Motion to Reassess Damages
MTBIF	Motion to Bifurcate	MTJPL	Motion for Judgment on the Pleadings	MTREF	Motion for Reimbursement of Fees
MTCIA	Motion to Certify Order for Interlocutory Appeal	MTJUR	Motion for Jury Out of Time	MTREL	Motion to Release Bond
		MTLIM	Motion in Limine	MTRDS	Motion to Remove Case from Deferred Status
MTCNM	Motion to Change Name	MTMJS	Motion to Mark Judgment Satisfied		
MTCLC	Motion for Class Action Certification	MTMVR	Motion to Obtain Motor Vehicle Records	MTSRC	Motion to Seal Record
MTCMP	Motion to Compel Discovery	MTOPN	Motion to Open/Strike Confessed Judgment	MTSEV	Motion to Sever Cases
MTCPS	Motion to Compel Payment of Settlement			MTSPP	Motion for Specific Performance
		MTPAR	Motion for Partition	MTTFR	Motion to Transfer
MTCOM	Motion to Complete Terms of Sheriff's Sale	MTPIC	Motion for Payment into Court	MTTRJ	Motion to Transfer Judgment
		MTPRE	Motion to Pay Rent into Escrow Account	MTFTV	Motion for Title to Vehicle
MTCST	Motion to Confirm Settlement	MTSYS	Motion to Postpone Sheriff's Sale	MTWDA	Motion to Withdraw Appearance
MTCNS	Motion to Consolidate Actions	PTTMF	Motion for Post Trial Relief	MTWPS	Motion for Writ of Possession
MTCON	Motion for Continuance	MTPCD	Motion for Pre-Complaint Discovery	MTWRS	Motion for Writ of Seizure
MTCOR	Motion for Coordination of Actions	PRINJ	Motion for Preliminary Injunction	MTMIS	Miscellaneous Motion
MTCRT	Motion to Correct Record	MTPSA	Motion for Preliminary Settlement Approval (Class Action Cases)		
MTCNF	Motion for Counsel Fees			CODE	PETITIONS
PTDOM	Motion for Delay Damages	MTPDE	Motion to Preserve Documents and Evidence	PTAAR	Petition to Appoint Common Law Arbitrator
MTDJT	Motion to Demand Jury Trial			PTARC	Petition to Appoint a Receiver
DPROB	Motion to Determine Preliminary Objections	MTIFP	Motion to Proceed In Forma Pauperis	PTCAR	Petition to Compel Arbitration
		MTPRO	Motion for Protective Order	PTCAW	Petition to Confirm Arbitration Award
MTDSC	Motion to Discontinue Case	MTQSH	Motion to Quash	PTCST	Petition to Confirm Settlement
MTDIS	Motion to Dismiss for Forum Non Conveniens	MTRCS	Motion for Reconsideration	PTFCT	Petition for Contempt
		MTRPR	Motion to Redeem Premises	PTOJD	Petition to Open Default Judgment
MTDCN	Motion to Disqualify Counsel	MTREF	Motion to Release Escrow Funds	PTSNP	Petition to Open Judgment of Non Pros
MTEMG	Emergency Motion	MTOPT	Motion to Remove Opt-Out of the Proposed Settlement Agreement (Class Action Cases)	PTEMG	Emergency Petition
MTEST	Motion to Enforce Settlement				
MTJDG	Motion for Entry of Default Judgment				

6. CASE PROGRAM. The party shall check the program to which the case is assigned and provide the requested program data.

7. PARTIES. The filing parties shall set forth the name, address and telephone number of all counsel of record and unrepresented parties, and must attach a stamped addressed envelope for each attorney of record and unrepresented party.

8. OTHER. The parties shall enter other relevant important information in this box – such as request for stay, emergency designation etc. – placing the Motion Clerk on notice of special handling or request.

9. SIGNATURE LINE. The Cover Sheet must be signed, dated and, if applicable, the attorney ID number must be provided.

10. SERVICE. A copy of the file-stamped Petition, Motion, Answer, Response and attachments must be served on all parties of record immediately after filing as required by Pa.R.C.P. 206.6, and Pa.R.C.P. 440.

The Current Version of the Petition/Motion Cover Sheet May Be Downloaded From The First Judicial District's Website:
http://courts.phila.gov.