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THE
FIRST JUDICIAL DISTRICT
ANNUAL REPORT





INTRODUCTION



The year 2020 began with the First Judicial District still in recovery from the IT incursion we suffered in 2019. In February we were just beginning to hear about a highly contagious virus, identified as COVID-19, causing illness and death on the west coast. By March COVID was a full-blown pandemic spreading across the world, and we were being urged to shut down operations. However, the Courts can't just close - we must remain open and operational to ensure the public access to seek redress and protection. On March 17th, a Judicial Emergency was declared.

Based on the recommendations from City and national public health authorities, our buildings were temporarily closed to ensure the safety and well-being of court employees, court users, and the public. However, our Court operations remained open and operational. The Stout Center for Criminal Justice became our center of operations. Preliminary Arraignments, Bail Acceptance, and Emergency Protection from Abuse services continued 24/7; an emergency Judge was available to handle matters 24/7. Our electronic filing systems remained operational. A location in the basement of the Stout CJC was established to accept over the counter filings. Bench Warrant and Gagnon I Hearings were conducted by video for individuals incarcerated in the Philadelphia Prison system, and Electronic Monitoring supervision sustained. Our Courts utilized advanced communication technologies where possible to continue operations remotely.

What many thought would be a temporary closure continued. Our leadership adapted and expanded services, both in person and remotely. Our FJD employees stepped up to this task, working on-site, as well as remotely to ensure our cases continued. As new challenges emerged, we worked to find solutions in what was a day-by-day, two steps forward, one step back, return to operations.

As the calendar year ended, we began to gradually open court facilities to conduct trials and hearings and accept pleadings and filings inside our courthouses. During the 2020 Presidential Election the courts were open and accessible to handle disputes to ensure a safe and fair election. Courtrooms were made available to ensure public access in person and/or remotely.

As the year ended with another surge of COVID cases, we started 2021 more prepared for what would prove to be a long and unrelenting Pandemic.

At this time, I need to acknowledge the hard work and commitment of our Judicial leadership, our judges, our dedicated employees who risked their own safety to maintain operations, and our justice stakeholder partners who worked with us to adapt and move forward. We didn't always agree, but we knew we had a common goal of keeping the Courts open and operational. I am proud to say we did.



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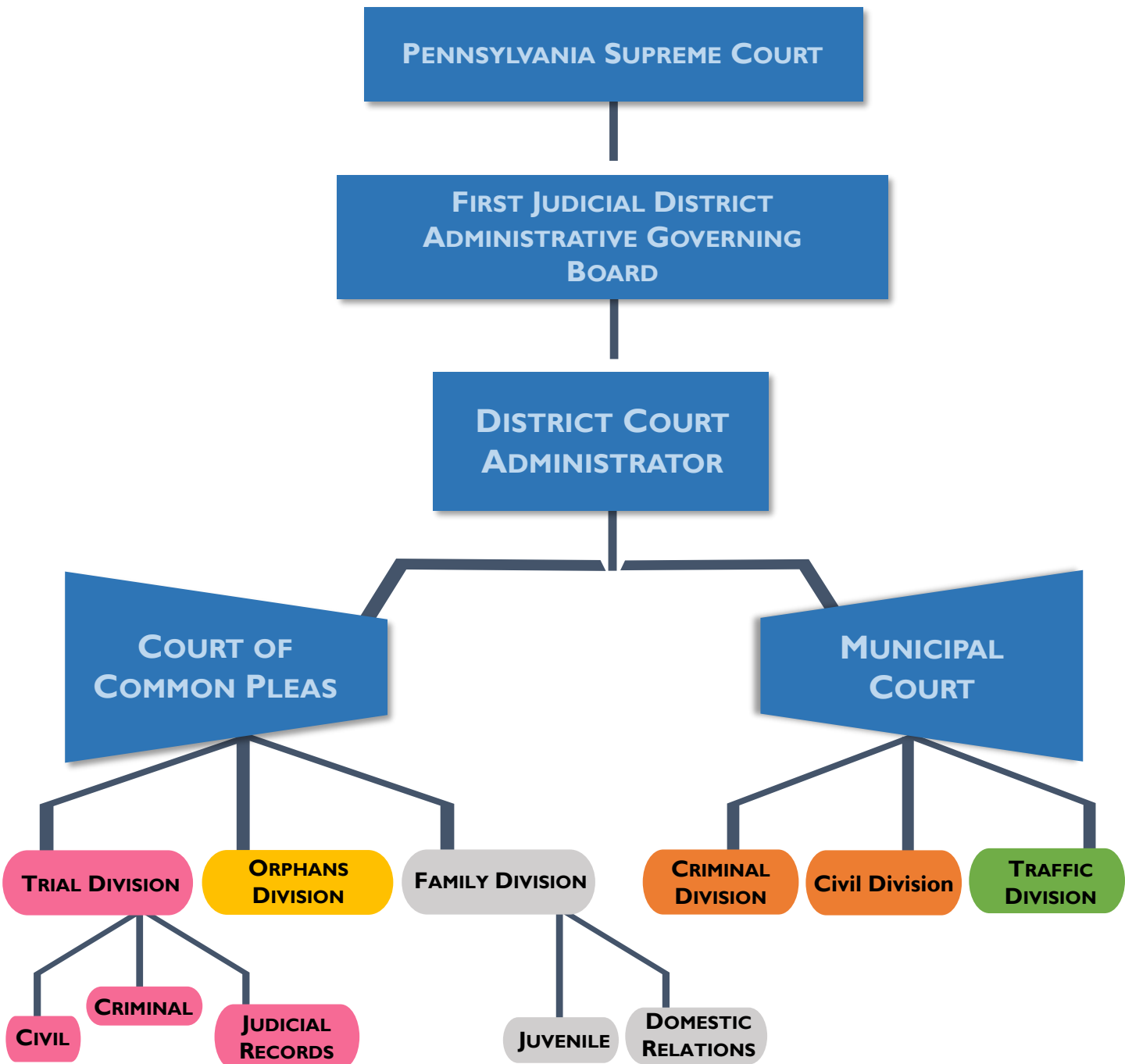
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ORGANIZATIONAL STRUCTURE





ADMINISTRATIVE GOVERNING BOARD



The Hon. Idee C. Fox
*President Judge,
Court of Common Pleas
Chair of the Administrative Governing Board*



The Hon. Patrick F. Dugan
*President Judge,
Philadelphia Municipal Court*



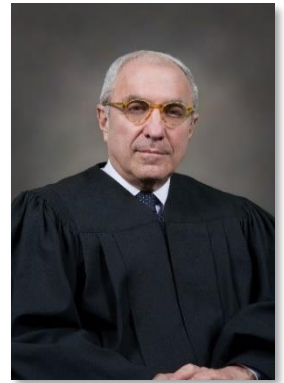
The Hon. Jacqueline F. Allen
*Administrative Judge,
Court of Common Pleas – Trial Division*



The Hon. Margaret T. Murphy
*Administrative Judge,
Court of Common Pleas – Family Division*



The Hon. Matthew D. Carrafiello
*Administrative Judge,
Court of Common Pleas – Orphans' Division*



The Hon. Gary S. Glazer
*Administrative Judge,
Municipal Court - Traffic Division*



The Hon. Lisette Shirdan-Harris
*Administrative Judge,
Court of Common Pleas – Trial Division
as of 11/2/20*



The Hon. Sheila Woods-Skipper
*Administrative Judge
Court of Common Pleas – Orphans' Division
as of 11/1/20*



Joseph H. Evers
*First Judicial District
Court Administrator*



Richard McSorley, Esq.
*First Judicial District
Court Administrator – as of 11/2/20*



JUDGES OF THE COURTS

COURT OF COMMON PLEAS



MUNICIPAL COURT



TRIAL DIVISION





EXECUTIVE SUMMARY

On behalf of the dedicated judges, administrators, and staff of the Trial Division, Supervising Judges Daniel J. Anders, Leon Tucker, Gary Glazer and I are pleased to present the Trial Division's 2020 Annual Report. Special thanks to Judge Jaqueline F. Allen who served as Administrative Judge until November 2020 and to Judge Arnold New who served as Supervising Judge until August 2020. Their hard work and dedication during their tenure, along with that of our colleagues, guided the Trial Division through the early stage of the Covid-19 pandemic.

Trial Division remains the most active court in the Commonwealth and is responsible for the disposition of both criminal and civil cases. Throughout the pandemic, it has been a leader in innovation from reimagining our courtrooms and creating new protocols to finding ways to utilize advanced communication technology to continue providing fair access to justice while keeping our employees and community safe. Our judges and staff were trained on remote technology and the Office of Judicial Records continued to process motions throughout the pandemic.

Led by Administrative Judge Lisette Shirdan-Harris and Supervising Judges Leon Tucker, Daniel J. Anders and Gary Glazer, as part of the First Judicial District (FJD), the Trial Division consists of the Criminal and Civil Sections. The Trial Division employs 896 staff and 65 judges with 105 judicial staff. This report provides some highlights of the daily operations of the Philadelphia Trial Division.

Our report highlights the responsibilities and many accomplishments of the respective sections and departments. Despite the challenges of 2020, the judges, administrators, and court staff of Trial Division made it possible to continue serving the City of Philadelphia.





OFFICE OF JUDICIAL RECORDS

The Office of Judicial Records (OJR) is the keeper of court records. Counted among its many duties, OJR issues processes, enters judgments, and certifies the courts' records. Specialized duties are assigned to the following units: OJR Civil; OJR Criminal; and OJR Financial Services. The Coronavirus pandemic presented great challenges for OJR to maintain services. For several weeks, staff had limited access to court facilities when court buildings closed to the public on March 17, 2020. Despite these challenges, OJR staff reacted quickly and admirably. Employees processed more than 400,000 pleadings remotely. OJR continues to strive to maintain excellent service to the citizens of Philadelphia.

CIVIL DIVISION

The Office of Judicial Records Civil Division is responsible for the records, books, and dockets for the Court. All duties and responsibilities inherent with the Prothonotary were assigned to OJR-Civil. The following are some statistical highlights:

- E-Filing Review Office: In 2020, more than 400,000 filings were reviewed and accepted for filing in this department.
- Non-Discovery Motions/Petition-related filings filed electronically in 2020: 48,644.
- Discovery Motions Filed in 2020: 22,186.

OJR-Civil staff adapted to the constantly changing environment. Initially, limited staff worked staggered shifts in the courthouse to process filings that were submitted through the Electronic Filing System. Makeshift workstations helped make the environments safe while keeping staff socially distanced. Eventually, a select group of clerks worked remotely after several weeks of shift work in the courthouse.

Emergency motions to the Court became high priority. Staff worked with judges and judicial staff to ensure emergent petitions were heard. Staff conducted hearings via Zoom technology while orders were drafted, signed, docketed, and noticed remotely.

OJR and IT staff quickly developed and implemented a plan provide remote access to case dockets to judges through the Electronic Filing System. Once litigants filed motions, OJR-Civil staff assigned them to the appropriate judge, and the resulting orders were docketed using the case management system.

Once City Hall became accessible on a limited basis to the public, OJR-Civil staff implemented an appointment system. Although many eviction and sheriff sale proceedings were stayed, litigants without the means to use the Electronic Filing System needed in-person assistance. Using nothing more than a shared calendar, staff created appointment slots which kept the safety of employees and visitors in the forefront. OJR-Civil staff assisted litigants with filing remotely, or accommodated litigants in need with an appointment and safe service in-person.

As a result of the pandemic, several processes were changed. No better example of this is the revamped Discovery Motion process. Motions are now filed, certified as contested or otherwise, and only scheduled for a hearing when appropriate. This is very different from the previous process of listing all motions for a hearing and sorting them out on the day of the hearing where over 400 motions might be listed. The streamlined process allows several hundred motions to be streamlined during the certification process to less than to be listed for a hearing as contested using Zoom technology.

Looking ahead to 2021, OJR-Civil will continue to work on its access to justice goals while creating forms and information tools for all court users. Continuing with access initiatives, OJR-Civil will be implementing a new case information search interface for the public which will allow for remote access to case information. Moving forward, lists of cases, lien information and other indexes will be available with judgment and case participant searches via an on-line application.



CRIMINAL DIVISION

The Office of Judicial Records Criminal Division provides court clerks to various areas of the First Judicial District, including: Common Pleas and Municipal Court Adult Criminal Division, Common Pleas Juvenile Division, and Municipal Court Traffic Division. OJR-Criminal is also responsible for accepting and processing motions, post-trial motions, appeals, processing requests for documents and dockets from other justice partners and the public as well as maintaining all the files and dockets for criminal and juvenile cases.

While the pandemic proved to make the execution of some court functions challenging, OJR continued to accept and process Emergency Motions and provide staff Emergency Courtrooms throughout the pandemic.

- In accordance with Administrative Order #13-2020, the Office of Judicial Records received and accepted 5,301 e-filings from 3/17/2020 to 5/31/2020 for both Municipal Court and Common Pleas Court. Of those e-filings, over 3,000 were Emergency Motions in which the designated MC and CP Judges ruled on the motions and transmitted their decisions via email to the Office of Judicial Records for docketing, processing, notice to the attorneys and transmittal of relevant paperwork including releases to the Philadelphia County Prison.
- Court clerks were assigned to Bench Warrant Court daily and Emergency Motions Courtrooms, when scheduled, and continued to cover all the courtrooms conducting Zoom hearings throughout the year.
- OJR's Motions Unit electronically accepted 48,051 E-Filings - 21,191 on Municipal Court and 26,860 on Common Pleas in 2020. There were also 362,690 documents entered in DMS via scanning, E-Filing and Manual E-Filing.
- Pursuant to Act 56 Clean Slate Legislation, OJR continued to process Municipal Court, Common Pleas Court and Summary cases which were automatically sealed Limited Access Offense or Limited Access Case.
- Administration processed 33 Private Detective License renewals and 19 new Private Detective licenses.
- The Prison Liaison Unit received and processed approximately 3500 pieces of mail from inmates and responded accordingly to the defendants' requests as well as distributing motions to the appropriate departments and Judges.
- Common Pleas exhibits continued to be maintained electronically in the Criminal Document Management System by the OJR Evidence Retention Room. The District Attorney's Office e-filed 115 exhibits and the Public Defenders Association and the private bar e-filed 77 exhibits.
- Counsel Payment Vouchers continued to be filed and docketed by OJR and then transmitted to the Counsel Fees Unit via email, daily, while a version is maintained electronically in the Criminal Document Management System.
- Appeals Unit received 725 Notices of Appeals and continued to submit Opinions and case records to Superior and Commonwealth Court electronically.
- The Office of Judicial Records COOP procedures and protocols were again updated in 2020.

In 2021, OJR-Criminal is looking forward to starting a Pilot Program for Electronic Signatures and Orders as well as transmitting paperwork electronically to the Philadelphia Prison System, Pennsylvania Department of Corrections, and other justice partners sometime in early 2021 with a full rollout in October of 2021.

FINANCIAL SERVICES

The Office of Judicial Records is the custodian of the papers, dockets, and indexes of the Civil and Criminal Divisions. The Financial Services within the Office of Judicial Records are responsible for:

- Collection, oversight, and disbursement of civil filing fees
- Receipt, docketing, and disbursement of escrow payments in civil cases
- Collection, receipt and disbursement of fines, fees and restitution in criminal cases
- Assessment and adjustment of Offender Supervision Fees
- Bail collection and issuance of bail bonds
- Bail forfeiture and bail refund - upon case disposition



Office of Judicial Records, Financial Services is composed of 46 employees and the following units:

- Finance Unit, OJR Civil
- Bail Acceptance, OJR Criminal
- Accounting Unit, 714 Market St., OJR Criminal
- Accounting Unit, 1301 Filbert St., OJR Criminal
- Controller's Office, 1301 Filbert St. OJR Criminal

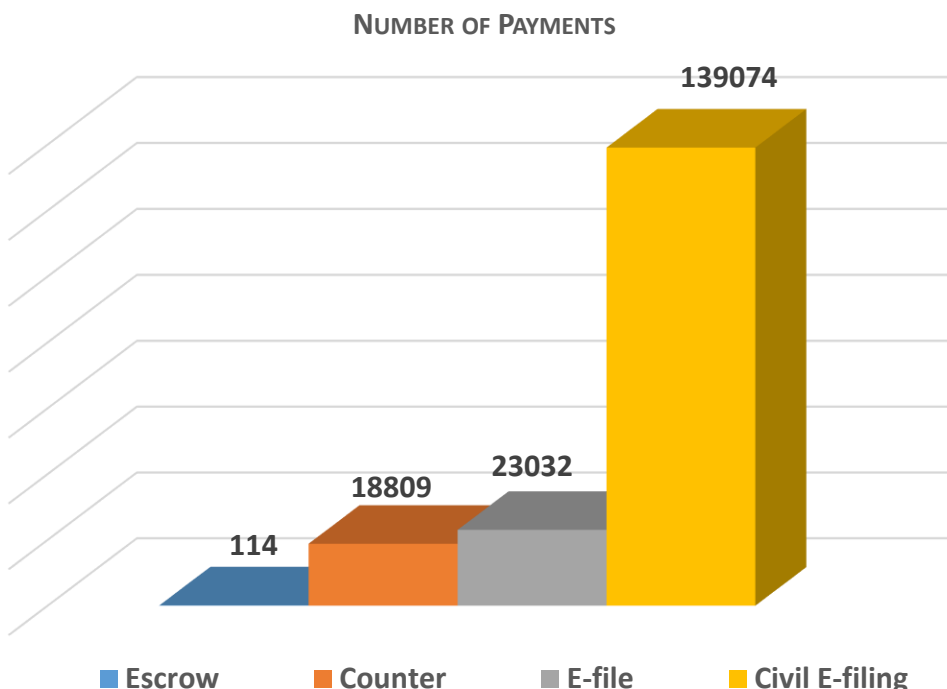
OJR YEAR IN REVIEW

Office of Judicial Records faced and overcame unprecedented situation during the pandemic. Our employees and managers demonstrated commitment to team work and dedication to the job by maintaining a continuity of operations even during court closure. The Bail Acceptance Unit continued 24 hour services to the public during the pandemic and times of social unrest. Many managers and personnel volunteered and showed up to work with a sense of duty to continue our operations and maintain access to justice to the public.

OJR Financial Services accounted for the collection and receipt of \$115.17 million during calendar year 2020. OJR collected and accounted for \$5.06 mil in fines, fees and restitution, \$79.2 mil in bail securities, and \$30.8 mil. Additionally, \$27.6 mil was receipted in filing fees and \$3.2 mil in escrow payments. Via CPCMS, OJR disbursed \$960,229 in restitution payment and \$4.7 mil in bail refund. Office of Judicial Records also oversaw the disbursement of \$5.79 mil in court assessment payments – including \$2.6 mil in restricted and unrestricted revenue to the City of Philadelphia.

CIVIL

During calendar year 2020, Finance Unit, OJR Civil concentrated in maintaining continuity of operations during the Covid-19 pandemic. Personnel worked from home and in office to serve the public and comply with financial and accounting schedules. We were able to continue monthly disbursement to our partners and vendors without missing normally scheduled deadlines. The improvements made to our accounting system allowed the Courts and the Public to review online all financial costs associated with the case and easily identify parties involved in the payment of filings or escrow deposits, Finance Unit, OJR Civil recorded a total of \$30.9 mil in collection with \$27.7 mil in filings fees (\$3.2 mil over the counter and \$27.6 mil online) and \$3.2 mil in escrow. These figures included judgment filings from state and federal agencies for a total of \$370,732.





SOURCE	AMOUNT	RECEIPTS
ESCROW	\$3,212,309	114
COUNTER	\$4,461,625	18,809
MC E-FILE	\$2,224,928	23,032
CIVIL E-FILE	\$20,993,588	139,074
TOTAL	\$30,993,588	181,029

We noticed a reduction by \$16.1 mil in filing fees and escrow payments from calendar year 2019. Electronic filing continues to remain the most used method of payment with 84% of filings paid online. This was an increase by 38% from last year due to the closure of Courts and limited interaction with the public even after re-opening.

Implementation of the new cashiering system, BARS, and the new accounting system, PASSPORT, allows for better tracking of non-financial filings such as In Forma Paupers (IFP) and filings from the City of Philadelphia. For calendar year 2020 we accounted for \$11.3 mil in non-monetary filings.

For 2020, OJR Civil recorded 108,439 filings from the City of Philadelphia that would have accounted for \$10.8 mil. In addition, we accounted for 3,300 filings and close to \$435 K in IFP filings for Family Court and Civil Court filings. IFP filings saw a drastic reduction by 61% compared to 2019.

NON-MONETARY	AMOUNT	RECEIPTS
CITY OF PHILA.	\$10,879,859	108,439
IFP	\$435,892	3,300
TOTAL	\$11,315,751	111,739

CRIMINAL

Bail posting, assessment of supervision fees, and collection of fines, fees, and restitution remain an integral part of Court's proceedings and a major function of Office of Judicial Records. It involves not only the court ordered collection and disbursement of the legislatively mandated court fees, but also timely restitution payments to victims of crimes and maintenance of an up-to-date court record.

OJR collaborates closely with numerous departments and units to not only maintain an updated record, but to also reflect any changes in conjunction with judicial orders, payment plans, and probation orders. For calendar year 2020, OJR Financial Services, Criminal Division accounted for a total of \$84.3 mil - \$79.2 mil in bail securities and \$5.06 mil in court assessments and restitution payments.

REVENUE	AMOUNT
BAIL	\$79,215,595
F/C/R TOTAL	\$5,064,507
CJC – F/C	\$643,694
BAIL – F/C	\$38,623
714 Market	\$4,382,189
Total	\$30,993,588



ACCOUNTING UNITS

Office of Judicial Records provides services to the public through two different locations: Room B101, The Justice Juanita Kidd Stout Center for Criminal Justice and 1st Floor, 714 Market St. In addition, we have increased the public’s ease of remaining financially compliant with court orders, by offering options for payment online and automatic wage deductions for personnel employed with the City of Philadelphia. For calendar year 2020 OJR collected \$5.06 mil in fines, fees and restitution. This was a reduction by 27% or \$1.87 mil compared to 2019.

The Accounting Unit located at **714 Market St.**, was responsible for recording and receipting 87% of the fines/fees and restitution payments accounted for calendar year 2020– totaling to \$4.38 mil.

The Unit’s bulk of operations has become the processing of electronic payments via wage attachment payments, supervision fees, collection agency payments, and bulk checks from correction facilities.

Electronic payments processed by Accounting Unit at 714 Market St. accounted for 87% of their annual transactions which has remained the dominant method of payment during the pandemic.

We faced a drastic reduction by 38,000 payments compared to 2019, for a total loss of \$850,000. Below is a summary of average monthly payments pre and post pandemic.

METHOD OF PAYMENT	AMOUNT
OVER THE COUNTER	\$531,928
ELECTRONIC	\$3,814,755
MAIL	\$35,506
TOTAL	\$4,382,189

The Accounting Unit located in **The Justice Juanita Kidd Stout Center for Criminal Justice**, is the primary location for court assessment and restitution payments during courts’ business hours. The activities for 2020 accounted for \$643,694 in collections - a drastic reduction by 61% compared to 2019.

METHOD OF PAYMENT	AMOUNT
CASH	\$205,444
CHECKS/MO	\$269,569
CREDIT CARDS	\$168,681
TOTAL	\$643,694

As part of our fiduciary responsibility, OJR is also responsible for disbursement of funds collected. Recipients include not only state and local agencies, but also victims of crime entitled to restitution and sureties entitled to refund of bail payment upon full and final disposition of the case.

For Calendar year 2020, the Accounting Unit in The Stout Center for Criminal Justice, disbursed over 11,000 checks that amounted to \$5.7 mil in bail refund and restitution payments. This was a reduction in payment and number of checks by 47% compared to 2019.



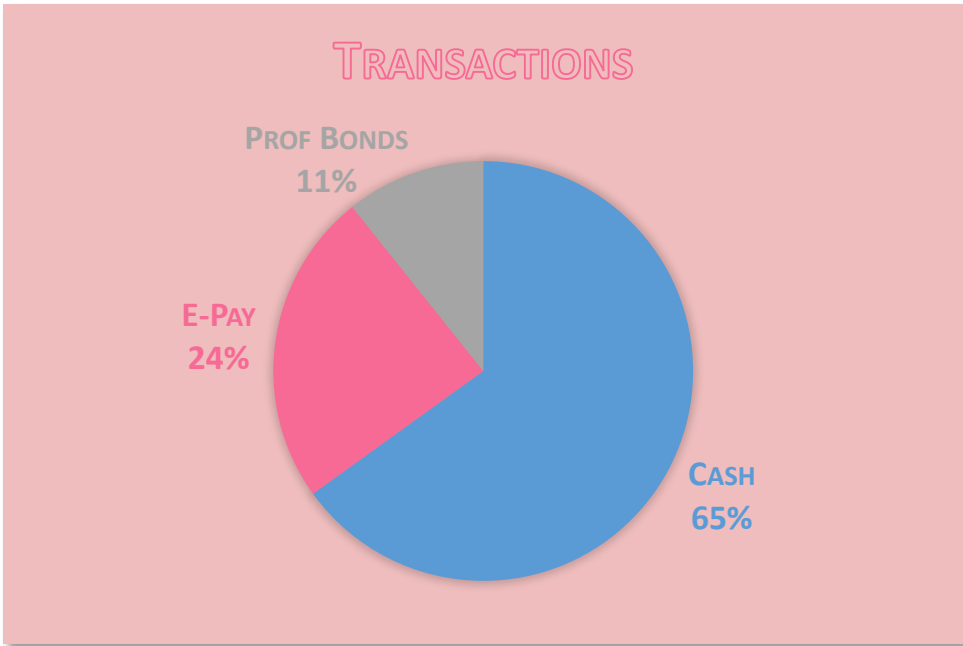
BAIL ACCEPTANCE

Bail security collection and proper posting of the funds, in compliance with bail guidelines and judicial orders, remains the top priority for the Bail Acceptance Unit. The Unit accounted for \$79.2 mil in bail securities. This was an increase of over 105% compared to 2019. This includes the professional bail bondsman payments, cash payments over the counter and electronic payments through EPay Bail.

Cash payments continue to be the most used method of payment with \$15.5 mil, followed by E-Pay Bail at \$3.9 mil. Professional Sureties continue reflected payment in the amount of \$59.6 mil – or \$5.9 mil when adjusted to 10% posting. Maintaining the 10% parameter for Professional Bail Bondsman, over the counter cash bail accounts for 61.3% of securities collected for 2020.

METHOD OF PAYMENT	TRANSACTIONS	AMOUNT
CASH	4603	\$15,573,022
E-PAY	1713	\$3,884,603
PROF BONDS	759	\$59,607,970
TOTAL	7075	\$79,065,595

**Chart adjusted to 10% for Professional Sureties*



The Bail Acceptance Unit processed 7,075 transactions –a reduction of almost 1,000 from 2019. The majority of payments involved cash payments – 65% of total transactions.

The continual increase of activity through E-Pay indicates that this method of payment remains a convenient option for the public. In 2020, we observed a steady increase and a preferred method of payment since its implementation in 2016.

Calendar year 2020 also saw an increase in the activities of Community Bail Foundations. During calendar year we processed 832 payments for the different foundations, posting bail securities in the amount of \$4.3 mil. Our Unit continues to cooperate with the members and leadership of several foundations to assist the families and citizens through a speedy process.

**FINANCIAL SERVICES/CONTROLLERS OFFICE**

Financial Services Office is responsible for review of deposits, disbursements, and adjustments for all activities related to funds received in the Criminal section. A few of the functions performed by this office are as follow:

- Relationships with outside financial institutions
- Audit participation from the Philadelphia's Controller's Office and PA Department of the Auditor General
- Reconciliation of bank accounts related to Cash Bail and Court Assessment
- Compliance with the process set forth by the Administrative Office of Pennsylvania Courts
- Review of court assessment adjustments to all activities in CPCMS
- Collaboration in transmission of information from CPCMS to BANNER in criminal fee judgments
- Disbursement of the funds to appropriate entities, government agencies, victims of crime, etc.

During the calendar year 2020 OJR disbursed \$5.8 mil. to various entities in state and local level.

DISBURSEMENTS	AMOUNT
COMMONWEALTH OF PA	\$2,588,639
FJD RESTITUTION	\$14,950
OJR (CPCMS FC Fil & CRIM LIENS)	\$369,383
OFFICE OF THE DISTRICT ATTORNEY	\$6,303
PHILA. POLICE DEPARTMENT	\$205,365
CITY OF PHILADELPHIA	\$2,614,623
Total	\$5,799,262.41

\$2.1 mil were disbursed to City of Philadelphia in restricted and unrestricted revenue.

DISBURSEMENTS	AMOUNT
RESTRICTED REVENUE	\$1,126,164
OFFENDERS SUPERVISION FEE	\$577,418
DIVERSION PROGRAM FEE	\$45,244
CENTRAL BOOKING FEE	\$503,503
UNRESTRICTED REVENUE	\$1,488,458
CITY OF PHILADELPHIA	\$2,614,622.66



ELDER JUSTICE AND CIVIL RESOURCE CENTER

The Elder Justice and Civil Resource Center (EJCRC) opened October 13, 2016 to, among other things, provide individuals of advanced age with useful resources as they traverse the legal process. The Center has expanded to include assistance to self-represented litigants.

While services in the EJCRC were curtailed due to COVID-19, the Center continued to work with volunteer attorneys, legal service organizations, and local law schools to provide services to self-represented litigants and seniors. Additionally, attorneys and students from Temple University's Beasley School of Law have dedicated several hours to the center through consulting with numerous patrons, furnishing legal advice (under supervision for law students) and providing other resources as needed. During 2020, EJCRC made 133 contacts with litigants spanning over 45 zip codes.

The Trial Division welcomed new staff to the EJCRC in 2020, including a new supervising attorney. The Trial Division looks forward to the resumption of in person services in 2021, as well as the expansion of the EJCRC website to include offering document assembly programs.





TRIAL DIVISION - CIVIL

Despite COVID-19 related restrictions, the Civil Trial Division continued to operate productively and efficiently. The Civil Section promptly responded to the uncharted COVID-19 challenges and ensured ongoing access to justice by the implementation of innovative and progressive case flow management systems, continuous education for judges and support staff, and the creation of appropriate virtual pre-trial forums and technologic advancements.

Throughout the Civil Section, judges and administrative staff were able to continue operations during the COVID-19 pandemic by implementing the Civil Continuity of Operations Plan (COOP) established by court leadership. Operating from remote locations, Civil judges and staff worked extra hours to schedule virtual hearings, trials and other significant court events; docket and mail court orders and notices; conduct legal research; and to perform other essential duties and responsibilities. As a result of their diligence, virtual conferences, hearings and trials resumed. Specifically, there were 261 trials (76 Jury Trials and 185 Non-Jury Trials) conducted in the Civil Section of the Trial Division during calendar year 2020.

Furthermore, in compliance with the safety guidelines established by the Centers for Disease Control and Prevention (CDC), City Hall courtrooms and filing offices were outfitted with plexiglass, reconfigured and repurposed.

CIVIL CASE MANAGEMENT PROGRAMS

The ongoing success of the Civil Trial Division Civil is attributed to the intense management of cases; strong judicial leadership; the high level of judicial productivity; and the commitment of all civil judges and staff to the goals of the various case management programs.

Civil cases are categorized and placed into case management programs specifically organized for effective handling and prompt, precise disposition. Significant Court events are scheduled and deadlines are enforced. These programs include: Complex Litigation (Pharmaceutical, Asbestos and Medical Devices), Major Jury, Major Non-Jury, Commerce Case Management, Compulsory Arbitration, Arbitration Appeals, Mortgage Foreclosure Diversion, Motions, Real Estate Tax Lien Petitions, Class Actions, Conservatorship Act 135, Tax and Water Sequestrations, Taxicab Medallion Loan, Governmental and Administrative Agency Appeals, Penn-Dot Appeals, Code Enforcement, Rent Lease and Ejectment, Landlord/Tenant Appellate Mediation, Discovery and the Civil Case Management and Dispute Resolution Centers.

COMMERCE COURT

The Commerce Court is a specialized court focused on resolving commercial disputes brought by local, national, and international companies doing business in the Philadelphia metropolitan area. Each case filed in the Commerce Court is assigned to one of three experienced judges, who then presides over the case from commencement to resolution. During 2020, Commerce Court was led by Supervising Judge Gary S. Glazer; Judge Ramy I. Djerassi; and Judge Nina Wright Padilla.

The Commerce Court judges hear cases involving diverse parties and issues, including but not limited to: corporate shareholders, company members and partners; sales, mergers and dissolutions of businesses; commercial real estate transactions; construction and other business contracts; mechanics liens; commercial insurance policies; legal, accounting, and other professional (non-medical) malpractice; covenants not to compete, unfair competition, corporate fraud, and theft of trade secrets; malicious prosecution; and negotiable instruments.

A major objective of the Commerce Court is vigorous case management with a view towards early resolution of the dispute. Each Commerce Court judge has an individual docket and is responsible for management of his/her cases, including resolving all discovery disputes, deciding all substantive motions, scheduling all conferences, exploring settlement alternatives, setting a trial date, as well as conducting the trial.



A dedicated team of five Court Administrative Officers and Law Clerks assists the Judges and their chambers staff in the management and resolution of cases assigned to the Commerce Court. In addition, more than 120 qualified members of the commercial bar serve as court appointed settlement Judges Pro Tempore, receivers, and discovery masters in Commerce Court cases. In 2020, the Commerce Court continued to work closely with the Business Litigation Committee of the Philadelphia Bar Association to identify experienced, and diverse, members of the bar to serve as Judges Pro Tempore.

The Commerce Court also manages several specialized court programs, not all of which involve true business disputes. For example, all consumer and other Class Actions are assigned to the Commerce Court Judges because Class Actions are procedurally more complex and require more hands-on case management than many other civil actions.

In addition, the Commerce Court Judges hear all motions to open or strike confessed judgments. Due to its work with the confessed judgments, the Court discovered that more than 100 cases involving defaults on taxicab medallion loans had been filed with the Philadelphia Court of Common Pleas. As a result, in December 2017, the Court created the Taxicab Medallion Loan Program within the Commerce Court to handle these unique cases. The majority of these cases are never contested by the defendants. However, in those cases where the defendant appeared, and which resolved during 2020, slightly more than half resulted in settlements between the lender and the taxicab company.

The Commerce Court also handles Petitions to Appoint Sequestrators for commercial properties against which tax liens have been filed. In the 7.5 years of the Commerce Court's Sequestration Program, the City has collected over \$110 million dollars in back taxes from the persons and entities against whom it filed Petitions with the Court, including more than \$7.7 million in 2020, even though the City stayed its enforcement actions in March 2020, due to COVID-19 restrictions. More than half of the money collected through the Tax Sequestration program goes to the Philadelphia School District, which helps alleviate its funding shortfall ¹.

Due to the success of the Real Estate Tax Sequestration Program, in 2019, at the City's behest, the Commerce Court created a Water/Sewer Sequestration Program, through which the City files Petitions to Appoint Sequestrators for commercial properties against which liens for unpaid water and sewer charges have been filed by the Philadelphia Water Department. In 2020, the City collected more than \$2.8 million in unpaid water and sewer charges through the Sequestration Program, even though the City stayed its enforcement actions in March 2020, due to COVID-19 restrictions.

The Commerce Court further fulfilled its mandate to provide guidance on issues of Pennsylvania commercial law by issuing opinions in cases involving novel or complex claims. Since its inception, Commerce Court judges have published more than 1,400 opinions on the Commerce Court's website, including over 30 new ones in 2020. Also in 2020, the Commerce judges and staff presented two continuing legal education seminars regarding practice in the Commerce Court during the COVID-19 pandemic. Furthermore, in light of the difficulties the pandemic imposed on the First Judicial District generally, Commerce judges and staff volunteered to handle several emergency matters arising outside of Commerce Court's jurisdiction, including a hotly contested election petition.

During 2020, the Commerce Court judges disposed of 593 commercial cases; 1069 Sequestration cases; 18 Taxi Cab Medallion cases; and 30 Class Actions, for a grand total of 1710 actions disposed. As of January 1, 2021, there were 856 commercial cases, 782 Sequestration cases, 40 Taxi Cab Medallion cases, and 31 Class Actions, for a total of 1709 cases pending in Commerce Court.

¹ Real Estate Tax Regulations for City of Philadelphia and School District of Philadelphia § 201.



COMPLEX LITIGATION CENTER

The Complex Litigation Center, located in Room 622 City Hall, manages the Mass Tort, Major Non-Jury, and Arbitration Appeal Programs.

MASS TORT PROGRAMS

Cases assigned to the Mass Tort Program include asbestos, pharmaceuticals, medical devices and the Glen Mills Schools Litigation Program which commenced in June 2020. Pharmaceutical matters include Reglan, Risperdal and Xarelto. Medical device cases include Essure, Vena Cava Filter and Pelvic Mesh. In 2020, there were 1,814 newly filed mass tort cases. Pharmaceutical and medical device cases accounted for 84% of the 2020 mass tort case filings with 1,528 filings. 238 asbestos cases were filed in 2020, representing a 13% decrease from 2019.

PENDING INVENTORY

At the close of 2020, the total pending inventory was 10,219 mass tort cases. Risperdal and Vena Cava Filter accounted for the majority of the program's inventory with 8,654 cases, representing 85% of the total inventory. With respect to pharmaceutical and medical device matters, there were 9,470 records pending at year's end.

RESOLVED CASES

During 2020, 2,427 cases were disposed, including 1,978 Xarelto matters, which accounted for 81% of the total dispositions. 2,295 pharmaceutical and medical device cases were disposed of in 2020. At the close of 2020, four programs were concluded: Firefighter Hearing Loss; Paxil-Birth Defect; Phen-Fen; and Yaz/Yasmin/Ocella.

MAJOR NON-JURY PROGRAM

The Complex Litigation Center manages all major non-jury matters, with the exception of cases assigned to the Commerce Program. Cases include ejectments, arbitration appeals, and mortgage foreclosures. In 2020, there were 4,907 new filings and 1,910 dispositions. The pending inventory at the close of 2020 was 2,087 cases.

ARBITRATION APPEAL PROGRAM

In 2020, the Arbitration Appeal Program began with 541 appeals. 303 arbitration appeals were filed and by the end of 2020, 638 arbitration appeals were disposed of. 65 Arbitration appeals were returned to the program from inactive status and a total of 27 were either transferred in or consolidations.

MAJOR JURY PROGRAM

Providing early Court intervention, coordination, and continuous control of cases, the nationally-recognized Major Jury Program encompasses all major civil jury cases except Commerce and Mass Tort Cases. To manage these cases more effectively, judges assigned to this program are divided into teams. To maintain consistent oversight of each case, each team is led by a Judicial Team Leader. The Judicial Team Leader and the assigned team of judges rule upon all motions, including discovery motions, and conduct status conferences, settlement conferences, pretrial conferences, and trials.

To assure effective case management, every case in the Major Jury Program is scheduled for a Case Management Conference before a Civil Case Manager approximately ninety days after commencement either by the filing of a complaint or by a writ of summons. The main objective of the Case Management Conference is to obtain early disclosure of basic information so that each case can be managed most effectively. Based on this information, a Civil Case Manager, who is an attorney, prepares a Case Management Order that establishes a schedule for each case. The Case Management Order sets deadlines for discovery, the exchange of expert reports, and the filing of motions. Additionally, a presumptive month is scheduled for a settlement conference, pretrial conference, and trial.

Throughout 2020, the civil judges diligently managed to dispose of 4,747 major jury cases. As of December 31, 2020, there were 9,791 active cases pending within the Major Jury program.



COMPULSORY ARBITRATION PROGRAM

The Compulsory Arbitration Program is housed in the Arbitration Center located at 1880 John F. Kennedy Boulevard, Philadelphia, PA. A case may be assigned to this program in one of three ways: (1) automatically; (2) by stipulation; or (3) by court order. In the first method, all cases in which the amount in controversy is \$50,000 or less, excluding actions in equity and claims to real estate, are automatically assigned to the program.

In cases where the amount in controversy exceeds the dollar limit, the parties may stipulate to transfer the matter to this program. Lastly, if a judge determines that the amount in controversy is less than \$50,000, that judge may transfer the case to the Compulsory Arbitration Program by court order.

Once assigned to this program, cases are scheduled for an arbitration hearing before a panel of arbitrators, usually nine months from the date of the first filing². Upon issuance of a decision, a party may appeal for trial de novo by jury trial or non-jury trial. If no appeal is filed, the judgment entered on the award of the arbitrators may be enforced as any other judgment of the Court.

ARBITRATION HEARINGS

On March 16, 2020, the Arbitration Center stopped conducting in-person arbitration hearings as a result of the COVID-19 pandemic. As a result of the COVID-19 related health and safety guidelines outlined by the CDC and the City of Philadelphia's health department, the Arbitration Center transitioned to remote Arbitration hearings via advanced communication technology. All counsel, litigants and participants and arbitrators appeared remotely for the hearings via Zoom. These remote hearings took months of planning and required modification of all aspects of conducting Arbitration hearings. The first remote arbitration hearings commenced in October 2020.

Remote arbitration hearings continued through the end of 2020. During 2020, the Arbitration Center received 9,871 new Arbitration level cases and 7,849 Arbitration cases were disposed, which resulted in a pending inventory of 11,500 arbitration cases as of December 31, 2020.

ARBITRATION JUDGE PRO TEMPORE PROGRAM

In an effort to resolve arbitration cases during the early stages of the COVID-19 pandemic, the Arbitration Center developed the Arbitration Judge Pro Tempore program (AJPT). This program is modeled after the Civil Major Jury Judge Pro Tempore program, which successfully resolves thousands of cases each year without conducting a jury trial. Peter Divon, Director of the Dispute Resolution Center was instrumental in initiating the AJPT program.

Through the AJPT program, experienced members of the Philadelphia Bar conduct settlement conferences by telephone, video conference or similar technology. The AJPT's initially addressed the Arbitration Center's open inventory from June through September of 2020. As a result, all cases listed in the Arbitration program for a hearing date during that time period were assigned to an AJPT. The Arbitration Center's staff created a master list of all AJPTs, made assignments and provided AJPTs with the parties' information. Approximately 30% of the cases assigned to the AJPT program have settled as a result of the program.

MEDIATION

The Arbitration Center continues to partner with the University of Pennsylvania Carey Law School Mediation Clinic to offer mediation services to litigants in cases on appeal from Municipal Court. As a result of the COVID-19 pandemic, mediation was placed on hold for the remainder of 2020. With the use of remote technology, the mediation program resumed in the Spring of 2021.

² To be eligible to serve as an Arbitrator, an attorney must complete a Certification course, as well as be an active member of the Pennsylvania Supreme Court, have tried a civil case in any forum in the Commonwealth and maintain a principal office in Philadelphia. The Certification Course is given several times a year by the Pennsylvania Bar Institute and the Philadelphia Bar Association.



COMMUNITY ACTIVITIES

The Arbitration Center continued to engage in public education and legal training by affording law students, new attorneys from city agencies and young associates from City law firms to observe Arbitration hearings. These community activities continued remotely via Zoom, once virtual Arbitration hearings resumed.

MOTIONS AND STATUTORY APPEALS

Preliminary Injunctions, Temporary Restraining Orders, Motions, Petitions and Statutory Appeals filed within the following Civil Programs: Compulsory Arbitration, Civil Tax, City of Philadelphia Equity, Landlord/Tenant, Lead Contamination, Agency Appeals, Municipal Court Appeals and Penn-Dot Appeals are assigned to three Judges. Over 25,000 matters were resolved by the Motions Judges throughout calendar year 2020.

RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM

HOUSING RETENTION

The Civil Trial Division two programs that provide defendants with opportunities to connect to resources for housing retention, where possible, and to negotiate the terms of the ownership transition where retention is not possible: the Residential Mortgage Foreclosure Diversion Program and the Civil Tax Program.

MORTGAGE FORECLOSURE DIVERSION PROGRAM

The Residential Mortgage Foreclosure Diversion Program (Diversion Program) was created in 2008, in response to the national foreclosure crisis and served as a model for similar programs nationwide. The program provides an opportunity for defendants to negotiate and reach an agreement to save their homes. Only foreclosure actions involving owner-occupied residential properties are eligible to participate.

Until the pandemic-related CDC restrictions were issued in March prohibiting large gatherings, the Diversion Program convened in-person in Courtroom 676 City Hall every Thursday. Between 150 and 300 cases were scheduled every week. Housing counselors were assigned to each homeowner, as coordinated by representatives of the Philadelphia Department of Housing and Community Development, who were also present. Various legal services and organizations, including Community Legal Services, Philadelphia Legal Assistance, SeniorLaw Center, and Philadelphia VIP were present and available to assist homeowners in more complicated cases. Volunteer attorneys experienced in mediation and foreclosure issues who have completed the Court's continuing Legal Education training session may serve as advocates in the Diversion Program.

Because of pandemic-related federal moratoria on foreclosures involving federally backed mortgages, the number of Diversion-eligible mortgage foreclosure filings dropped precipitously in 2020. Only 201 residential, owner-occupied mortgage foreclosure petitions were filed from March of 2020 through December 31, 2020.

Generally, cases remain in the Diversion Program until: (1) a resolution is reached, and the case is discontinued; (2) it becomes apparent that no home retention option is available to the homeowner; or (3) the homeowner fails to participate in the conciliation process. If a case is removed from the Diversion Program but not discontinued, a Case Management conference is scheduled. At the Case Management Conference, proper service is confirmed, and an expedited case management order is issued placing the case on a thirteen-month trial track in the Major Non-Jury Program.

The Steering Committee for the Diversion Program, which consists of representatives from various lender and borrower advocates and representatives from the Philadelphia Department of Housing and Community Development, continued to meet regularly throughout the pandemic to discuss legal and procedural developments and to coordinate the safe resumption of the Diversion Program. The 2020 chairs of the Steering Committee were Christopher DeNardo, Esq. of LOGS Legal Group and Margaret Robinson, Esq. of Philadelphia Legal Assistance.



CIVIL TAX PROGRAM

In 2017, the Trial Division-Civil established a new procedure for Petitions filed under the Municipal Claims and Tax Liens Act, 53 P.S. § 7101 et seq., in response to a dramatic increase in the number of filings. There was a 561% increase in the number of filings between 2010 and 2019.

The Tax Claims procedure was designed to accomplish two goals: 1) to ensure that taxpayers have an opportunity to enter into an agreement to pay delinquent real estate taxes and water bills, and 2) to ensure that the Court conducts a proper, independent review of the record prior to entering a Decree permitting the sale of subject properties, as required by law.

Upon filing, cases are scheduled for a rule returnable hearing before a trial commissioner in City Hall Courtroom 676. Taxpayers appearing in court are offered on-site assistance from housing counselors, as coordinated by the Philadelphia Department of Housing and Community Development. Lawyers from Community Legal Services also attend. Generally, cases are continued for 90 days to give the parties time to enter into one of several types of payment agreements available to taxpayers, including the Owner-Occupied Payment Agreement, or "OOPA." After the defendants who appear have had an opportunity to meet with the advocates, a list is called to address cases with respondents who have failed to appear. The trial commissioner conducts a review of these cases on the record to ensure that service was properly accomplished and will issue proposed Findings of Fact and Conclusions of Law and a recommendation that a Decree permitting the sale be entered, where appropriate, for judicial review and signature. Where the trial commissioner is not satisfied that service is complete, a case may be continued or referred to a judge for a hearing. Hearings are also scheduled before a judge at the request of either party.

A steep decrease in Civil Tax filings occurred in 2020, because of the pandemic, and in-person operation of the Civil Tax Petition Program ceased in March of 2020 because of CDC mandates prohibiting large gatherings. A Civil Tax stakeholders' group has met regularly to discuss issues related to tax foreclosure filings and coordination of the safe resumption of the program.

DISCOVERY COURT PROGRAM

The Discovery Court Program (Discovery Court) operates in accordance with the alternative motion procedures set forth in Philadelphia Rule of Civil Procedure (PA.R.C.P.) *208.3 (a)(4) with the Discovery Unit encompassing the Major Jury, Commerce, Arbitration, Arbitration Appeal, Major Non-Jury, Statutory Appeals, Mortgage Foreclosure and Landlord Tenant Appeals programs.

The assignment of Discovery Motions to judicial teams is a critically important part of the court's civil case delay reduction strategy. This strategy provides early and appropriate intervention in cases within the various civil programs. All Discovery petitions and motions (except in Mass Tort cases and cases already assigned to an individual Judge) are presented to, argued before and determined by the Discovery Court.

Due the COVID-19 Judicial Emergency, Discovery Court implemented a series of protocols in order to ensure discovery motions were disposed of in a timely manner. Protocols were released on May 5, 2020, May 27, 2020, July 8, 2020, September 11, 2020 and March 1, 2021.

During Calendar year 2020, the Discovery Unit was responsible for processing and assigning 22,186 motions, petitions and stipulations requiring court approval. The unit also processed and managed 274 Name Change Petitions.

DISPUTE RESOLUTION CENTER

The Dispute Resolution Center is an integral part of the Trial Division – Civil Section as its purpose is three-fold: (1) to centralize the location for mandatory settlement conferences; (2) to enhance uniformity in practice and procedure for settlement conferences; and (3) to offer counsel and parties appropriate facilities and administrative support to assist in the disposition of civil cases.



A mandatory settlement conference is scheduled as part of the initial case management order issued in just about all civil cases. The settlement conferences occur after discovery, motion and expert deadlines so that the parties have a thorough understanding of the strengths and weaknesses of their cases and can approach settlement negotiations in a fully informed and meaningful manner. Depending upon the type of case (expedited, standard or complex), settlement conferences will take place six to twelve months after the initial case management conference and two to three months before trial. The Dispute Resolution Center also holds settlement conferences for the Landlord Tenant Mediation Program.

Pre-trial Conferences scheduled for the Major Jury Programs are currently scheduled in the Dispute Resolution Center twice a month. Second Level Settlement Conferences are now held pursuant to the order of the Major Jury Program Team Leader.

Due the COVID-19 Judicial Emergency, the Dispute Resolution Center implemented a series of protocols in order to ensure settlement conferences were held remotely and in compliance with the Case Management Orders. Protocols were released on April 30, 2020, September 11, 2020 and February 8, 2021.

In 2020 there were 3,256 cases scheduled for a settlement conference within the Dispute Resolution Center of which 1,163 cases, or 35%, resulted in a settlement.

TRIAL DIVISION – CIVIL PENDING INVENTORY

AS OF DECEMBER 31, 2020

Civil records pending as of December 31, 2020 totaled 38,730; representing a two percent (2%) decrease in records pending when compared to the 39,674 records that were pending at the end of calendar year 2019.

TRIAL DIVISION - CIVIL PROGRAM	CIVIL RECORDS PENDING	% OF INVENTORY
Compulsory Arbitration Program	11,500	30%
Mass Tort (Asbestos & Pharmaceuticals)	10,219	26%
Major Jury Program	9,791	24%
Major Non-Jury & Arbitration Appeals	2,385	6%
Programs Assigned to Motion Judges	1,890	5%
Commerce Program	1,709	5%
Mortgage Foreclosure Program	1,170	3%
Conservatorship Act 135	66	≥1%
TOTAL	38,730	100%

Public Access to:

The Trial Division – Civil's court dockets, opinions, attorney activity reports, hearing lists, rules and procedures, operation manuals, judicial assignments charts, fee schedules, court holidays, hours of operation, and maps can be accessed and downloaded through the Court's website at <http://www.courts.phila.gov>



TRIAL DIVISION - CRIMINAL

There are four departments under the Criminal Trial Division - Courtroom Operations; Criminal Listings; Adult Probation & Parole and Pre-Trial Services. As COVID-19 began in March 2020, followed by the Civil unrest in May 2020, the impact felt and the challenges presented to the Courts required implementation of logistical and efficient practices for continued operational standards.

Essential functions and personnel remained readily available and implementation of rotational work schedules allowed for social distancing. All Departments were equipped with CDC identified protections including, but not limited to, Plexiglas; hand sanitizers; masks, signage, social distancing and constant cleaning of all required areas. The Courts provided all available information on testing and vaccination for staff while also permitting the time for staff to present themselves for testing and/or vaccination.

The Continuity of Operations Plan (COOP), established by Judicial Leadership, provides an effective mode of operation when there is a disruption of standard operational practices. Judges, administrative staff and other identified persons were able to operate from remote locations. The implementation of zoom and other virtual access for communications allowed for hearings, conferences and other essential responsibilities to be conducted as required.

PRETRIAL SERVICES

The First Judicial District of Pennsylvania's Pretrial Services Department (PTS) remained dedicated to its core mission of safeguarding pretrial justice while maximizing public safety and court appearances throughout 2020. COVID-19 and months of civil unrest created an array of operational and logistical challenges that did not disrupt business activities, including their 24/7 responsibilities. PTS also continued involvement in all internal and external projects with partners for the entire year. The overwhelming success the Department has experienced is a testament to the determination, flexibility, and talents of its staff members.

While PTS is uniquely accustomed to ensuring the continuity of 24/7 operations, the various closures within the courts and justice system, operations newly deemed essential, and CDC and city pandemic guidelines all created unprecedented challenges. Even with these obstacles, the Bail Interviewing, Electronic Monitoring, and Data Verification Units stayed operational around the clock with various staffing and technological adjustments. Operational duties that were deemed essential for the first time, Bench Warrant Court and Early Bail Review hearings, ran seamlessly. Additionally, client supervision continued without in-person check-ins, and links to all social services were available for any clients in need.

Throughout these unprecedented times, PTS worked closely with court administration and judicial leadership to ensure all essential personnel were provided with PPE-related items, including but not limited to: masks, latex gloves, hand sanitizer, and anti-bacterial sprays/wipes. In conjunction with the city, the Department's building was outfitted per city and CDC guidelines, including signage, Plexiglas, and social distancing-related decals placed throughout 714 Market Street. Also, PTS created a COVID-19 related guideline video that plays in the lobby for all staff and visitors. This video was well received and modified for use throughout the FJD. During the pandemic, PTS welcomed a new deputy-director after the past deputy was promoted within the FJD.

BAIL INTERVIEWING UNIT

In 2020, the Bail Interviewing Unit (BIU) processed 21,287 interviews while also administratively waiving an additional 1,593 (6.96%). 12,981 (60.98%) e-mail addresses were collected during client interviews, along with 9,660 (45.37) home addresses successfully verified. Telephone interpreter services assisted clients with 181 interviews.

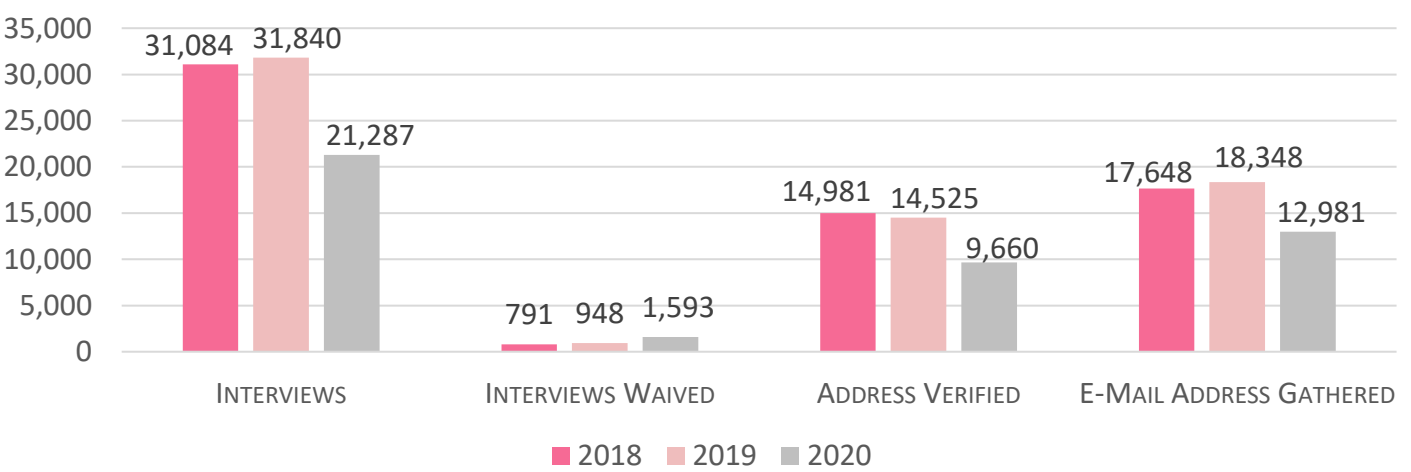
Like many other entities deemed essential throughout the city, the BIU ensured operations remained functional during the pandemic and civil unrest-related court/building closures. The BIU utilized all available means to preserve the integrity of the arrest to arraignment process by continuously adjusting



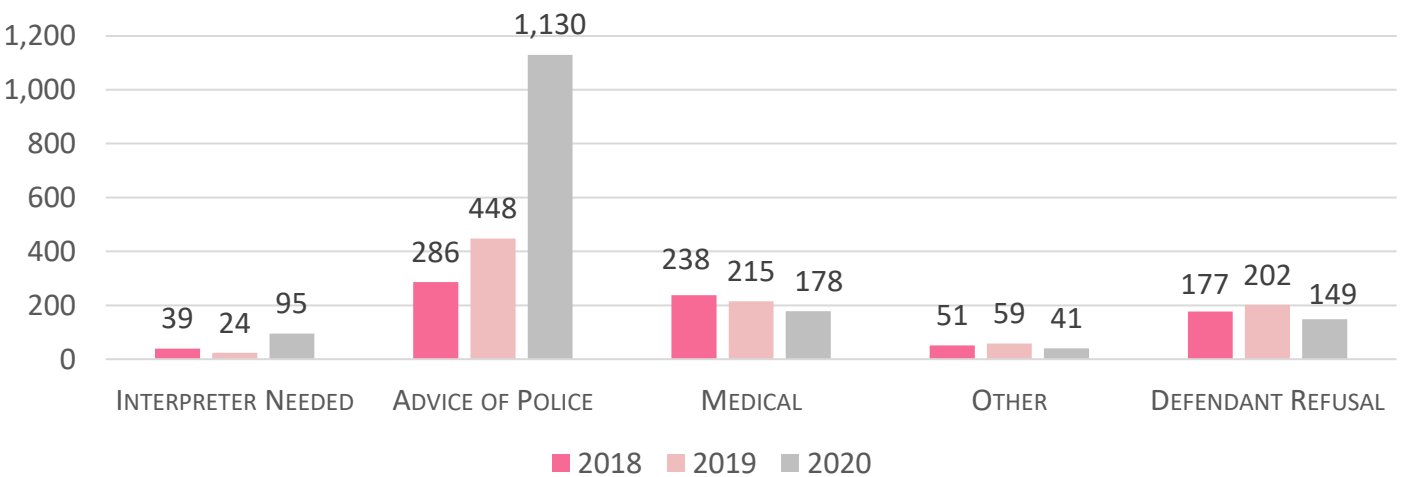
staffing levels to match incoming interviews' ever-changing workflow. Supervisors, management, and administration eagerly stepped in to work remotely, covering operations on several instances in the absence of staff during moments of civil unrest and temporary building evacuations.

Overall unit growth is expected with a newly promoted manager taking the helm, to ensure supervisors and staff continue cross-training, and assisting with scheduling in the Data Verification Unit (DVU) during non-traditional hours. The newly promoted manager will also serve as the Pretrial Services Department's representative on the PARS workgroup committee and will be heavily involved in the PARS replacement project.

BAIL INTERVIEWING UNIT WORKFLOW 2018 – 2020



B.I.U. - INTERVIEWS WAIVED 2018 – 2020





DATA VERIFICATION UNIT

The Data Verification Unit (DVU) maintained their classification as an essential operations unit while fielding 2,214 NCIC-related inquiries, processing 230 abatements, producing 30 Bench Warrant Withdraw Letters, and generating 1,133 Arrest Notifications relating to arrests on both Violations of Probation (VOP) detainees and Bench Warrants. Regarding the daily Bench Warrant surrenders and hearing procedures, 761 individuals (898 dockets) surrendered themselves, both in person and virtually, at the Stout Center for Criminal Justice. As for the prison-related Bench Warrant hearings, 2,757 (3,892 dockets) individuals had their matters brought before a judicial authority.

DVU management remained dedicated to streamlining business practices and creating valuable relationships with outside entities connected to its core functions. A clear illustration of this occurred in August of 2020 by establishing a data exchange agreement with the Pennsylvania Department of Health (DOH). As expected, this data linkage provided the FJD with an opportunity to cross-reference their entire active Bench Warrant inventory against DOH death records. This assessment led to the identification of 1,011 person matches (1,526 warrants). Additionally, the returned DOH data also included vital identifiers, such as Death ID, Date of Death, and Death Certificate File number, which coincide with the District Attorney's Office (DAO) abatement eligibility criteria.

Maintaining compliance with established PSP regulations is at the forefront of the DVU's mindset and is the primary focus of the unit's assigned TAC Officer. Through their tireless efforts, the DVU and Pretrial Services as a whole have maintained their 100% compliance rate and has continued to ensure warrants are lodged promptly, which aims to reduce the time individuals are unnecessarily detained, coinciding with nationally trending criminal justice

ELECTRONIC MONITORING UNIT

During 2020, The Electronic Monitoring Unit (EMU) received 733 pretrial-related court orders, completed 802 (484 – Pretrial, 318 – APPD) residential equipment investigations, facilitated the initial release of 759 EM participants (494 – Pretrial, 265 – APPD), and fielded 118,073 electronic monitoring-related alerts. Unit management ensured the vendor database and field equipment areas met the standards needed to monitor the growing participant population as alert statistics increased through the year.

The continued use of cellular electronic monitoring field equipment procured with MacArthur Safety and Justice Challenge funds, kept the number of days EM participants were in custody to a minimum. Throughout 2020, the average number of days a participant remained in custody pending release was 15 compared to 14.61 days in 2019. The 2020 median average was 11 days.

Excluding the judicially ordered hold on prison releases to EM during the COVID-19 pandemic and civil unrest, the EM Field Unit ensured all participants awaiting release, with approved residences, were expeditiously facilitated on EM. While the prison release hold was in place during the onset of COVID-19, the EMU administrative staff completed the initial administrative investigations with the participant's designated residential contact, preparing them for release after the EMU received judicial approval to resume installation procedures. The Field Unit remained operational, responding to field-related maintenance home visits and any emergency installations and moves.

The EMU continued to facilitate the EM Court Ordered Installation Surrender process within The Justice Juanita Kidd Stout Center for Criminal Justice. In 2020, this process proved to be an indispensable tool to minimize the use of resources traditionally designated for the installation of EM-related equipment for 143 individuals: Pretrial – 42, APPD – 101. Additionally, this initiative eliminated the unnecessary incarceration of these individuals while awaiting their forthcoming release on electronic monitoring.



BAIL SERVICES AND SUPERVISION UNIT

The Bail Services and Supervision (BSS) Unit continued to accomplish Pretrial Services' universally established mission with remote staffing when appropriate. Pretrial clients continued to obtain referrals for social service-related needs and had continuous access to pretrial supervision staff. Interactive office visits for clients were conducted by utilizing video conferencing solutions and phone calls to provide ongoing support to the pretrial supervision population. Beginning March 17, 2020, through June 1, 2020, BSS supervisors and management staffed the day-to-day supervision of clients ordered to Pretrial supervision during the court closure.

In 2020, a total of 338 (Type I/II – 226, Direct – 82, EM – 30) individuals were released to Pretrial Supervision from the Early Bail Review Hearings. Comparatively, the EBR Hearings resulted in the release of 497 (2019) and 315 (2018) individuals in previous years. Staff assigned to EBR hearings were reclassified from non-essential personnel to essential personnel through a judicial order.

BSS continued to see a reduction in occurrences of Failure to Report (FTR) for orientation. In total, 1,239 individuals were scheduled for orientation, while 84 of those individuals were detained and unable to attend. The overall reporting rate for orientation was 75%. When dissecting these numbers further, the reporting rate for those assigned to Pretrial Supervision at the Early Bail Review Hearings was 58% for the same period.

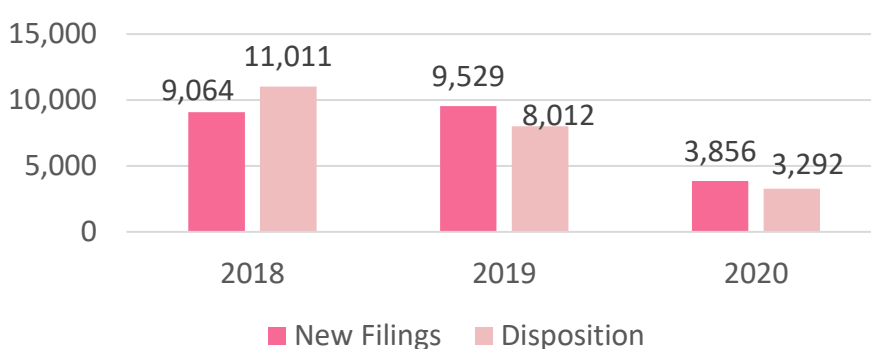
The newly hired DBH Pretrial Navigator, discussed in the Social Services Initiative above, provided an extra layer of expertise to the Bail Services and Supervision Unit. In 2020, a total of 660 (475 encounters, 185 unique individuals) DBH-aided Pretrial engagements occurred. These encounters led to referrals for Provider Based Services, Benefits, Housing, General Assistance/Supports, Case Management, and Emergency Services.

Throughout 2020, the Unit continued with Phase II of its file purging and scanning project. The Unit purged 4,646 records from 2017 – 2020. Staff continues to scan supervision files into the newly configured web-based scanning environment, reducing the number of hard copy files maintained in the unit.

As of December 31, 2020, Pretrial Supervision was actively supervising 1,087 individuals (ROSC Type I/II – 347, Direct – 303, Electronic Monitoring – 437), overseeing the largest active caseload total since October of 2016. While not included in the active supervision figures, an additional 1,463 individuals (ROSC Type I/II – 1,213, Direct – 168, Electronic Monitoring – 82) were routinely monitored by assigned Pretrial Officers.

CRIMINAL LISTINGS DEPARTMENT

The Criminal Listings Department is responsible for overseeing all case inventory management for the Criminal Trial Division. In addition, it is also responsible for providing support and assistance to the judiciary and their staff, attorneys, defendants, court employees, criminal justice partners and the general public. This department is comprised of several units, including: Trial Commissioners, Post-Conviction Relief Act, Post Trial, Data Integrity, Court Appointments and the Common Pleas Mental Health Court. In 2020, Criminal Listings recorded 3,856 new filings, 3,292 dispositions, and a clearance rate of 85.4% in 2020.





TRIAL COMMISSIONER UNIT

The CP Trial Commissioner Unit has a variety of administrative and quasi-judicial duties within the Court of Common Pleas. One of the primary functions of the unit is to formally arraign, event track, and schedule first pre-trial conferences for all felony criminal cases entering the Court of Common Pleas. Another important function of the unit is to conduct Gagnon I hearings for all individuals held at the Philadelphia Department of Prisons due to probation detainers arising from alleged violations. Additionally, the unit administers a number of special programs designed to address a variety of issues; including expedited case flow, case aging, and public safety.

FORMAL ARRAIGNMENTS

Trial commissioners assigned to the CP Trial Commissioner Unit conduct formal arraignments daily in courtroom 1104. At these arraignments, felony cases are assigned future pretrial dates in the appropriate courtrooms, discovery status is recorded, defendant addresses are verified, and defendants on bail are provided subpoenas for their next court date. Substantial preparation of each arraignment list is done to ensure correct courtroom assignments for each case.

Statistical Summary 2020:

4,098 cases formally arraigned into the Court of Common Pleas

Due to COVID-19 restrictions, formal arraignments were handled administratively for most of the 2020 calendar year. In-court formal arraignments ceased on March 16, 2020. Due to the stoppage of Preliminary Hearings, formal arraignments were not conducted from April 2, 2020 through June 30, 2020.

GAGNON I HEARINGS

Trial commissioners assigned to the CP Trial Commissioner Unit conduct Gagnon I hearings daily in courtroom 1004. The video hearings are conducted to determine if detainers can be lifted for alleged probation violators being held at the Philadelphia Prisons, before the violation of probation/Gagnon II hearing is held before the violator's supervisory judge. Representatives from the District Attorney's Office, Defender Association, Adult Probation, and occasionally, privately retained attorneys' present arguments for and/or against lifting detainers. The probationers themselves may also provide testimony. The presiding trial commissioner makes final determination of the detainer status. A great deal of preparation on the part of the trial commissioner is required before each detainer hearing.

Statistical Summary 2020:

8,319 cases held for Gagnon I hearings; 1,496 detainers lifted following Gagnon I hearings. Shortly after the pandemic began, hearings were reduced to three times a week due to the FJD's overall demand for video hearings. This has continued into 2021.

ADDITIONAL PROGRAMS & DUTIES

- Act 82: Trial commissioners, in conjunction with the Sheriff's Office, organize and formulate transportation lists for defendants held in the state correctional institutions throughout PA.
- Homicide Trial Calendaring: A trial commissioner assists the homicide calendar judge in courtroom 1105 by providing weekly calendar updates for the Homicide Judicial Section so that effective trial spinouts are completed.
- Trial Readiness Program: Trial commissioners, in conjunction with Courtroom Operations, identify and list active cases that are over 800 days old for trial readiness conferences before Supervising Judge Leon Tucker, to determine if earlier dispositions can be achieved.
- Detainer Fast Track Program: Trial commissioners identify and list active cases involving defendants held at the Philadelphia Department of Prisons on probation detainers that are over 6 months old. The hearing is before a designated program Judge to determine whether an earlier disposition can be reached and if the probation detainer can be addressed quickly following disposition.
- Indicting Grand Jury (IGJ) Arraignments: Trial Commissioners conduct video arraignments for defendants with Indicting Grand Jury cases.
- Non-Fatal Shooting (NFS) Program: Trial commissioners identify and list cases designated for the newly implemented Non-Fatal Shooting Program.



- CPCMS Administration/Calendar
- 701 Consolidation Scheduling
- Courtroom Support
- Judicial Support/Calendar

PANDEMIC-RELATED PROGRAMS

Emergency Rescheduling

Over 15,000 listings had to be rescheduled to future dates due to the closure of the courts from March 16th through the entirety of May. The rescheduling of all of these matters was accomplished in under two weeks.

Expedited Criminal Motions Hearings

On April 7, 2020, CP Trial Commissioner Unit began listing expedited criminal motions before designated judges to address the health crisis the pandemic was posing to the city's prison system. CP Trial Commissioner Unit listed 1,356 expedited hearings through the duration of this program that ended in May of 2020.

Jury Trial Restart Program

Due to the onset of the pandemic, jury trials ceased on March 16, 2020. On September 8, 2020, jury trials resumed on a limited basis, with new COVID-19 safety protocols in place. The CP Trial Commissioner Unit was heavily involved in the planning, coordination, and implementation of the Jury Trial Restart Program. In total 138 cases were listed in the Jury Calendar Room from September through mid-November 2020. Prior to jury trials being halted again due to a rise in COVID-19 cases within the city and state, 11 jury trials were conducted in that time period.

POST-CONVICTION RELIEF ACT UNIT

The PCRA unit processes all PCRA filings and orders that are issued in the Philadelphia Court of Common Pleas. Once processed, the Unit schedules the initial PCRA status hearing.

Statistical summary 2020:

- 5,624 filings were accepted by mail, in person or over electronic filing; 1,540 orders were processed, 1,694 pieces of mail were received and reviewed.

The Honorable Lillian Ransom continues to preside over the Juvenile Life Sentence Without the Possibility of Parole (JLSWOP) Program. Judge Ransom is charged with completing the review of the approximate 320 petitioners who were juveniles when they were sentenced to life in prison. The PCRA Unit staff assists in managing the resentencing of these defendants.

- 93% of JLSWOP cases were heard and decided.

The CP PCRA Non-Sitting Judge Program, presided over by the Honorable Tracey Brandeis Roman, is fulfilling an important function in our court system. Judge Brandeis Roman heard all homicide and non-homicide PCRA petitions for judges who are no longer sitting. The PCRA staff attorneys prepare orders and opinions for all the PCRA Non-Sitting Judge Program cases where the petitioner has exhausted his/her right to court appointed counsel.

- Judge Roman issued a final disposition on 151 PCRA cases; PCRA Unit staff attorneys submitted 169 drafts to the PCRA Judge.

Our main priority with the ongoing COVID-19 pandemic continues to ensure filings from pro se defendants as well as counsel are processed and addressed. Additionally, our automatic mailers ensured that judges and judicial staff were notified daily of any new docket entries on a PCRA case within the last 24 hours and were notified weekly of any PCRA cases requiring judicial action.



Highlights

Even during the pandemic, our processing protocols remained in effect for filings received via mail and electronically, ensuring parties were notified in a timely fashion and emergency matters addressed.

POST-TRIAL UNIT

The Post Trial Unit is responsible for scheduling Gagnon II hearings, violation of probation hearings, status hearings, and sentencings for both Common Pleas and Municipal Courts. The Post Trial Unit carries out its responsibilities by working closely with the Philadelphia Adult Probation and Parole Department (APPD), the Pennsylvania Board of Probation and Parole (PBBP), judges, judicial staff, and other legal partners including the District Attorney's Office, Defender Association of Philadelphia, and private defense counsel. The Unit receives daily requests from Adult Probation and Parole to list cases for violation of probation and parole hearings. The Unit also receives numerous inquiries and daily requests daily from judges and judicial staff regarding the scheduling of cases. In addition to its scheduling role, the Post Trial Unit reassigns cases in which the period of supervision has exceeded the tenure of the original sentencing judge and a violation of probation or parole has occurred.

Statistical Summary 2020:

Post Trial Unit scheduled 10,765 dockets for 6,181 defendants.

Highlights

The Post Trial Unit continued operating during the COVID-19 shutdown and continues processing all Post Trial scheduling request.

COURT APPOINTMENTS

The Court Appointment Unit is responsible for processing counsel appointments to assure indigent defendants are represented at scheduled court events. Appointments for homicide and non-homicide criminal cases, and appeals are processed in accordance with Local Rule 406. This unit also maintains each Municipal and Common Pleas Court judges' list of certified court appointed attorneys for misdemeanors, felonies, homicides, non-homicide PCRA, and appeals. Appointments processed by this Unit are for cases heard in Common Pleas, Municipal and Family Courts (Domestic Relations and Adult Preliminary Hearings in Juvenile Court). This Unit also processes relief of counsel due to conflicts and performs all CPCMS data entry and related clerical functions associated with the appointment process, including close interaction with the FJD Fiscal Department, the Philadelphia Bar Association, and the Pennsylvania Supreme Court.

Statistical Summary 2020:

The Court Appointment Unit of the CP Criminal Listings Department appointed counsel on 5,367 cases.

Highlights

In March 2020, there were 42 cases awaiting appointment of homicide PCRA counsel. By October 2020, the number decreased to zero: all PCRA homicide cases requiring counsel were appointed attorneys. This trend carried out through the end of the year. Significant factors contributing to the decrease were attorneys on the Court Appointment PCRA Homicide list had more time to devote to a homicide PCRA case due to the ongoing pandemic and the expansion/reorganization of the Court Appointments Unit.

QUALITY ASSURANCE UNIT

The Quality Assurance Unit is responsible for reviewing and submitting all court appointment vouchers for Common Pleas, Municipal Court and Traffic Court. As well as Expert Witness vouchers to the Office of The Managing Director's for payment. This unit became operational in June 2020, during the court closure due to the pandemic. They have processed hundreds of vouchers to date. In the coming months, this unit will be combined with Court Appointments, to allow for full access and oversight on appointments and see them through from appointment to disposition.



COURT OF COMMON PLEAS-MENTAL HEALTH COURT

The FJDMHC is a re-entry program providing a unique multidisciplinary collaborative approach that combines intensive wrap-around treatment services with individualized probation supervision. FJDMHC has been in operation since July of 2009, the Honorable Lillian H. Ransom has presided over the court since 2019. The FJDMHC has established strong partnerships with the various city agencies such as the Department of Behavioral Health and Intellectual Disabilities Services, Philadelphia Department of Prisons, Defender Association of Philadelphia, and the District Attorney's Office.

Since the onset of the COVID-19 pandemic and after the reopening of the courts, the FJDMHC resumed court status hearings by utilizing Zoom. In 2020 a total 1357 cases were processed and of those 1357 cases, 734 were competency cases. During these unprecedented times the FJDMHC has continued to work with the criminal justice partners to provide an alternative to incarceration for mentally ill defendants into supervised community treatment settings. The FJDMHC will continue its commitment to protect the interest of public safety while lowering the criminal recidivism rate for defendants with severe mental illness involved within the criminal justice system.

Due to the COVID-19 restrictions, Mental Health Court was not in session from March 19, 2020 through June 4, 2020. Mental Health Court resumed hearings by zoom on 6/9/2020. Personal protective equipment such hand sanitizers and masks were purchased with the remaining funds the court received from the AOPC Problem Solving Courts Discretionary/New Program Implementation Grant FY 2018-2019.

Highlights

Twenty-four individuals successfully completed the First Judicial District Mental Health Court Program in 2020.

DATA INTEGRITY UNIT

The Data Management Integrity Unit has many daily responsibilities. Unit personnel assist in case flow management by staffing several CP courtrooms, such as the SMART program courtroom, homicide pretrial courtroom as well as the motions courtroom. The Data Integrity Unit staff assigned to the SMART program courtrooms are responsible for random judicial assignment of trial cases, calendar entries, and the manual collection of statistical data.

Statistical Summary 2020:

- 10,981 active case listings were held in SMART Rooms where cases either reached resolution or were transferred to other courtrooms for trial or case consolidation.
- In the motions courtroom the unit staff are responsible for calendar entries and manually tracking case filing outcomes daily. In 2020, there were approximately 4,054 motions addressed in motion court.
- 4,054 motion filings were addressed in motion court.

Additionally this unit is responsible for addressing data validation request surrounding incorrect defendant participant identifiers and case information within the Common Pleas Criminal Case Management System (CPCMS). Cases are reviewed using CPCMS and the Pennsylvania Justice Network (JNET) to identify and correct data by merging information accordingly. Unmerge request are identified and sent to the AOPC Help Desk for their handling. The Data Integrity Unit is also responsible for generating CP dockets for MC cases with a held for court disposition and certified juveniles on misdemeanor appeals as well as accepting and printing the bills of information submitted by the Philadelphia District Attorney's Office.



COURTROOM OPERATIONS

The essence of this Department resides in the effort to assist the judiciary of this District in the performance of their very demanding duties on a daily basis.

In the unprecedented calendar year 2020, members of this office were engaged in assisting in the disposition of nearly 3,500 Common Pleas Court matters and an additional 3,110 Municipal Court matters amid the COVID-19 pandemic. Also, innumerable motions, sentencing hearings, probation violation hearings and every other possible activity associated with a Common Pleas Court calendar in a major metropolitan jurisdiction were scheduled and disposed of with the assistance of members of Courtroom Operations.

DEPARTMENT OVERVIEW

SUPERVISORS

The employees in this classification directly supervise line personnel according to all FJD policies and regulations and are responsible for the performance, training and evaluation of the employees as well as staffing of courtrooms when necessary. Many documents and records are prepared and maintained in the normal business flow of the District and are shared with other justice partners in order to ensure adequate staffing resources. In addition to these duties, supervisors are solely responsible for facilitating the flourishing attorney/client video interview program which has grown to include both county and state institutions. They are also responsible for scheduling and conducting State and County Video Hearings for all types of Criminal matters for the Court of Common Pleas. Also, CROP Supervisors preside over the selection of Criminal Jury Panels via the 631 A Waiver Program. Additionally, in 2020, CROP Supervisors were assigned with the task of creating ZOOM meetings in order for all CP Judges to conduct court hearings virtually. Each of these vastly experienced supervisors is well versed in each and every aspect of Courtroom Operations and is fungible in their duties and responsibilities.

SECRETARIAL

A secretary is assigned to Room 401 of the Stout Center for Criminal Justice and a Tipstaff is assigned to the Receptionist Desk serving the SCCJ judiciary on the 13th floor at the Judicial Reception Desk. These employees are responsible for the various functions involved with the management of a professional office environment.

COURT INTERPRETERS

This two employee Unit of Courtroom Operations provides real time translation from the Spanish language to the English language (or vice versa) for the entire Criminal Trial Division.

TIPSTAFF II

Members of this job classification perform a wide variety of functions, services and maintenances to assist the judiciary of the District in the performance of their duties.

As the primary liaison between the Court and all other Agencies, Offices and Departments that comprise the "justice partners", these employees are sworn or affirmed to act "...with fidelity to the Court, according to the best of my ability with strict impartiality between litigants, witnesses, jurors and counsel...", while at the same time, establishing and maintaining effective working relationships with all participants to the process.

The justice partners would include but are not limited to;

- All other FJD Departments
- The District Attorney
- The Defenders Association
- The Private Bar
- The Philadelphia Sheriff's Department
- The Philadelphia Police Department



Acting as the first point of public contact with the Court for defendants, witnesses and complainants, it is the further duty of the Tipstaff II to ensure the safety, care and comfort of the jurors, as well as to warrant the dignity and decorum of the process for all involved.

Facilitating the overall functioning of the courtroom during legal activities, the Tipstaff II is also charged with adhering to the many regulations, policies, rules and business practices that have been enacted by the leadership of the District in order to ensure the fair, equitable and timely disposition of criminal charges.

This requires performing a varied and complex duty encompassing a multi-faceted knowledge of many court related subject matters, but especially case flow management. This skill set begins at the early review of a docket days in advance of the scheduled Hearing and continues through to disposition of any and all Post Trial issues.

2020 ACCOMPLISHMENTS, IMPROVEMENTS AND COVID-19 SAFETY MEASURES

COURT OF COMMON PLEAS VIDEO PROGRAM

The connectivity for the FJD and all other Philadelphia Prison System institutions and State Correctional Institutions is available in 10 Court of Common Pleas Courtrooms as well as a separate unit in the office of Courtroom Operations (401 SCCJ). Each year, this program continues to expand the number of often problematic cases that are disposed via videoconferencing. In 2020, nearly 1,000 county and an additional 163 state matters were resolved via video conferencing producing a Sheriff Transportation savings of nearly \$79,000 and a further transportation savings \$39,420 for the Pennsylvania Department of Corrections who did not have to transport the inmates from their home institution to SCI Phoenix, SCI Chester and SCI Muncy.

COUNTY AND STATE CUSTODY ZOOM HEARING PROGRAM

In addition to the Video Program, a County and State Custody ZOOM Hearing Program was developed and instituted during the COVID-19 pandemic. In total 38 County Custody ZOOM Hearings and 15 State Custody ZOOM Hearings were conducted, resulting in a savings of \$6,602.

NSJ VIDEO PROGRAM

The NSJ Video Program disposed of nearly 600 matters via video conferencing encompassing over 95% of the custody matters scheduled in this program.

ATTORNEY VIDEO INTERVIEW PROGRAM

In 2020, 387 State and County inmates were scheduled for interviews with their counsel resulting in the early disposition of a significant number of matters in 2020.

IGJ NOTIFICATION PROGRAM

While it was previously required for defendants indicted by the Grand Jury to be transported to the SCCJ to be notified of their indictment, effective December 2014 the Video IGJ Notification Program was initiated. These matters are scheduled for video hearings by CROP Supervisory staff and presided over by an assigned Trial Commissioner. In 2020 the Program addressed numerous IGJ matters via video saving nearly one thousand dollars in transportation costs.

ELECTION COURT

Due to changing voting laws and legislation, the District was required to design and institute a Court process regarding "emergency petitions" commencing at the November 2019 election cycle. On Election Day 2020 this session was staffed by Courtroom Operations from 6:00 am until 10:00 pm. in the assigned courtrooms, without incident or delay and in most cases, virtually. In addition, Courtroom Operations also assists the Judiciary and the City Commissioner's Office by staffing hearings regarding challenges to candidates nominating petitions at Delaware and Spring Garden Avenues. The three courtrooms are staffed from 8:00am until the close of court business.

**CASE CONSOLIDATION**

Defendants who had multiple cases in any individual judicial calendar were targeted by supervisory staff for earlier disposition. Their activity began at the Pre-Trial Conference stage, trial impediments were addressed and removed, multiple cases were consolidated on a single day and each trial was addressed, in a series, if necessary. The judicial economy resulting from this program was adopted by the Court Administration and is now named *Advanced Review and Consolidation* (ARC).

TRANSPORTATION LIST AND INTERPRETER LIST

Prior to the scheduled event, the Tipstaff II is required to review the docket to ascertain the necessity of a custody defendant's presence as well as the need for the services of a Court Interpreter. Working closely with the assigned ADA and Defense Counsel, the Tipstaff presents relevant information to the Presiding Judge. A pre-determination is made based on certain realities and the needs of the Court. Cancellations are entered or forwarded to the appropriate Department so that effort, time and money are saved by the District and/or appurtenant agencies.

PROBATION REVIEW

The Tipstaff review of matters scheduled for Probation Hearings has evolved into the "Non-Sitting Judge" Program, (NSJ).

GRAND JURY SELECTION

In 2020, Courtroom Operations Supervisors participated in the state selection of a statewide investigating grand jury addressing social distancing concerns during the COVID-19 pandemic.

MUNICIPAL COURT CASE CONSOLIDATION

The Tipstaff proactively seeks matters "active" in the Municipal Court docket, and upon agreement of Counsel and the defendant, adds these matters onto the calendar of the day, for disposition. In 2020 this Program resulted in 3,110 Municipal Court cases being resolved in the Court of Common Pleas.

HOMICIDE CALENDAR ROOM

Courtroom Operations Supervisory staff has also worked in conjunction with Criminal Listings in assisting with the scheduling of Homicide Trial matters. CROP supervisors work weekly with Homicide Tipstaff as well as Homicide Judges scheduling the earliest available trial dates for their assigned courtrooms.

JURY FLOW

Jurors are provided with escorted transportation in secure elevators to assigned Courtrooms in the SCCJ. This labor-intensive service warrants against jury tampering and intimidation in any unguarded moment of jury service.

TIPSTAFF TRAINING

In 2020, several training sessions were held by the supervisory staff of Courtroom Operations prior to the COVID-19 pandemic. Some of the most fruitful sessions were training in the Court Document Management System (CDMS), Courthouse Security, FJD Policies and Procedures, as well as an extensive training on Courtroom duties for Tipstaff I and II's. During the COVID-19 pandemic training for the use of ZOOM was conducted with all Tipstaff 2.

DETAINDER FAST TRACK PROGRAM

In November 2018 a new program targeting the open matters of defendants being held in custody on detainers was instituted per Supervising Judge Leon W. Tucker. The Program was presided over by the Honorable Daniel D. McCaffery, who scheduled these matters for Trial Readiness Conferences in order to facilitate earlier disposition of these matters by addressing any discovery issues, outstanding motions, non-trial dispositions and earlier trial dates. This program has been overseen by the Honorable Timika Lane starting in 2020 and the early results are encouraging. This program is evolving into an important tool in the reduction of prison population.

**MISCELLANEOUS DEPARTMENTAL INFORMATION**

- Zero overtime expenditure for 17 years in a row.
- Reduced usage of "Sick Time".
- Coordinate and host Studies Program participants from Grade School through Graduate School.
- Participates in the Management/Professional Development Programs
- Assisted in the planning and carrying out of numerous special ceremonial sessions including Judicial Robings, portrait unveilings, memorial services and various other ceremonies.
- Interpreter Shadowing Program

PPE AND SAFETY MEASURES DURING COVID-19 PANDEMIC

Policies consistent with CDC guidelines were instituted in all courtrooms and offices staffed by Courtroom Operations. Socially distanced markers were placed in appropriate locations throughout the courtrooms and a separate area for staff to sign-in and out was established. Plexiglass barriers were installed in all courtrooms and face masks and face shields were provided to all staff and approved members of the public, as needed. Also distributed to all courtrooms were disinfectant spray, disinfectant wipes and hand sanitizer.

CHANGES TO PROCEDURES DURING COVID-19 PANDEMIC**JURY SELECTION**

Jury Selection resumed in September 2020 after a lengthy pause due to the COVID-19 pandemic. A new virtual protocol was developed which utilizes three separate rooms for jury selection. Once the jury is selected, the trial Judge is assigned to one of four specially equipped courtrooms for trial. Jurors are assigned an adjoining courtroom for social distancing and a third courtroom is assigned for a limited number of approved persons to view the trial via live stream via ZOOM. This new system continues to be very effective and has drawn praise from the Judiciary, Justice Partners, and Jurors.

TRANSPORTATION LIST

A County Custody Bringdown Calendar was created and is controlled by Courtroom Operations, to ensure that the designated number of ready custody inmates are transported to the Stout Center for Criminal Justice daily for their respective matters.

APPROVED BUILDING ADMITTANCE LIST

Due to the COVID-19 pandemic, only approved individuals are permitted access to the Stout Center for Criminal Justice. A list of the approved persons is created by Courtroom Operations and is dispersed daily to the Sheriff's Department and Office of Judicial Records staff located in the lobby of the Stout Center for Criminal Justice.

PUBLIC ACCESS

A list of all matters scheduled for dispositional events are sent by Courtroom Operations to the Office of Information and Technology daily. These matters are then posted for public access on the First Judicial District website.

LOOKING FORWARD

Courtroom Operations is excited and prepared to merge the technology and new protocols that have been implemented during the past year with the protocols and procedures of the past that were effective in the great success of the Criminal Trial Division. Already established programs like the Detainer Fast Track Program, along with other programs temporarily placed on hold such as the Ready Trial Program, will help lead the courts back to a successful and improved system which is fair and productive for all.



ADULT PROBATION AND PAROLE DEPARTMENT

As a result of the COVID-19 pandemic, the Adult Probation and Parole Department (APPD) changed normal day to day activities by shutting down the facility for in-person reporting by the offender population. However, it has been able to carry out the Department's Mission:

- To protect the community by intervening in the lives of offenders
- To hold them accountable by enforcing the orders of the Court
- To afford offenders the opportunity to become productive, law-abiding citizens through a balance of enforcement and treatment strategies
- To provide all possible assistance to the victims of the offenders we supervise

DEPARTMENTAL VISION STATEMENT

To become a leading community resource in the field of community supervision by implementing evidence-based strategies.

It has successfully accomplished the mission through staggering work schedules of line staff and supervisors and daily scheduling of clerical staff and the department's executive board. This staggered scheduling allowed APPD to safely continue to perform all administrative, court related functions and service referrals for its supervised population.

During this time, the APPD has remained in compliance with the CDC's guidelines related to social distancing and personal protective equipment (PPE). We have increased the number of hand sanitizer dispensers throughout our facility. Plexiglas has been installed in our interview booths, conference rooms, and lunch rooms. Ample signage has been posted on walls and floors in hallways, elevators, and elevator lobbies reminding building occupants to social distance and wear a face mask.

HIGHLIGHTS

MACARTHUR FOUNDATION SAFETY + JUSTICE CHALLENGE

APPD administration, along with other Philadelphia justice partners, continue to be involved in the MacArthur Foundation's competitive Safety and Justice Challenge, an ongoing, collaborative process to develop a comprehensive, data driven plan to reduce the local prison population and the disproportionate number of incarcerated minorities and impoverished defendants.

ABSCONDER POPULATION REVIEW (APR)

In an effort to proactively minimize the number of individuals that enter the Philadelphia County Prison System or expedite the violation process to minimize the length of stay, the APPD assigned probation officers to investigate, research, and recommend supervision termination for appropriate individuals in absconder status.

EARLY TERMINATION PROJECT (ETP)

In 2018, the Court of Common Pleas judicial leadership and the APPD developed an initiative to identify and recommend for early termination review compliant supervised individuals. A compliant individual is a person who is: currently under probation and/or parole supervision and "compliant" for a period of three, four and five years since supervision initiation. As part of this initiative, an APPD officer reviews the criminal history of these individuals and their corresponding supervision dockets for a possible termination recommendation. Once assembled, this information is submitted to the Defender's Association for required motions and subsequent scheduling of status hearings before the assigned Supervising Judge.

IMPLICIT/EXPLICIT BIAS CURRICULUM DEVELOPMENT

Consistent with all its Justice Partners, the APPD is engaged in a systematic effort to reduce implicit and explicit bias within the department. Following previous work, including an internal climate



survey, focus groups and a two-part online intervention, the APPD continues to collaborate and provide monthly data to our UC Berkley research partners to inform the development of a training on implicit and explicit bias.

ARMED OFFICER WARRANT INITIATIVE

The APPD continued to participate in warrant initiatives with Juvenile Probation and the Philadelphia Police Department. The goal of this initiative is to apprehend offenders in APPD absconder status. To date, this multi-agency collaboration has produced positive results and assisted with information gathering and sharing, apprehensions of absconders and enhanced community safety.

REENTRY PARTNERSHIPS

NEW LEASH ON LIFE

This is a collaborative effort between the District Attorney's Office, Public Defenders Office, the Prisons, and the Probation Department. Prisoners are selected by a committee representing the District Attorney's Office, Public Defenders Office and the Probation Department. Prisoners are taught how to train at-risk shelter dogs by training prison inmates to care for, and socialize them to enhance their adoptability. The dogs live in the inmates' cells for 12 weeks. Inmates attend workshops on life skills and job readiness, many receive opportunities for paid internships in the animal care field.

GOLDRING INITIATIVE (GRI)

Collaboration between the District Attorney's Office, Public Defenders Office and the Probation Department. The offender is court ordered to comply with the program and has status listings in front of Judge Anhalt. GRI works with men and women roughly three months pre and three months post release from the Philadelphia Prison System to help them prepare for life on the outside. The Goldring Reentry Initiative is a project at the University of Pennsylvania's School of Social Policy & Practice. GRI workers are Master of Social Work (MSW) students who work with clients during the school year (September through April). The GRI has two goals: (1) to provide education and training for MSW students in criminal justice and reentry, and (2) to reduce recidivism rates for people exiting the Philadelphia Prison System by providing individual support and resources.

SECOND CHANCE ACT

Collaboration between the District Attorney's Office, Public Defenders Office, RISE and the Probation Department. Offenders are identified during their incarceration and RISE counselors work with men and women behind the bars prior to their release then follow the offender during the probation/parole process. These offenders are court ordered to comply with the Second Chance Act as part of the Parole Order.

SEVERELY MENTALLY ILL (SMI)

Collaboration between the District Attorney's Office, Public Defenders Office, RISE, the Probation Department, DBH, and the Prisons. Offenders are identified by the prison system as inmates who continue to come back to the prison system and are suffer from severe mental illness. Once identified, the offender receives services in the prison, including getting medical and SSI turned on prior to release. Once the inmate is paroled a RISE Peer Specialist will meet the inmate at the prison and make sure he gets from point A to point B.

PRISONER REENTRY ENHANCED ACCOUNTABILITY TESTING STUDY (PREATS) (PILOT)

Under the Direction of the Honorable Ramy Djerassi, collaboration between the District Attorney's Office, Public Defenders Office, Prison Society, PHMC and the Probation Department, a pilot program was created. The overall premise of the project is to use the latest identification technology to monitor an individual's treatment attendance through fingerprint scanning. Each time the individual attends a treatment session visit, he/she utilizes the fingerprint scanning device which transmits real-time electronic notification to the probation officer. In the event, the individual fails to



attend treatment session, the notification increases the speed and efficiency of the response and intervention by the Probation Department. The premise of this reentry program works on a graduated sanction method.

MENTOR

Court based program coordinated by Judge Michael Erdos and Judge Kai Scott that seeks to reduce criminal recidivism by providing volunteer mentoring to individuals involved in the criminal justice system that are serving county sentences and returning to the Philadelphia community.

PHILADELPHIA REENTRY COALITION

The mission of this coalition is to provide leadership, direction, and action in order for the formerly incarcerated to receive the services needed to be successfully re-integrated into society, thereby reducing our city's recidivism rate while enhancing public safety. This coalition meets quarterly and is comprised of representatives from many criminal justice agencies and service providers.

ABSCONDER REVIEW PROJECT

This program was developed to establish contact with a priority list of absconders with unexpired supervision events and no new arrests, re-engage these individuals in supervision, and remove absconder warrants, following judicial notification and approval. The priority absconder criteria is as follows: (1) all active supervision cases that have not reached their natural expiration date; (2) no potential direct violations or direct violations of supervision; (3) have a supervision event with at least six months of time remaining; (4) not be assigned to a specialized absconder caseload.

RESOURCE OFFICER

The resource officer position was created to centralize the management and dissemination of resource and treatment program information for the supervised population. This officer engages in the following: (1) networking with resources to vet the programs; (2) coordinating with the programs and training unit for presentations to the department; (3) outreach to officers and the supervised population regarding referrals, including follow-ups post referrals.

COVID-19 OPERATIONAL ADJUSTMENTS

The COVID-19 pandemic necessitated many changes to the APPD's normal operations during 2020. In lieu of in-person reporting and interactions, the APPD evolved to function virtually. Probation and parole staff rotated between in-office and remote work locations to complete their assigned duties. Contact with supervised clientele was maintained through phone, video, and electronic communication.

Throughout the pandemic, the APPD continued to perform its other law enforcement and administrative responsibilities including responding to violations, preparing court documentation, communicating with court staff and outside parties, and appearing in court as required.

REMOTEAPPD.COM

In response to the global public health crisis created by the COVID-19 pandemic, RemoteAPPD.com was developed to ensure that the APPD's staff can function efficiently both inside and outside of the office. This web-based application provides a secure copy of pertinent information from PCMS/Monitor for staff working remotely. It allows authorized users to access the primary supervision information and make journal entries in real time from anywhere and at any time.



APPD GENERAL STATISTICS

Total number of offenders supervised by APPD on 12/31/2020: 28,048

- Total number of active probationers on 12/31/2020: 11,506
- Total number of active parolees on 12/31/2020: 9,022
- Total number of absconders on 12/31/2020: 7,430

SUPERVISION DIVISION DESCRIPTIONS

ADMINISTRATIVE SUPERVISION (AS) UNITS

These units supervise offenders who score low risk on the APPD Risk Tool. Low risk offenders are predicted to be charged with no new offenses within two years of their supervision start date. Probation Officers in this division are assigned relatively larger numbers of low-risk offenders.

ANTI-VIOLENCE (AV) UNITS

These units supervise offenders who score high risk on the APPD Risk Tool. High risk offenders are predicted to be charged with a new serious offense within two years of their supervision start date. These offenders are subject to intensive supervision, which includes office visits, field visits, and targeted patrols with the Philadelphia Police Department.

GENERAL SUPERVISION (GS) UNITS

These units supervise offenders assessed as moderate risk and low risk offenders who are ineligible for Administrative Supervision. Moderate risk offenders are predicted to be charged with a new, non-serious crime within two years of their supervision start date. These offenders are subject to moderate supervision, a step down from that imposed upon the Anti-Violence offenders.

SPECIALIZED SUPERVISION DIVISION UNITS

The offenders supervised in this division are assigned to officers who are trained, experienced and specialized to address the specific needs of these offenders and enforce specific orders of the court. The units in this division provide the following:

- Domestic Intervention Supervision
- Forensic Intensive Recovery
- House Arrest Supervision
- Intermediate Punishment
- Mental Health Supervision
- Sex Offender Supervision
- Specialized Courts
 - (DUI Treatment Court, Mental Health Court, Project Dawn Court, Veteran's Court)

SUPPORT SUPERVISION UNITS

This division assists APPD officers and the courts in carrying-out their duties. The division includes the following units/functions:

- Case Intake Unit
- Case Intake II Unit
- Community Service Oversight
- Court Mental Health Office
- Courtesy Supervision
- Out of County/State Supervision
- Parole Initiation
- Presentence Investigations
- Records Management
- Victims Services



APPD WORKLOAD FIGURES

OFFENDER ADDITIONS	4,570
DOCKET ADDITIONS	5,628
OFFENDER EXPIRATIONS	10,601
DOCKET EXPIRATIONS	12,658
NEW ARRESTS	4,655
GAGNON I HEARINGS	7,743
HELD	5,823
LIFTED	1,414
CANCELLED	196
GAGNON II HEARINGS	15,553
DOCKETS REVOKED	1,298
DRUG TESTS ADMINISTERED	9,701
PSI ADMINISTERED	821



JURY COMMISSION

Due to the COVID-19 pandemic, 2020 was a year like no other, however the Court kept operations afloat, including the Jury Commission (The Commission).

As the year started, things were status quo, following the trajectory of the previous year. From January 1 through March 13, the Jury Commission provided the following jury panels to criminal (including homicide) and civil cases:

- Homicide – 18
- Criminal – 87
- Civil - 130

Tasked to create a plan to reopen safely, Jury Commission, along with the Judicial Jury Committee, developed a plan that would allow jury trials to resume in a safe, efficient, manner. In September, the first group of jurors reported back to the Justice Juanita Kidd Stout Center for Criminal Justice. Assigned to a homicide trial, the 14 jurors were selected on the first day. The Jury Commission attributes the speedy selection of jurors during a challenging pandemic to the number of jurors that were reporting for service and the competent and diligent judges who quickly adjusted to the new protocol.

The Jury Commission also decided that it would be only fair for all jurors who had even the slightest hesitation about COVID-19 be excused. The Commission developed a brief COVID-19 questionnaire which was sent to the jurors three days before their service. This allowed each juror to be excused from service prior to their report date. The result was that our jurors were enthusiastic about serving, which in turn lead to an easier selection for the courtrooms. Currently, most jury trials being tried are for homicides, sexual assaults, and family violence. These panels are being picked quicker than they were pre-pandemic. The daily protocol is set forth as follows:

JURY SELECTION

- Potential jurors come into the building and walk through the employee entrance area. They are directed to walk through a metal detector that will simultaneously take their body temperature. If their temperature is 100.4 or higher, the sheriff will notify jury staff and the juror will be excused from the building with further instructions. Those below 100.4 degrees are directed to room 101, where they will be asked three COVID-19 questions, if they answer “Yes” to any question, they will immediately be excused for the day.
- The first 36 are greeted by Jury Commission staff; handed a seat number; and sent directly to room 305, where a staff member will greet and seat them. Potential juror numbers 37 through 86 will report to the assembly room and seated in assigned seats.
- Once seated, they are asked to fill out the voir dire questionnaire, which is collected by jury staff, and brought to courtroom 304 for the judicial staff to organize.
- If a judge chooses to use an “A” group and “B” group procedure, the “B” group will be excused from 305, and the jury staff is notified to excuse them in the assembly room. (It is noted that all judges that do not use the “A/B” procedure described above.)
- The judge will now sit on the bench in 304 and address the jurors in 305 and 101 remotely giving general instructions and introducing all parties.
- The court staff brings each juror, one by one, to 304 for individual voir dire. There are two chairs near the microphone in the jury box. The court staff makes sure that the chairs are alternated when used. Each time a juror leaves the courtroom their chair is sanitized. When the next juror comes in, they sit in the second chair to allow the first chair time to dry. Microphones are also be sanitized by court staff.
- If a juror is selected, he/she is given instructions to report the next day. If not selected, he/she are sent home. The interviews will proceed until all the potential jurors in room 305 are exhausted.
- Once 305 is empty of the first 36 potential jurors, the room is sanitized. (If building maintenance is not available, the jury staff of 101 as well as the court staff, sanitizes the room.) After sanitizing, the jury staff of 101 escorts the next 36 jurors up to room 305 where the interviews will continue until a jury is selected.



THE TRIAL

Since the jury cannot socially distance in a jury box, the courtrooms are reconfigured to accommodate social distancing requirements. Plexiglass has been installed using CDC guidelines. This procedure results in jurors being assigned seats in both the jury box (4) and the gallery (10) of the courtroom where they are at least six feet apart from other jurors, lawyers, and litigants. Each courtroom is cleaned and sanitized daily in accordance with CDC guidelines. Any clipboards, notebooks or pens provided jurors are sanitized after each individual use. Jurors are directed not to share any of this material with any other jurors. The adjacent courtroom is used for deliberations to maintain social distancing requirements.

From September through mid- November, 19 groups of jurors were brought in. Twelve (12) of those groups completed the voir dire process and went to trial. Five (5) of those groups were excused due to a plea agreement or cancellation. Unfortunately, as positive cases of COVID-19 increased in the city, we were forced to shut down our jury operations until 2021. During 2021, things are going smoothly and only interrupted by unavoidable issues due to COVID-19.

POSTSCRIPT

For a more complete picture of the Commission's operations, please note that in November of 2020, the Jury Commission was asked by the Attorney General's office to summons a panel for a Statewide Investigating Grand Jury. As this could not be accomplished in either City Hall or the Stout Center, the 400 jurors requested by the Attorney General's Office, were summoned to the Pennsylvania Convention Center. This process went off without a hitch. We would be remiss if we did not include in this report how well the citizens of Philadelphia responded to their Grand Jury summonses as well as the petite jury summonses in numbers very close to the pre-COVID-19 numbers. As for the above Investigating Grand Jury roughly 600 jurors reported (200 more than needed) to the PA Convention Center on January 12, 2021. This response made selecting this Grand Jury a simple proceeding.

Again, the citizens of Philadelphia should be commended and recognized for outstanding loyalty and performance of their civic duty, not only in ordinarily hard times, but in the dangerous atmosphere caused by COVID-19. According to many reports and studies different jurisdictions throughout the State and Country are experiencing very low juror turnout because of COVID-19. This did not happen in Philadelphia. Philadelphians were never deterred and have been "AWESOME" in these uncharted and confusing times.





MANY THANKS TO THE JUDGES OF THE TRIAL DIVISION

TRIAL DIVISION CRIMINAL JUDGES

JUDGE LUCRETIA CLEMONS
JUDGE DIANA L. ANHALT
JUDGE GWENDOLYN N. BRIGHT
JUDGE GENECE E. BRINKLEY
JUDGE GLENN B. BRONSON
JUDGE GIOVANNI CAMPBELL
JUDGE ROBERT P. COLEMAN
JUDGE ROXANNE COVINGTON
JUDGE ANNE MARIE B. COYLE
JUDGE ROSE MARIE DEFINO-NASTASI
JUDGE SCOTT DICLAUDIO
JUDGE CHARLES A. EHRLICH
JUDGE CARMELLA JACQUINTO
JUDGE SHANESE JOHNSON
JUDGE VINCENT JOHNSON
JUDGE ANTHONY KYRIAKAKIS
JUDGE TIMIKA LANE
JUDGE BARBARA A. McDERMOTT
JUDGE RAYFORD A. MEANS
JUDGE JEFFREY P. MINEHART
JUDGE MARK J. MOORE
JUDGE J. SCOTT O'KEEFE
JUDGE JOHN PADOVA
JUDGE FRANK PALUMBO
JUDGE CRYSTAL BRYANT POWELL
JUDGE LILLIAN HARRIS RANSOM
JUDGE TRACY BRANDEIS ROMAN
JUDGE STEPHANIE M. SAWYER
JUDGE JENNIFER SHULTZ
JUDGE KAI N. SCOTT
JUDGE ZACHARY C. SHAFFER
JUDGE LEON TUCKER, SUPERVISING JUDGE
JUDGE DONNA M. WOELPPER

TRIAL DIVISION CIVIL JUDGES

JUDGE JACQUELINE ALLEN, ADMINISTRATIVE JUDGE
JUDGE DANIEL ANDERS
JUDGE ANN BUTCHART
JUDGE LINDA CARPENTER
JUDGE DENIS J. COHEN
JUDGE JAMES C. CRUMLISH, III
JUDGE CHARLES J. CUNNINGHAM
JUDGE RAMI DIERASSI
JUDGE LORI DUMAS
JUDGE MICHAEL ERDOS
JUDGE ABBE FLETMAN
JUDGE ANGELO FOGLIETTA
JUDGE GARY S. GLAZER, SUPERVISING JUDGE- COMMERCE
JUDGE GLYNNIS HILL
JUDGE FEDERICA MESSIAH-JACKSON
JUDGE SEAN KENNEDY
JUDGE WEBSTER D. KEOGH, SENIOR JUDGE
JUDGE MARLENE LACHMAN
JUDGE ARNOLD NEW, SUPERVISING JUDGE
JUDGE PAULA PATRICK
JUDGE KENNETH J. POWELL
JUDGE JOSHUA ROBERTS
JUDGE SHELLY ROBINS-NEW
JUDGE SUSAN SCHULMAN
JUDGE LISETTE SHIRDAN-HARRIS, SUPERVISING JUDGE
JUDGE KAREN SHREEVES-JOHNS
JUDGE SIERRA THOMAS-STREET
JUDGE STELLA TSAI
JUDGE EDWARD WRIGHT
JUDGE NINA WRIGHT PADILLA
JUDGE LYRIS YOUNGE

ORPHANS DIVISION





EXECUTIVE SUMMARY

COVID-19's impact on Court operations during 2020 was significant. Following the Supreme Court order of March 16, 2020 declaring a statewide judicial emergency, the First Judicial District declared its judicial emergency on March 17, 2020. That order closed our courts except for enumerated essential services – such as the ability to file and hear emergency guardianship petitions.

Following the March 17th order, then Administrative Judge Carrafiello and now Administrative Judge Woods-Skipper worked closely with the Clerk of Orphans' Court to identify essential personnel and technology needs for each Judicial Chambers and the Clerk's Office. Essential personnel were each provided a laptop computer for remote access to court records and filings. Additionally, procedures were developed and implemented.

Orphans' Court Electronic Filing System remained available for the filing of any petition and processing of all decrees, for emergency and non-emergency matters, by the Clerk's Office. The filing and review of guardian reports filed in GTS continued. Hearings were conducted virtually through the use of Zoom licenses issued to each Judge while protecting the constitutional due process rights of interested parties. Cameras and microphones were supplied to each Judicial Chambers to permit virtual hearings to be conducted from Judicial Chambers. Audit lists were conducted remotely through Zoom and access to the public made available through dedicated livestream courtrooms. The process of outfitting courtrooms with social distancing signage, Plexiglas barriers, and technology is underway in anticipation of the reopening of the Courts to the public for in-person and/or hybrid hearings.

Under the leadership of Administrative Judge Sheila Woods-Skipper, the Orphans' Court Division shall work diligently to effectuate new programs, systems and technology to protect that ever growing elder section of our population, while zealously protecting those rights which are irreplaceable. The Judges along with the legal, administrative, technical and clerical staff of Orphans' Court will continue to rise to one of the great challenges of the 21st century.





ORPHANS' DIVISION CASELOAD

Orphans' Division matters include petitions filed with the Clerk of Orphans' Court, reports and inventories filed by guardians in the statewide Guardianship Tracking System, and motions filed with the Office of Judicial Records for the Civil Trial Division but assigned to an Orphans' Court Judge for decision. The total matters assigned and disposed by the Orphans' Court Judges are set forth in the charts and tables in this report. Despite the COVID-19 pandemic, the Court remained open with electronic filings accepted and assigned.

ORPHANS' DIVISION		
	ASSIGNED	DISPOSED
PETITIONS & REPORTS	4953	4851
CIVIL TRIAL DIVISION		
	ASSIGNED	DISPOSED
MOTIONS	656	638
GRAND TOTAL	5609	5489

ORPHANS' DIVISION CASES

The composition of the Philadelphia County Orphans' Court caseload has dramatically changed due to an expanding aging population who are in need of protection because of the inability to cope with an increasingly complex society and the exploitation of assets accumulated over a longer lifetime. The traditional areas: Decedent Estates, Appeals from Decrees issued by the Register of Wills, Testamentary Trusts, Inter Vivos Trusts, Charitable Trusts, Cemetery Trusts, Powers of Attorney, and audits of accounts make up a very small percentage of the Court's overall caseload compared to Guardianships and the appointment, monitoring and management thereof as is illustrated in the charts below.

	Assigned	Disposed
ALLEGED INCAPACITATED PERSONS	316	268
APPEAL FROM REGISTER	34	30
CORPORATE FIDUCIARIES	49	49
DECEDENTS ESTATE	503	445
INCAPACITATED PERSONS	3380	3421
INTER VIVOS TRUST	31	42
MARRIAGE APPLICATION AMENDMENT	12	9

	Assigned	Disposed
MINORS	476	437
NON PROFIT CORPORATIONS	42	35
POWER OF ATTORNEY	23	20
SPECIAL NEEDS TRUST	52	54
TESTAMENTARY TRUSTS	30	37
PRESUMED DECEDENTS	4	3
INALIENABLE PROPERTY	1	1



GUARDIANSHIPS

Guardians are fiduciaries appointed by the Orphans' Court following a hearing on a petition for the adjudication of incapacity and the appointment of a guardian. Due to the COVID-19 pandemic, judicial emergency, and in accordance with Supreme Court Orders and Orders issued by the First Judicial District Administrative Governing Board changes were implemented in the requirement for physical in person appearance at hearings. Emergency guardianship hearings at first, and then all guardianship hearings, where all interested parties are able to participate remotely, were conducted using Zoom technology. Alleged incapacitated persons, family members, physicians and other providers were all able to appear virtually, without endangering the health of the participants, Judges, court staff and court interpreters. As reflected in our statistics, 76% of the Court's time involves guardianship matters when monitoring of guardians reports is included.

Guardians are entrusted with the responsibility of overseeing the personal and/or financial well-being of their wards, the incapacitated persons. A guardian can be appointed as the sole guardian of the person to manage health and safety issues, the sole guardian of the estate to manage finances, or guardian of both the person and the estate. Guardians are required to file reports annually on the anniversary date of their appointment through the statewide Guardianship Tracking System (GTS). Guardians of the estate must also file an inventory listing the incapacitated person's assets through GTS.

Philadelphia's tradition of encouraging the appointment of lay guardians continues. With the benefit of appointing those most concerned, comes the obligation to see that the guardians act with fidelity, in compliance with the law, and in the best interest of the incapacitated person.

Proposed guardians are required to submit a Pennsylvania Criminal History Record Check to the Court prior to their appointment, and are subject to questioning by the Court as to their fitness to act as a guardian. Guardians' actions, especially with respect to their wards' assets and money, are monitored by the Court. Intensive review is made of reports, inventories, and petitions for disposition and/or expenditures of principal assets.

GUARDIANSHIP PETITIONS

Court approval to expend or use any of the incapacitated person's principal assets for his/her benefit must be requested through the use of a petition and obtained prior to any expenditure, disbursement or distribution. Requests for approval of budgets for clothing, food, vacations, utilities, rent, cable, telephone, nursing home costs, prescription and other medical costs must be submitted. Permission is required to establish a burial reserve account, create a trust, or enter into estate planning. Approval to buy or sell real estate or a car and related insurances, repairs and/or modifications must be obtained. Counsel fees and guardian commissions may not be paid without prior approval from the Court.

The incapacitated person's family members and other interested persons who are concerned with the incapacitated person's welfare, care and safety and/or with the guardian's actions concerning their money and assets can request that the Court schedule a review hearing, and/or when served with a petition seeking Court approval of an action, file a written response. When a guardian is not acting in the best interests of his/her ward or without good judgment, he/she may be removed by the Court and a successor guardian appointed. The Court is working closely with Philadelphia Corporation for Aging and Liberty Healthcare Corporation to ensure that the interests of older adult and adult incapacitated persons are protected.

GUARDIANSHIP MONITORING

The Guardian's Manual for Incapacitated Persons, available on the Court's website and as a paper copy, provides helpful and useful information for all guardians in explaining their fiduciary duties and filing responsibilities.



Mandatory filing of annual reports and inventories through the statewide Guardianship Tracking System (GTS) was implemented in Philadelphia County on August 27, 2018. The Guardianship Investigator for the Orphans’ Court Division reviews each Inventory and Annual Report filed by a guardian, tracks guardian compliance with their statutory duty to file reports, and brings any discrepancies to the attention of the assigned Judge. The Guardianship Investigator performs investigation, intervention, counselling and referral to other agencies as deemed necessary.

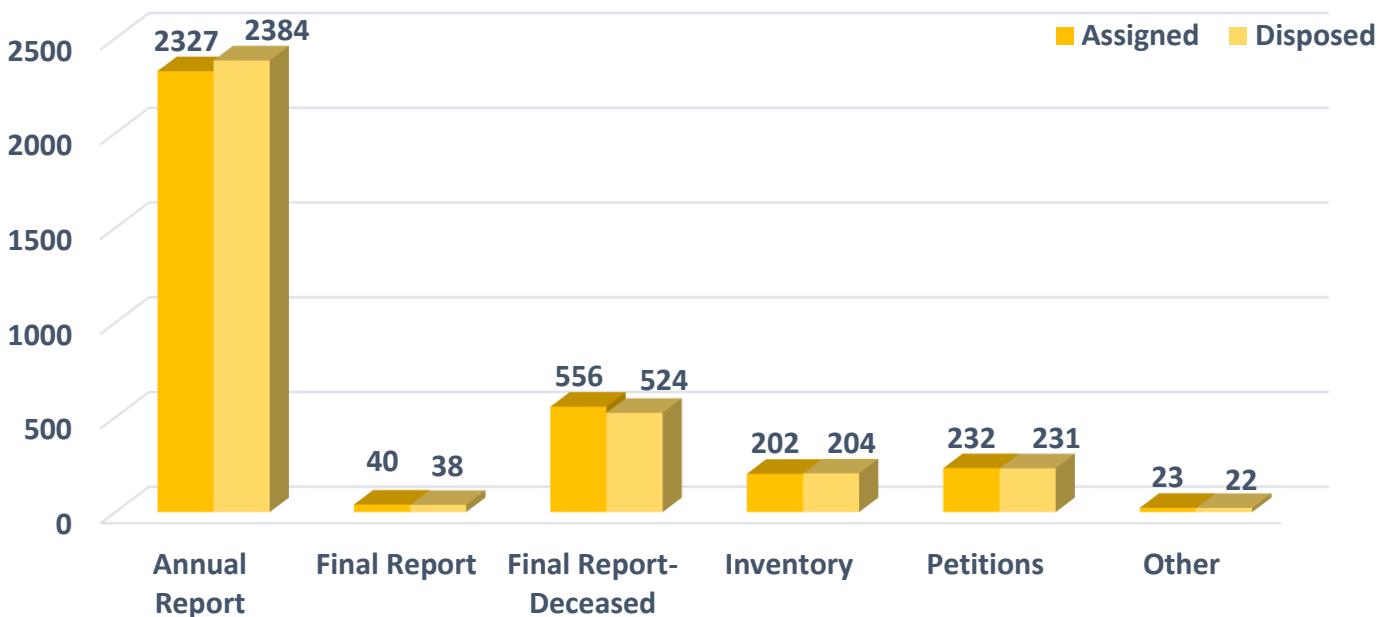
GUARDIANSHIPS FOR MINORS

In addition to the protection of adult individuals, the Orphans’ Court protects the interests of minors who require the appointment of a guardian of the person to manage medical, school, residential and other issues, and/or the appointment of a guardian of the estate to handle financial affairs due to being the recipient of proceeds from personal injury lawsuits, beneficiary of an insurance policy, or beneficiary from a wrongful death and survival action. Petitions requesting the appointment of a guardian for a minor are assigned and disposed by the Orphans’ Court Division. Guardians for minors’ estates are required to file a Guardian Inventory pursuant to statute, and when ordered by a Judge, to file reports. The reports and inventories are reviewed by the Guardianship Investigator.

GUARDIANSHIP TRACKING AND SERVICE UNIT (GTSU)

The creation of the separate Guardianship Tracking and Service Unit (GTSU) in 2019 was necessitated by the exponential growth in the Court’s regulatory and monitoring functions of guardians and review of reports filed in GTS. The number of reports filed and reviewed has steadily increased from 2016 when the Court reviewed 1,881 reports to review of 3190 reports in 2020. In 2020, while there was no suspension of the duty to file reports during the COVID-19 pandemic and judicial emergency, both of those factors attributed to a slight reduction in the number of reports filed and reviewed in 2020 as compared to 2019.

2020 INCAPACITATED CASES





The Guardianship Tracking and Service Unit continued its herculean task of reviewing each guardianship file to ascertain the status of the guardianship, whether inventories and reports which are indicated as overdue in GTS were actually previously filed but not migrated to GTS, whether the Court's case management system and GTS are in sync with current information on the guardian and the incapacitated person, or whether circumstances have changed such that the file should be closed. In some cases, there are sufficient services available in the community or the nursing home where the incapacitated person resides such that guardian services are no longer required.

Where reports and/or inventories are overdue, the GTSU has developed protocol to contact the guardians with reminders to create GTS accounts and timely file reports and inventories. When guardians are recalcitrant and not responsive to the efforts of the GTSU, the Court orders that they appear and explain their failure to fulfill their fiduciary duties.

Guardianship cases with no docket activity for over 10 years and lacking the fields required for migration to GTS remain as "Legacy Incapacitated Cases." By Order of the Administrative Judge of Orphans' Court dated November 29, 2018, the Clerk of Orphans' Court was directed to mark these cases "Deferred" to enable the Court to review each case and take dispositive action to mark the case active or closed, and to pursue such additional action as may be required.



DECEDENT ESTATES, APPEALS FROM THE REGISTER OF WILLS, TRUSTS, POWERS OF ATTORNEY

Following the death of a family member, disputes often arise and/or are intensified where money, real estate, or other assets are involved. This is routinely seen in petitions to remove a personal representative, order a personal representative or a former agent under power of attorney to account for assets and funds, eject an intestate heir from the decedent's home, or forfeiture. In its appellate capacity, the Orphans' Court hears appeals from decisions of the Register of Wills appointing one family member over another based on allegations of undue influence, weakened intellect, confidential relationship, fraud, forgery and/or lack of testamentary capacity are common. These cases are often the most complex and time consuming, as families, disintegrate trying to advance their positions, driven by their emotions.

With the shift in wealth away from Philadelphia to surrounding counties, and the termination of long standing trusts, the number of testamentary trusts declined. Petitions concerning trusts represent 7% of the total petitions assigned in the Orphans' Court Division. Petitions for approval of Special Needs Trusts created for disabled individuals, including minors and incapacitated persons, have increased as a result of multi-million dollar awards in personal injury and medical malpractice cases coupled with the desire to preserve assets while receiving benefits.

Philadelphia, through its Orphans' Court Division, remains the only county in the Commonwealth of Pennsylvania which requires annual approval of corporate fiduciaries to serve as fiduciaries or depositories of fiduciary funds. Said approval has the benefit of compelling those institutions to qualify as doing business within the Commonwealth of Pennsylvania as well as submitting to the jurisdiction of the Philadelphia Orphans' Court Division. The Court approved 49 corporate fiduciaries in 2020.

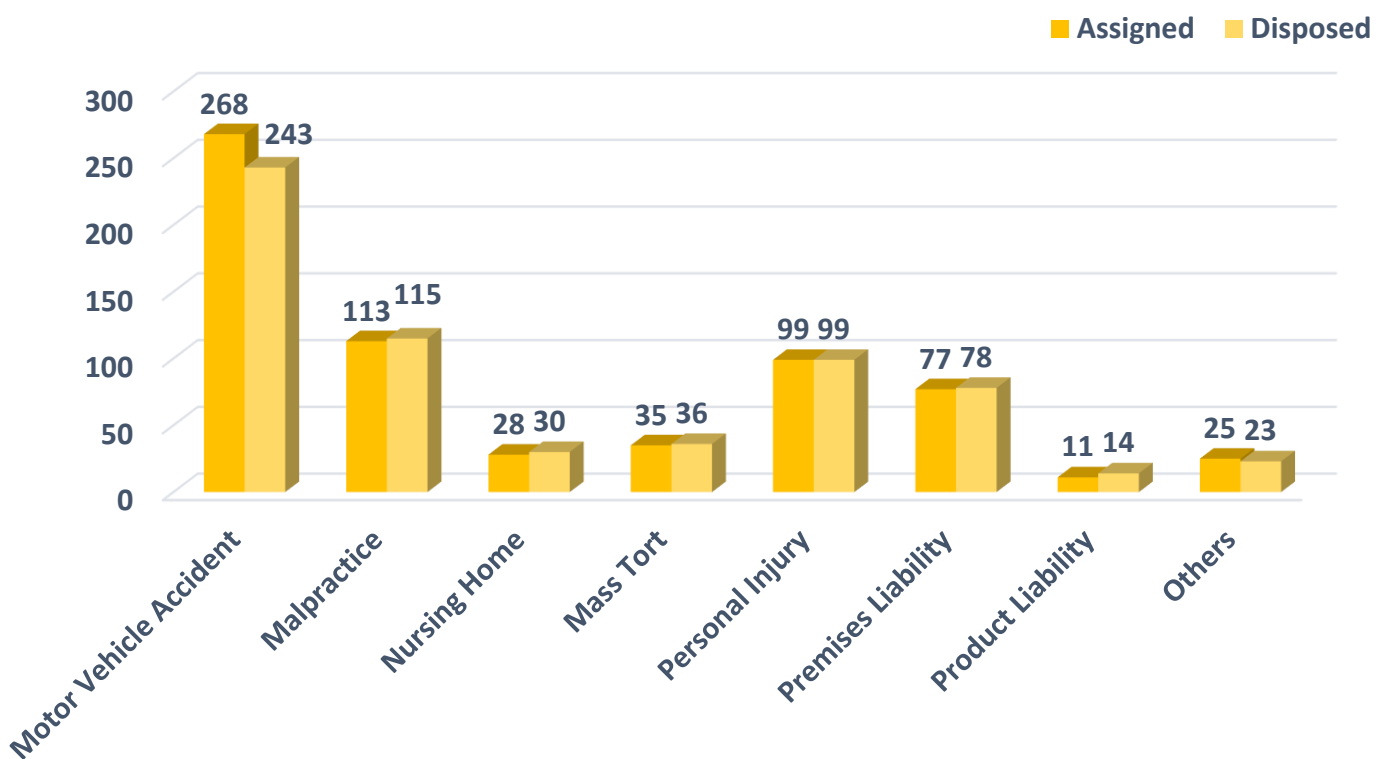


CIVIL TRIAL DIVISION MATTERS ASSIGNED TO ORPHANS’ COURT JUDGES

Orphans’ Court approval is required for any distribution to a minor, incapacitated person or decedent’s estate, whether it is the result of a settlement reached either in or out of court, an arbitration award, jury or non-jury trial. For those matters in which the action was started in Orphans’ Court, or in which no action has been instituted, such review occurs under the Court’s own jurisdiction with petitions filed with the Clerk of Orphans’ Court. For those matters in which suit has been filed in Civil Trial Division, the Orphans’ Court Division maintains a civil calendar with motions for approval of distribution being filed with the Civil Trial Division’s Office of Judicial Records.

Motions for approval of distribution in wrongful death/survival actions are assigned to the Administrative Judge of Orphans’ Court for review and approval under the Civil Court Term and Number. Motions subject to Orphans’ Court jurisdiction can be transferred from the Civil Trial Division and accepted into the Orphans’ Court Division by the joint action of each Division’s Administrative Judge.

2020 CIVIL TRIAL MOTIONS



The Administrative Judge of Orphans’ Court works with the Administrative Judge of the Civil Trial Division in the smooth transition of matters transferred from the Civil Trial Division to the Orphans’ Court Division and vice versa. The two divisions efficiently handle the settlement of mass tort cases filed in the Civil Trial Division involving minors, incapacitated persons, and decedent estates. Wrongful death and survival actions, whether filed in the Civil Trial Division or Orphans’ Court Division, are reviewed by the Administrative Judge.



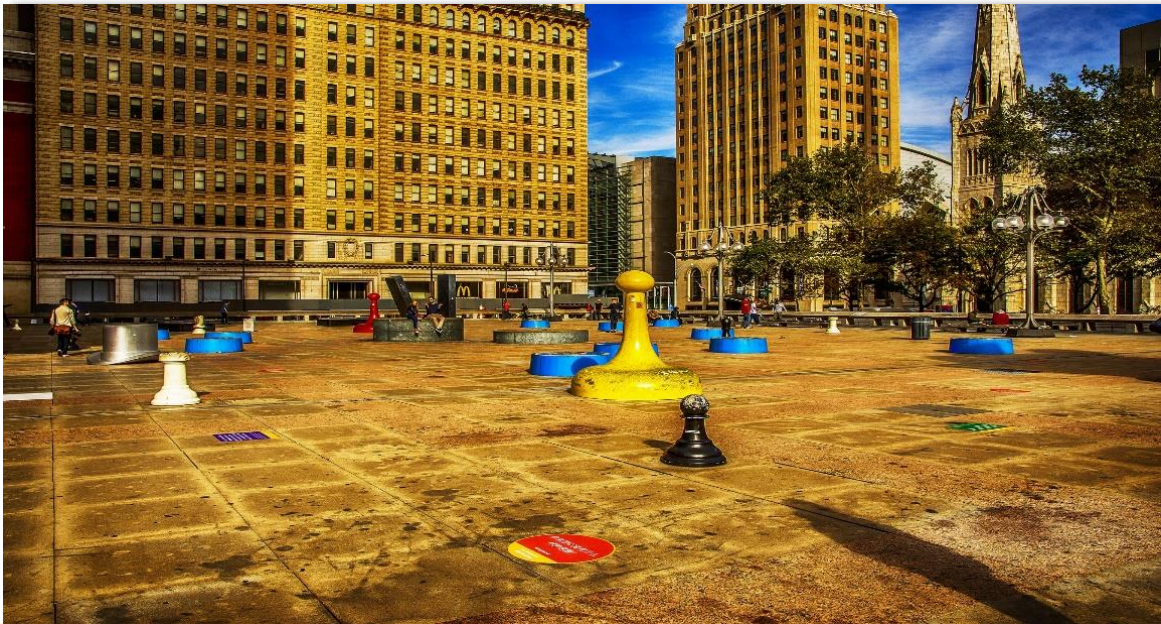
ORPHANS’ COURT ADMINISTRATIVE REVIEW AND DETERMINATIONS

While Orphans’ Court hears matters within its jurisdiction as a trial court, and sits as an appellate court for appeals from Decrees of the Register of Wills, its administrative duties include: certification of documents issued by the Register of Wills, acting either as the Register or as the Clerk of Orphans’ Court, the examination and appointment of corporate fiduciaries, review and approval of inheritance tax petitions and marriage license waivers. These matters are reviewed administratively in an accurate and timely fashion in large numbers, due to the diligence of the Division’s Judges, their staff, administrators and appointed examiners.

2020 Administrative Waivers and Reviews

	Assigned	Disposed
Safe Deposit Box Exam	0	0
Termination Reports	1	1
Wrongful Death Survival	235	237
Inheritance Tax Matters	0	0
Corporate Fiduciary	49	49
Transferred Matters	1	1
Appeal from Register	34	30
Bench Warrants	4	4

The Administrative Judge of Orphans’ Court works with the Administrative Judge of the Civil Trial Division in the smooth transition of matters transferred from the Civil Trial Division to the Orphans’ Court Division and vice versa. The two divisions efficiently handle the settlement of mass tort cases filed in the Civil Trial Division involving minors, incapacitated persons, and decedent estates. Wrongful death and survival actions, whether filed in the Civil Trial Division or Orphans’ Court Division, are reviewed by the Administrative Judge.





ORPHANS' COURT ADMINISTRATION

INFORMATION TECHNOLOGY

The Director of Technology, who assumed the lead role and worked closely with the programmers and analysts at the Administrative Office of the Pennsylvania Courts (AOPC) in the implementation of the data migration for the Guardianship Tracking System (GTS) on August 27, 2018, spearheads the Guardianship Tracking and Service Unit in the review of the Inventories and Annual Reports and implemented policies to ensure guardian compliance with their state mandated reporting requirements. He continues to work closely with all parties to facilitate information and data transfer between the GTS and OCEFS systems and to identify and solve data discrepancies in both systems.

In 2020, during the COVID-19 pandemic and judicial emergency, his efforts were instrumental in assessing the technology needs of the Orphans' Court Division. He worked tirelessly as a liaison with the Information Technology Department to acquire laptops for remote use, assisted with the development of adaptations of software to allow remote access to the case management system, provided training to Court staff and Clerk's Office staff on the use of Zoom technology for hearings and remote access, and assisted the Clerk's Office with the uploading and docketing of decrees on a daily basis.

COURT ADMINISTRATION

The Orphans' Court's Administrative Officer interacts with the other administrative branches of the First Judicial District, supervises the personnel in the Guardianship Tracking and Service Unit, and provides general administrative services to the Division. In 2020, he was responsible for distributing social distancing signage to all chambers and courtrooms. He assisted in determining the need for Plexiglas, social distancing and personal protective equipment for courtrooms.

During the 2020 Judicial Emergency due to the COVID-19 pandemic, in her position as the Director of the Orphans' Court Division, the director worked closely with then Administrative Judge Carrafiello in formulating policies and procedures which were implemented for hearings and processing Orphans' Court work. She attended weekly meetings with the Deputy Court Administrator and all directors and managers of the Civil Trial Division to secure zoom accounts, laptops, cameras and microphones for remote and in Chambers working for Judges and essential employees of the Orphans' Court Division and the Orphans' Court's Clerk's Office, and for Plexiglas, signage and PPE for courtrooms. She requested and started biweekly Orphans' Court meetings with the Chief Information Officer to discuss specific Orphans' Court technology concerns. She represented the Division's interests as chair of the First Judicial District's City Hall subcommittee for reopening and attended reopening meetings held by the City. The position of director was eliminated in November 2020 due to budgetary constraints.

With the continuation of the pandemic and judicial emergency, Administrative Judge Woods-Skipper updated policies and procedures and is working closely with the Director of Technology, Court Administrative Officer, Clerk's Office and others to implement additional changes to permit the Division to move forward with technology for hybrid hearings, electronic citations, and other developments.

ORPHANS' COURT, THE PROBATE BAR AND THE COMMUNITY

The large caseload together with the important and complicated decisions they entail, would be made much more difficult, if not impossible, without the support and pro bono activities of the Probate and Trust Law Section of the Philadelphia Bar Association and its members. Their willingness to accept assignments in representing those who need, but cannot afford representation, and to accept assignments as masters, and guardians/trustees *ad litem*, is invaluable.

The dedication of the attorneys in the Probate and Trust Law Section is unsurpassed. They are ready, willing and able to assist the Court whenever called upon.

FAMILY DIVISION





FAMILY DIVISION OPERATIONS DURING THE STATEWIDE JUDICIAL EMERGENCY

MARCH 16, 2020 THRU MAY 31, 2020

On March 16, 2020, to safeguard the health and safety of court personnel, court users and members of the public due to the circumstances surrounding the COVID-19 pandemic, the Supreme Court of Pennsylvania declared a statewide judicial emergency ordering court facilities in all judicial districts to close to the public as to non-essential functions. The Supreme Court provided guidance as to essential functions which included the following Family Court functions:

- Essential Juvenile Dependency proceedings
- Essential Juvenile Delinquency proceedings
- Essential Adoption proceedings
- Temporary protection from abuse hearings
- Emergency petitions for child custody

Under the leadership of Family Court Administrative Judge Margaret T. Murphy and Supervising Judge Walter Olszewski, Family Court Judges and Administrators developed and implemented procedures to ensure these essential Family Court functions remained operational.

ESSENTIAL DEPENDENT JUVENILE PROCEEDINGS

During the judicial emergency, Shelter Care Hearings and Dependency Adjudicatory Hearings where the child was in placement including kinship care, congregate care, or foster care were conducted at Philadelphia Family Court using advanced communication technologies. Judges from the Juvenile Division were on-site and available daily to hear Dependency Adjudicatory Hearings and Dispositional Hearings where the child was in placement pursuant to Pa. R.J.C.P Rule 1401(a). Shelter Care proceedings pursuant to 42 Pa. C.S. §6332 were heard every Monday, Wednesday and Friday. With agreement of all parties, reunification orders were administratively granted without a hearing. Family Court Judges continued to issue orders for protective custody pursuant to Pa. R.J.C.P Rule 1210, and were available to issue orders for Authorization for Medical Treatment of a minor, pursuant to 18 Pa.C.S. §3201. *During the judicial emergency, 168 shelter care hearings were held, 400 adjudicatory hearings were held and 431 Administrative Orders were granted.*

ESSENTIAL DELINQUENT JUVENILE PROCEEDINGS

During the judicial emergency, Juvenile Detention Hearings continued to be held pursuant to 42 Pa. C.S. §6332.

- Judicial Order No. 10 of 2020 stated that within 72 hours after the child is placed in detention or shelter care, a hearing shall be held at the Juvenile Justice Service Center.
- Judicial Order No. 15 of 2020 superseded the previous order, designated Monday, Wednesday and Friday as detention and shelter care hearing days and changed the court venue to the Philadelphia Family Court Building.

Early on the Court and Juvenile Justice partners recognized the need to mitigate the spread of COVID-19 in congregate care settings. A congregate care setting is an environment where a group of people reside, meet or gather in close proximity for either a limited or extended period. During the week of March 16th, the Administrative and Supervising Judge convened a stakeholder meeting with representative from Family Court, the District Attorney's Office (DAO), Defender Association of Philadelphia, Department of Human Services (DHS), Community Behavioral Health (CBH), and the Philadelphia Law Department to address the strategic reduction of Philadelphia residential populations across the state, and detention populations at the Juvenile Justice Services Center (JJSC) to mitigate COVID-19 exposure in congregate settings. For over two months, key stakeholders made a concerted effort to work closely with the Courts and probation to identify and refer cases that may be prepared to be placed on an "expedited list" for immediate review.



Probation led the efforts on behalf of the Court to quickly coordinate and list cases, with safety plans in place, for the early release of youth who did not pose a risk to the community. Additionally, to further assure that at-risk youth remained compliant with Court ordered conditions, Global Positioning (GPS) ankle monitors were used. *During the judicial emergency, 656 stepdown/discharge hearings and 705 detention hearings were held. More than 180 youth were discharged from detention or placement.*

ESSENTIAL ADOPTION PROCEEDINGS

Adoption proceedings continued to be heard during the closure. These proceedings were conducted using advanced communication technology. *During the judicial emergency, 44 adoption proceedings were conducted.*

TEMPORARY PROTECTION FROM ABUSE HEARINGS

During the judicial emergency, personnel from Family Court's Domestic Violence (DV) Unit were on-site daily to assist self-represented litigants prepare and file Protection from Abuse (PFA) petitions. Specifically, self-represented litigants were instructed to call a dedicated phone number and participate in a telephonic interview conducted by DV personnel. Based upon that interview, DV personnel would prepare a proposed PFA petition and electronically transmit a copy to the petitioner via DocuSign. Assuming the petitioner was in agreement with the contents of the petition, they would electronically sign the petition which was then automatically transmitted back to the DV Unit for processing. Additionally, properly completed PFA Petitions and Proposed Temporary Orders could be emailed to the DV Unit care of a dedicated email address. *During the judicial emergency, DV Unit staff prepared and filed 469 PFA petitions.*

Throughout the judicial emergency, Emergency PFA Relief was readily available at the Stout Center for Criminal Justice. All Emergency PFA Petitions were referred daily to Family Court for processing. *During the judicial emergency, 591 Emergency PFA petitions were processed by DV Unit staff*

Each day during the judicial emergency, a minimum of two judges from the Domestic Relations Division were on-site and available to conduct Temporary Protection from Abuse Hearings. Essential courtroom staff were also on-site to assist the judges prepare and electronically submit all PFA orders. Each verified PFA petition was immediately scheduled for an ex-parte hearing using advanced communication technologies. *During the judicial emergency, Family Judges of the Domestic Relations Division conducted more than 1,000 virtual ex-parte hearings and entered 989 Temporary Protection from Abuse orders.*

If a Temporary PFA order was entered, the petitioner and counsel (if applicable) received a copy of the order via First Class mail. Additionally, upon request, copies of PFA Orders were available for pickup at the Philadelphia Family Court Lobby.





EMERGENCY PETITIONS FOR CHILD CUSTODY

During the judicial emergency, properly prepared Emergency Petitions for Custody were electronically submitted to Family Court care of a dedicated email address. Upon receipt, the Emergency Petition was reviewed by a Custody Hearing Officer who would then communicate with the designated emergency judge from the Domestic Relations Division. Custody emergencies warranting immediate court intervention were narrowly construed during this period. After review, the petitioner and counsel (if applicable) were notified by reply email and/or telephone whether the petition was appropriate for filing in accordance with the General Statewide Judicial Emergency orders. If acceptable for filing, the matter was scheduled for an expedited hearing using advanced communication technologies. Since implementing this process in March, 2020, nearly 200 emergency petitions have been filed. Additionally, DR staff assigned to the Custody Unit have reviewed and responded to thousands of non-emergency emails that were sent to this inbox.

BUREAU OF CHILD SUPPORT ENFORCEMENT (BCSE)

Throughout the course of the judicial emergency, Family Court Administrators from the Domestic Relations Division remained in constant contact with their partners from the Bureau of Child Support Enforcement (BCSE) to identify automated processes that should be suspended while courts were closed or operating under capacity. Specifically, the following actions were taken:

- Credit Bureau Reporting – reporting of new obligors to credit bureau was suspended for six months.
- License Suspension – all new automated driver's, professional and recreational license suspension were suspended for 90 days
- Financial Institute Data Match (FIDM) – FIDM program was suspended preventing seizure of bank accounts

The federal government enacted the Coronavirus Aid, Relief and Economic Security (CARES) act in March 2020. The act included at \$1,200 stimulus payment for most adults. The act treated stimulus money as an IRS payment subject to offset and provided exemptions for several common IRS offsets. The act did not exempt offsets for child support arrears. As such, stimulus payments were processed through the Federal Tax Refund Offset Program (FTROP) and were intercepted to pay child support arrears. While Philadelphia County supported BCSE's efforts to exclude these payments from intercept, federal legislatures and OCSE confirmed it was their intent for child support agencies to intercept this money and failure to comply placed the FTROP program in jeopardy.

OTHER FAMILY COURT FUNCTIONS

In addition to the aforementioned essential functions, other Family Court functions remained operational during the judicial emergency. For example:

- when/if needed, staff from the Financial Services Unit were available either remotely or on-site to perform essential accounting related functions and to ensure child support orders and payments were timely processed.
- Conference Officers from Domestic Relations Tactical Enforcement Unit were on-site for several days to review cases in which orders to Freeze Assets were issued. If applicable, Release Orders were issued to ensure assets and bank accounts were accessible during the judicial emergency
- Juvenile Court operation staff were onsite to process petitions, schedule cases and support in-person hearings.
- Staff from Administrative Services were on-site throughout the judicial emergency to ensure all batch generated forms and outgoing mail was processed
- Family Court Custodial staff were on-site daily cleaning and sanitizing the Family Court Building



RING CENTRAL (ADVANCED COMMUNICATIONS TECHNOLOGY)

In accordance with Emergency Orders issued by Pennsylvania Supreme Court, Family Court IT staff researched numerous advanced communication platforms that could potentially be utilized to virtually conduct Family Court proceedings. After exploring multiple options that were approved for use on Family Court's statewide computer systems, Family Court IT department recommended use of Ring Central.

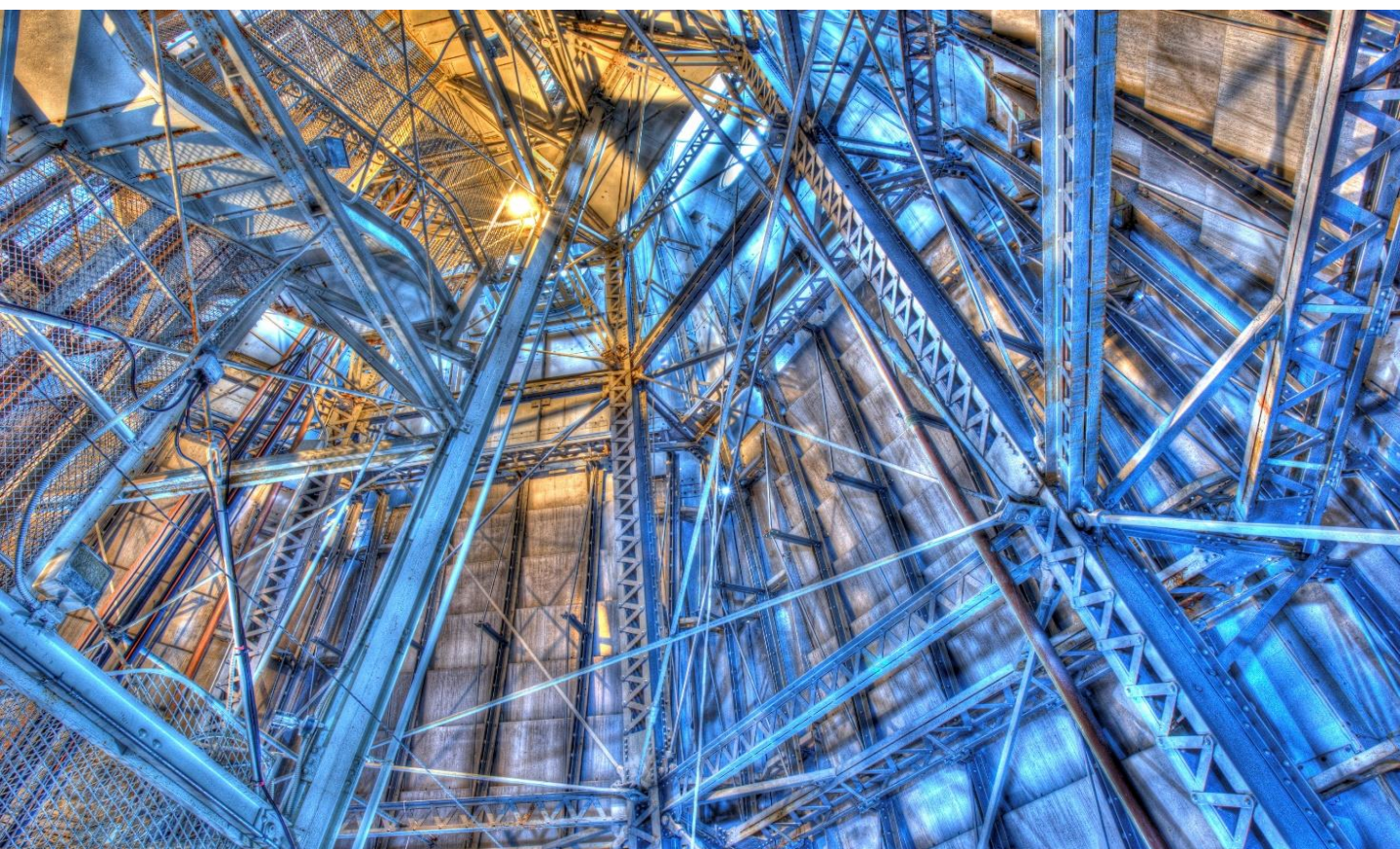
Prior to fully implementing and incorporating Ring Central in Family Court, IT staff had to establish multiple user accounts, complete with proper security clearance, and train all Family Court Judges, judicial staff, courtroom staff and Hearing Officers on the use and functionality of the Ring Central platform. Training was also provided to Family Court's judicial partners and members of the local bar to ensure they were familiar with the Ring Central platform.

Use of Ring Central was the primary virtual platform used during all essential hearings conducted during the judicial emergency. Ring Central was implemented in all Family Court courtrooms and quasi-judicial hearing rooms upon reopening in June, 2020.

Staff from both Family Court divisions were repurposed to create, manage and maintain RingCentral in all 29 Courtrooms in Family Court. Security features within RingCentral are routinely utilized to ensure only authorized participants are admitted to the virtual hearing. Polycom, another video system similar to Ring Central, was utilized by some of the residential and detention facilities for delinquency hearings.

In the event a participant does not have access to a computer or mobile device, Family Court established a remote conferencing room on the 3rd floor of the courthouse. Court staff are available to assist litigants in connecting to their virtual hearing.

As previously mentioned, the IT Department played a crucial role in researching available virtual platforms and providing support to not only Family Court staff but also all stakeholders. The Training Unit facilitated the roll-out of RingCentral by providing guidance to courtrooms and various units. The Truancy Unit also provided essential support in training and scheduling on the RingCentral platform.



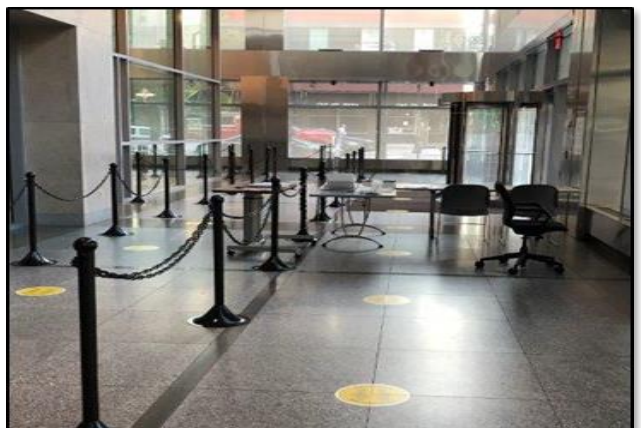
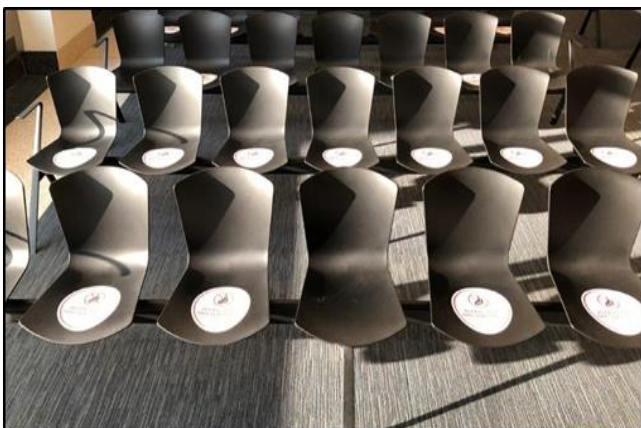
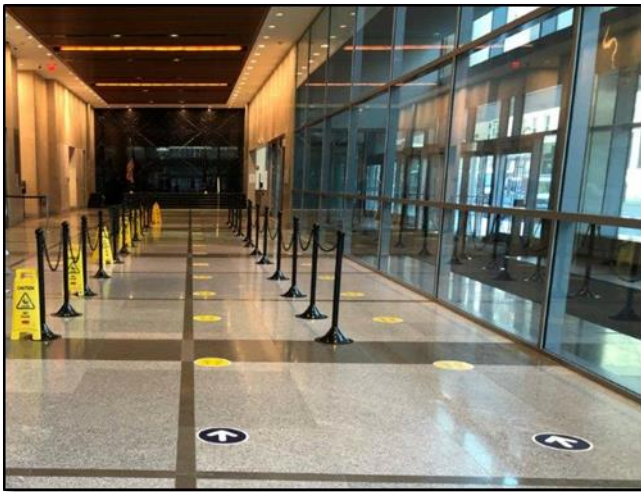


PREPARATIONS TO REOPEN FAMILY COURT

During the judicial emergency and prior to recalling staff, Family Court implemented all safety protocols established by CDC and the recommendations of Liana Dragoman from City of Philadelphia Office of Administration and representatives the University of Pennsylvania who made a site visit to Philadelphia Family Court. The established protocols are as follows:

SOCIAL DISTANCING

- Signs (electronic, printed and floor signs) were posted in the lobby, elevators and throughout the building noting social distancing, mask usage and handwashing are to be followed.
- Markings on floors were spaced throughout the building to show six feet distancing and four persons to each elevator.
- Chairs marked off on courtroom floors for social distancing.
- Stanchion poles and ropes were placed in lobby to establish distance between public and employees.
- FJD Security Officers and sheriffs stationed in lobby and throughout the building establishing limit of four people on elevators and enforce social distancing.
- Pantries were marked for six feet distancing where allowable; other pantries were marked as no eating allowed.
- Workstations were measured and were determined to be six feet apart, per CDC recommendations.
- An audio plays in the lobby at ten-minute intervals reminding the persons in the building to follow the 3 “W’s”: Wash your hands, wear your mask and watch your distancing





PLEXIGLASS/SNEEZE BARRIERS

- Plexiglass has been installed throughout the building where employees will be in contact with the public.
- It is also installed in all courtrooms around the judge's bench, at the witness stand and in-between court representatives and DRT/Stenographers.



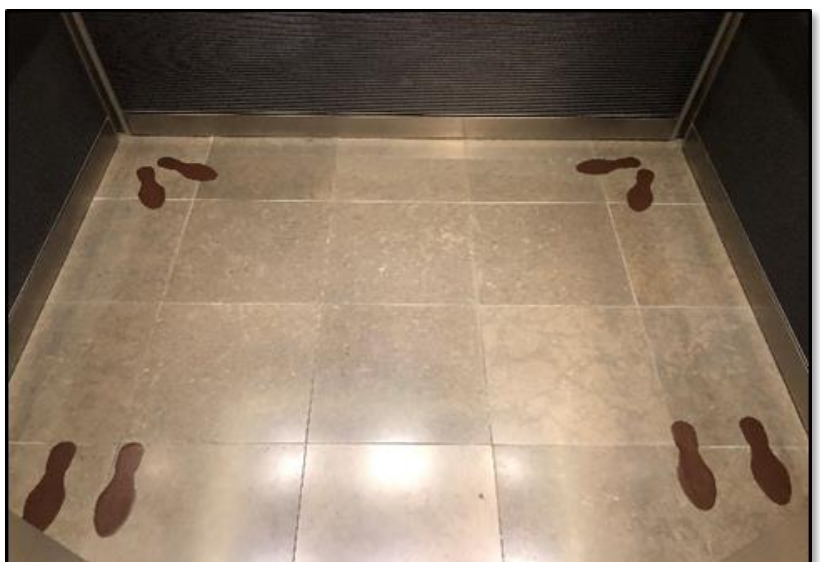
MASKS AND SANITIZERS

- Signs are posted throughout the entire building note masks are required to be worn at all times while in the courthouse.
- The FJD distributed two masks and one bottle of hand sanitizer to all employees.



ELEVATORS

- Escalators will be utilized for people traveling from the first floor to fourth floors.
- Elevators have signs stating only four people to an elevator.
- FJD Security Officers are placed at elevators only allowing four people on at a time.
- Elevators are marked for social distancing





ROTATING SHIFTS

- Departments are utilizing flex time for arrival and departures to practice social distancing.
- Family Court Administration assessed staffing levels based on staff availability, the operational needs of each respective unit, and the overall needs of the Court in order to provide alternate schedules of most units. This was done in order to maintain service throughout the courthouse.

PROBATION VISITATION

- Probation officers are visiting their supervised youth curbside at residence of the probationer. The probationer is called prior to the visit and asked questions concerning their health and that of the family members. The PO practices social distancing and ensures that the probationer has a mask on during the visit.

CLEANING/SANITATION/AIR QUALITY

- Full custodial staff have been working throughout the building during the pandemic.
- CDC recommended cleaners for disinfection are used.
- Custodial staff are cleaning high touchpoint surfaces i.e. elevator buttons, door handles, etc.
- Family Court facility has a three-tiered air filtration system: 1) Fresh air enters through roof; 2) Air goes to two air handlers on each floor; and 3) Air goes to 546 FPB (Fan Power Boxes).
- Hand Sanitizing stations have been installed throughout the courthouse on all floors and in courtrooms.

PLASTIC BAG DISPENSERS

- A plastic bag dispenser is posted at the point of entry where articles are to be sent through the baggage scanner. This eliminates the need of sanitization of plastic containers.

UNION – DC 47 LOCAL 810 AND 2186

- A Zoom meeting was held on 05/13/2020 with DC 47 and 2186 as well as numerous communications throughout the pandemic. During the meeting, transparency between Court Administration and union organizations was prevalent regarding ongoing safety precautions taken in order to ensure safety of all employees, not just union-affiliated employees.
- FJD ordered approximately 250 laptops and 12 computer carts in order to support employees working from home as well as for virtual courtroom settings.





RESUMPTION OF OPERATIONS

JUNE 1, 2020 TO DECEMBER 31, 2020

On April 28, 2020, the Supreme Court of Pennsylvania extended the statewide judicial emergency through June 1, 2020. However, the Supreme Court also ordered that effective May 4, 2020, *“unless otherwise provided by a local emergency order, Pennsylvania Courts generally shall open to conduct court business. However, all in-person access and proceedings shall be strictly limited. The courts’ priorities shall remain centered on their critical functions; however, courts shall put forth their best efforts to accomplish the timely administration of justice in all other matters, subject to the constraints and safety considerations.”*

Accordingly, Family Court resumed operations on June 1, 2020. Between the weeks of May 18, 2020 and May 28, 2020 supervisors and staff in all operational units were recalled utilizing flex time and staggered schedules. While the Family Court BUILDING remains generally closed to the public, effective June 1, 2020, all Family Court Judges and staff were recalled for on-site duty on a full-time basis. Between June 1, 2020 and November, 2020, Family Court Judges and staff were on-site providing all Family Court services. Effective November 30, 2020, in accordance with COVID related restrictions implemented by the City of Philadelphia, Family Court Administration took measures to develop and implement a plan to maintain the current level of service with as few staff as possible in the courthouse. Staffing levels were assessed based on staff availability, operational needs of each respective unit and the overall needs of the court. Despite these measures, all Family Court Judges and essential courtroom staff continue to be on-site and remain fully operational.

DOMESTIC RELATIONS

RESCHEDULING OF EVENTS

All Family Court matters that were given a date certain by notice issued prior to March 16, 2020 for any date from March 17, 2020 through December 31, 2020 were administratively canceled. Within the Domestic Relations Division nearly 20,000 events had to be canceled and rescheduled:

• Establishment or Modification Conference	4,208
• Enforcement Conferences	2,826
• Contempt of Support Hearings	1,873
• Support Hearing Officers	1,348
• Support Exception Hearings	339
• Support Motion Hearings	410
• Judicial Custody Hearings	5,204
• Custody Hearing Officers	744
• Domestic Violence Hearings	2,544

SUNDAY VISITATION

Supervised physical custody at the Family Court Nursery remains suspended pending further order of the court.

CUSTOMER SERVICE

Effective June 1, 2020, all Customer Service representatives returned to full-time, on-site duty and are available from 8:00 A.M to 4:00 P.M. Monday through Friday via dedicated telephone numbers and email addresses to assist litigants with their Domestic Relations matters. In light of the building’s closure, Customer Service staff had to establish new methods to remain in contact with litigants to respond to their inquiries and address their concerns. Mass text and email communications were sent to litigants on Domestic Relations cases instructing them to contact Customer Service and provide current contact information, specifically phone numbers and email addresses. Customer Service representatives processed



all responses to ensure that demographic information was updated and current. Customer Service representatives continue to have direct contact with litigants via daily phone calls, emails, incoming mail, and fax.

Despite widespread publication and notification that the Family Court Building was generally closed to the public, litigants seeking services continue to appear. Therefore, two fully equipped workstations were placed in the Family Court atrium and are staffed each day by Customer Service Representatives. Workstations are protected by Plexiglass, and all CDC requirements regarding masks and social distancing are strictly followed. Each day litigants appear seeking information or documentation on their respective Family Court cases. Others appear because they have trouble connecting to their hearing via the Ring Central platform. In those instances the customer service representative will coordinate with the appropriate court room staff to ensure the litigant is able to participate in their hearing. If approved by the Presiding Judge, some litigants will be permitted to enter the building to participate in their hearing.

Upon reopening, Family Court Administrators and management staff from Customer Service worked with FJD IT to create a process to allow self-represented litigants to have online access to the dockets of their Family Court cases. Once a self-represented litigant registers as an online user, Customer Service staff will link their online account to their Family Court cases, allowing the litigant to easily access their case docket. Since implementation, Customer Service staff have successfully linked more than 500 self-represented litigants to their online docket information.

Customer Service has developed a remote operations plan that allows staff to occasionally work off-site using court issued laptops and remote desktop software. This technology allows customer service staff to review and respond to emails remotely and helps ensure that inquiries are processed as expeditiously as possible.

CUSTODY EMERGENCIES

Upon reopening, filing and processing of Custody Emergency petitions continued to operate under the procedures that were implemented during the judicial emergency.

PROTECTION FROM ABUSE

Upon reopening, the process to file for a Protection from Abuse Order continued to operate using the procedures that were implemented during the judicial emergency. However, the hours of operation within the Domestic Violence Unit were extended. Effective June 1, 2020, DV personnel are available telephonically from 8:00 A.M. to 4:00 P.M. Monday through Friday to assist in the preparation of a PFA Petition.

Effective June 1, 2020, Temporary PFA hearings were conducted from 9:30 A.M. to 4:00 P.M. Monday through Friday. If a Temporary PFA Order was entered, the order was available for pick up by petitioner or counsel, if applicable, from 4:00 P.M. to 5:00 P.M., Monday through Friday in the Family Court lobby. In addition, petitioners and counsel receive a copy of their Temporary order via First Class mail.

INTAKE UNIT

Having previously relied primarily on in-person interviews, the building closure to the public required the Intake Unit to develop new methods to assist self-represented litigants prepare and file complaints and petitions for support and custody. Specifically, Intake staff are on-site and available between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday to field phone calls from self-represented litigants made to dedicated phone numbers. Intake Unit staff conduct a brief interview and obtain a valid phone number, mailing address, and email address for each litigant. Intake staff will then email or mail the appropriate Custody or Support petition to the litigant, along with specific instructions how to complete and return their pleading. Intake staff also review and process complaints and petitions for support electronically.



submitted by attorneys and self-represented litigants via the Pennsylvania Child Support website at www.childsupport.state.pa.us.

Intake staff process all custody and support petitions that are prepared and submitted by self-represented litigants through the mail or a drop box located in the Family Court lobby. Self-represented litigants can download forms via the court's website at www.courts.phila.gov/forms.

CUSTODY, DIVORCE, SUPPORT HEARING OFFICERS

Since the Family Court Building remains generally closed to the public, quasi-judicial hearings scheduled in the Custody, Divorce or Support Units which were previously conducted in-person now must be conducted using Ring Central. Family Court's IT staff installed or modified all audio/visual equipment to ensure each hearing room was prepared and properly equipped to use the Ring Central platform. All Hearing Officers and support staff received training on the use and functionality of the platform. Some support staff were repurposed to incorporate the Ring Central component into all scheduling and hearing notification procedures. In order to prepare for a successful implementation, Hearing Officers and support staff did extensive outreach to attorneys and litigants on more than 2,100 cases that had their hearings canceled as a result of the judicial emergency. This outreach not only ensured that the court had current contact information for all parties, but also allowed the masters to triage and identify cases that could administratively disposed and did not need to be rescheduled. Since July 1, 2020, more than 6,000 remote hearings have been scheduled and conducted by the Custody and Support Hearing Officers.

CLERK OF FAMILY COURT

The Covid-19 pandemic significantly impacted the daily operations of the Clerk of Family Court's Office. Having previously relied primarily on in-person filings, the building closure to the public required the Clerk's Office to develop new methods by which filings would be accepted. To accommodate attorney and pro-se filings, the Clerk's Office created two email addresses to which filings could be sent:

DRClerkRoutine@courts.phila.gov for routine domestic relations filings and

DRClerkEmergency@courts.phila.gov for non-custody domestic relations emergency filings.

The Court also placed a drop box in the lobby of the Family Court Building where attorneys and pro-se litigants may place filings and any required payments. The Clerk's Office continues to accept filings via regular mail during the building closure. To expedite the return of documents filed via email, Clerk of Family Court clerical staff received scanners to scan and return time-stamped copies of emailed filings to litigants electronically.

ORDER ESTABLISHMENT AND ENFORCEMENT (LOCAL AND INTERGOVERNMENTAL)

Since the Family Court Building remains generally closed to the public, child support establishment, modification and enforcement conferences previously conducted in-person are now conducted using advanced communication technologies.

In order to successfully transition from in-person to telephonic conferences, new conferencing procedures were developed and implemented. Conferences and staff received extensive training on all new procedures. Upon reopening, more than 7,000 establishment, modification and enforcement conferences that were canceled during the judicial emergency had to be rescheduled. Staff used all available resources to contact impacted litigants to ensure the court had current demographic information, particularly phone numbers and email addresses, on file. Rescheduling notices provided attorneys and self-represented litigants with an email address to submit any pertinent documentation prior to their conference. Once the inventory of cases impacted by the judicial emergency were rescheduled, establishment, modification and enforcement conferences on newly filed matters were scheduled using this same process. Since July 1, 2020, more than



16,500 conferences have been scheduled. DocuSign accounts have been created and are now utilized to electronically transmit and obtain electronic signatures on specific forms such as voluntary paternity acknowledgment.

Steps were also taken to prepare and implement procedures to allow for the possibility of conducting child support establishment and enforcement conferences from remote locations. Working with our partners at the Bureau of Child Support Enforcement (BCSE), VPN and MS Teams licenses were allocated to conference officers in Philadelphia County. Compatible laptops were purchased and distributed for remote use. Webcams were purchased and installed on all desktop computers. Conference Officers and Supervisors received hands on training and written training guides on the use and functionality of remote desktop applications, which allows them full access to the various systems and applications needed for case processing.

INTERGOVERNMENTAL AFFAIRS

Having previously relied primarily on in-person interviews, the building closure to the public required the Intergovernmental Affairs Unit to develop new methods by which interviews could be conducted and filings would be accepted. Filing appointments for outgoing pleadings are now conducted telephonically. After conducting the telephonic interview, support staff prepare appropriate pleadings and documents and electronically transmit them to the petitioner for review and signature via DocuSign. Once documents are electronically signed, they are automatically transmitted back to the Intergovernmental Affairs Unit who then forwards them to the appropriate county, state, or country tribunal for docketing and disposition.

GENETIC TESTING

In May, 2020, the vendor responsible for performing buccal swab specimen collection for paternity establishment, DNA Diagnostic Center (DDC), implemented a new process that was in compliance with all COVID related guidance provided by the CDC. Essentially, the process prohibited physical customer contact. While the Family Court Building remains closed to the public, it is no longer possible to perform these tests on-site. Accordingly, in conjunction with DDC, Family Court negotiated a contract with a local laboratory, Concorde Inc., to perform the buccal swab collection and send same to DDC for analysis. Since entering into this contract more than 700 family Court cases have been referred to Concorde, Inc for testing.

NETWORKING FOR JOBS AND EX-OFFENDER REENTRY PROGRAM

Having previously relied primarily on in-person interviews, the building closure to the public required development of new methods by which referrals to the Networking for Jobs Program could be completed. Referrals from the Judiciary, Hearing Officers, Conference Officers and the Trial Commissioner are now completed via email care of a specific email address, philajobs@pacs.com. Upon receipt of the referral, staff schedule an appointment for the participant to be interviewed telephonically by the Jobs Placement Coordinator.

The Pennsylvania Bureau of Child Support Enforcement entered in to a new job training and placement contract with ResCare, which took effect on April 1, 2020. The previous job training and placement services provider, Educational Data Systems, Inc., stopped accepting unemployed noncustodial parents on June 1, 2020. The Networking for Jobs and Ex-offender Reentry Program obtained an agreement from a job provider, People for People, to accept unemployed noncustodial parents into their job training and placement program during the transition from Educational Data Systems, Inc. to ResCare. During the transition period, People for People accepted telephonic referrals from the Networking for Jobs and Ex-offender Reentry Program. Unemployed noncustodial parents were enrolled using the People for People website and attended virtual workshops. Unemployed noncustodial parents completed on-line interviews, which were sent to prospective employers whose businesses provided essential services.



ResCare subcontracted with a local job training and placement program, National Center for Urban Solutions. National Center for Urban Solutions found employment for 64% of the noncustodial parents who completed their job training program between June 8, 2020 and December 31, 2020.

FEDERAL PERFORMANCE MEASURES

Since Federal Fiscal Year (FFY) 2000, the OCSE has assessed the effectiveness of Child Support programs and calculated state incentive payments based on the performance measures as mandated in the Child Support Performance and Incentive Act (CSPIA) of 1998. Performance of 80% or above in each performance measure is required and penalties are incurred if the minimum performance level is not achieved.

The key performance measures are as follows:

- Paternity Establishment – all active children on IV-D cases that were born out of wedlock and have had paternity established divided by all active children on IV-D cases that were born out of wedlock
- Support Order Establishment – open IV-D cases with orders divided by open IV-D cases
- Current Collections – total amount of current support collected and disbursed divided by the total amount of current child support due
- Arrears Collections – IV-D cases with payments disbursed towards arrears divided by the total number of IV-D cases with arrears due





JUVENILE COURT

DEPENDENCY

Although Family Court remained generally closed to the public, dependency court resumed full operations. Shelter Care Hearings, Adjudicatory Hearings, Dispositional Hearings, Permanency Hearings and Adoption Finalizations continued to operate as they did during the Judicial Emergency. Termination of Parental Rights Hearings also resumed. The majority of dependent hearings are being conducted using advanced communication technology; however, some hearings are in-person at the request of the party or the presiding judge. Shelter Care Hearings continue to be conducted in person.

Despite the pandemic, the Court moved forward with earlier plans to revamp and strengthen dependent hearings according to the Family Engagement Initiative (FEI). All dependent cases were administratively relisted in accordance with their Community Umbrella Association (CUA). Each dependent court room now has an identified CUA(s) associated with it. In addition, dependent wheel attorneys were assigned to an attorney grouping thus mitigating attorneys covering multiple court rooms on any given day.

DELINQUENCY

Although Family Court remained generally closed to the public, due to the essential nature of delinquency hearings, the Court continued to schedule and hear cases. Juvenile Detention Hearings are held by the Court or Juvenile Court Hearing Officer within 72 hours after the child is placed in detention or shelter care. Detention hearings continue to be held every Monday, Wednesday and Friday at the PJJSC. Detention Hearings are in-person proceedings.

All other delinquent hearings continue to be conducted; these include Adjudicatory Hearings, Dispositional Hearings, Pretrial Hearings, and Review Hearings. Most delinquent hearings are being conducted using advanced communication technology; however, adjudicatory hearings are conducted in-person. Family Court had several meetings with DAO and Defender to discuss expanding the use of advanced technology communication. The Court accepted their proposal to only hear custody adjudicatory matters in person. Out of custody adjudicatory matters are converted to a status hearing and conducted virtually. In cases where a juvenile is detained prior to the adjudicatory hearing, the Court may schedule the adjudicatory hearing more than ten days after the filing of the petition or the pre-hearing conference, as deemed appropriate by the hearing officer or judge. The Court will conduct a status hearing to review the pretrial detention every ten days until an adjudicatory hearing is scheduled. As per the President Judge Order No. 43 of 2020, this status hearing is held at the PJJSC.

ADOPTIONS

Adoption proceedings continue to be scheduled using advanced communication technology.

TRUANCY COURT

The mission of Truancy Court is to reduce chronic truancy behavior, increase graduation rates and prepare youth for the future. However, for much of the school year in 2020 and 2021, the Philadelphia School District has been virtual. This has caused a total revamping of the program for all stakeholders. In the fall of 2020, stake holders including, the School District of Philadelphia, DHS and the Court met frequently to initiate a new format and process in creating a Virtual Truancy Court. The entire truancy caseload was assessed, and cases were prioritized prior to the start of Virtual Truancy Court. Over 200 administrative reviews were completed, and cases were closed if appropriate.



PROBATION

The year 2020 has been an unprecedented year in probation due to the COVID-19 pandemic. Many challenges have arisen that were directly attributable to the national health crisis, but many opportunities were also created to aid the work around issues related to the same. Our dedicated men and women have certainly faced the intense challenge head on to ensure appropriate services were accessible and subsequently delivered to our youth and families in need.

As such, the Department has remained steadfast in our commitment to serve families while also taking full advantage of opportunities available within prevention, intervention, and enforcement efforts.

- *Community Resources:* Despite the challenges presented in dealing with the pandemic, two new Evening Reporting Centers (ERCs) were created, developed and opened. Namely, the Aftercare Evening Reporting Center (AERC) for our returning youth from residential care, and the Community Intervention Center (CIC) for youth on deferred adjudication or interim probation. Albeit a hybrid virtual and in-person schedule, both are currently offering opportunities to our young people during critical hours where there is a likelihood for increased delinquency and criminality.
- *Prevention & Intervention:* The CDC restrictions imposed due to COVID-19 compelled us to rethink our approach for supervising young people. Through “curb-side” visits and residential travels, our Juvenile Probation Officers (JPOs) engaged our youth regularly. 10,621 face-to-face contacts were conducted in 2020. Furthermore, the use of technology allowed the Department to expand supervision capabilities; 1) a total of 333 virtual calls were made to youth in residential care and youth in community-based settings, 2) an additional 23,529 telephone contacts during the calendar year. To add, 855 Youth Level of Service (YLS) initial assessments were administered to youthful offenders in order to create case plans that strategically customizes dosage and effective programming.
- *Enforcement:* While we had to scale back enforcement efforts during the beginning of the year, the Department had significant confiscations of illegal weapons through our sustained warrant operations with local and state law enforcement partners. In fact, we exceeded 2019 confiscation totals; 13 illegal firearms confiscated in 2019 vs. 28 in 2020.

BALANCED AND RESTORATIVE APPROACH

The Juvenile Probation Department continues to build upon community based, strength-focused, and culturally competent services for our youth and families. The following 2020 outcomes chronicles how Juvenile Probation through its service supports- continued to achieve Balanced and Restorative Justice (BARJ) for youth and families in the City of Philadelphia.

Victim Restoration	<ol style="list-style-type: none">1. \$108,877.44 in restitution collected for victims of juvenile crime.2. 96% of juveniles whose cases were closed in 2020, successfully completed a victim awareness curriculum while under supervision.3. 224 Private Criminal Complaints filed by citizens were successfully resolved through mediation.
Youth Redemption	<ol style="list-style-type: none">4. 7,995 hours of community services were completed by youth, which at minimum wage scales translated to \$57,963.75 in services to neighborhoods and citizens in Philadelphia.5. 167 youth completed their H.S. Diplomas or G.E.D. while either in congregate care, or at their assigned community schools.
Community Protection	<ol style="list-style-type: none">6. \$142,472.00 worth of illegal narcotics was confiscated through probation enforcement operations.7. 28 illegal firearms were confiscated via probation searches.8. 92.4% of juveniles successfully completed supervision without a new offense resulting in a Consent Decree or Adjudication of Delinquency.



PROBATION ENFORCEMENTS TO ADDRESS JUVENILE VIOLENCE

Confiscations: \$142,472.00 Narcotics value & 28 Illegal Firearms

The Juvenile Probation Department is committed to the Balance and Restorative Justice Principles (BARJ) adopted throughout the State of Pennsylvania and supported by the Juvenile Court Judges' Commission and the Pennsylvania Council of Chief Probation Officers. The community, the victim and youth receive balanced attention and all gain tangible outcomes from their interaction with Juvenile Probation. The Violence Prevention Partnership (VPP) and the Juvenile Enforcement Team (JET) are units within the Probation Department that focus on the most at-risk youth in our communities. Enforcement and supervision efforts include, but are not limited to, warrant services, probation searches, debriefing interviews, area patrols, and high intensity supervision for youth within specified police districts within the City of Philadelphia. With assistance from our valued law enforcement partners regarding community targeted field operations, the VPP and JET units work arduously to positively impact the lives of young people under supervision, while also considering the community protection portion of the Balanced and Restorative Justice principles.



Warrant Operations with The Dedicated Men and Women of JET, VPP, and the Philadelphia Police Department.

INITIATIVES DURING CALENDAR YEAR 2020

- Multi-Agency Taskforce spearheaded by the Managing Director's Office;
- Targeted operations with Attorney General's Office Gun Violence Task Force;
- Multi-Agency Group Violence Intervention (GVI) project;
- Philadelphia Police Department – Detective Bureau Divisional Warrant Initiatives;
- Informational Presentations for Philadelphia Police recruits.
- In 2020, a total of \$142,472.00 worth of illegal narcotics was confiscated via probation searches and warrant operations. Additionally, working with our law enforcement partners - the units recovered and removed 22 illegal firearms from Philadelphia streets. JET and VPP assisted in the confiscation of 6 additional firearms not related to juveniles under supervision during joint operations with our local law enforcement partners.



OUTCOME MEASURES

Juvenile Probation has enthusiastically embraced reforms that are central to adolescent development and behavior. The reforms have resulted in dramatic reduction in caseloads, less use of delinquent congregate care, increased partnerships with community-based organizations, and proven outcomes without compromising community public safety.

In spite the public health crisis, the judiciary, dedicated probation staff, and our stakeholders were still committed to driving successful outcomes for our youth. The Pennsylvania Juvenile Case Management System (PaJCMS) reflected the following data for juvenile cases closed in Philadelphia:

Outcome Measures	2019	2020	Change
Closed cases	1,283	872	↓ 411 cases
Community Service	18,868	7,995	↓ 10,873 hours
Median Stay -Placement	12.0 months	9.8 months	↓ 2.2 months

Accountability

- Restitution
- Community Service
- Victim awareness curriculum

Community Protection

- Violation of Probation
- New Adjudication

Competency Development

- Attend School, Vocational Program, GED program, or employed

PaJCMS data highlights for *cases closed* for youth in 2020:

- **89.8%** completed their restitution obligation to victims;
- **92.4%** successfully completed supervision without a new juvenile offense resulting in Consent Decree or Adjudication of Delinquency;
- **430** youth participated in a victim awareness curriculum;
- **770** were employed or actively engaged in an educational or vocational activity.

	ARRESTS	DOCKETED FOR COURT	TRANSFER OF DISPOSITION /FINDING OF FACT	SCHOOL CASES	GUN CASES	YAP CASES	ADJUSTED CASES
2019	1,826	2094	258	222	166	349	3
2020	1832	1995	163	56	268	221	2
% CHANGE	0.33%	-4.73%	-36.82%	-74.77%	61.45%	-36.68%	-25%



2020 JUVENILE HIGHLIGHTS AND INITIATIVES

Given the challenges of COVID-19 in 2020, Family Court was able to implement the following policies and initiatives to increase positive outcomes for Philadelphia's court involved families and children:

THE PHILADELPHIA ROUNDTABLE

The Philadelphia Roundtable continued to make significant reforms to the child welfare this year. October 2020's Local Roundtable meeting included presentations on the Entry Rate Disproportionality Study, which examines what populations are over/underrepresented in Family Court dependency systems nationwide, and updates on the implementation of FEI and a parental visitation update. The Pandemic may have curbed the large face to face Local Roundtable discussions with all stakeholders, but a number of smaller partner hearings were held throughout 2020. Dependent juveniles in congregate care placements, detainment centers, and hospitals, fell by 11%, 44%, and 31% respectively.

FAMILY ENGAGEMENT INITIATIVE (FEI)

In February, after many months of planning and training Philadelphia's Family Court implemented the Pennsylvania State Roundtable's Family Engagement Initiative (FEI). The FEI's primary goals are to increase family involvement, reduce trauma to children, and decrease the time children are separated from their loved ones. The three core practices are: Enhanced Legal Representation, Family Finding, and Crisis/Rapid Response and Family Meetings. Since starting FEI in March 2020, Philadelphia Family Court has continued the roll-out of FEI into 3 court rooms by training all judges and lawyers on the core components of FEI. It is anticipated that the FEI initiative will be a vital component in all dependent court rooms by the close of 2021. Philadelphia Family Court is fully committed to FEI as quoted in the AOPC Connected Issue 1, 2021, "We recognize the importance of this initiative and the positive impact it has on our most vulnerable children and families. FEI is not just an initiative in Philadelphia; it is a movement." - Administrative Judge Margaret T. Murphy.

STANDARDIZED PROGRAM EVALUATION PROTOCOL (SPEP)

Philadelphia County Family Court continued the process of implementing the Standardized Program Evaluation Protocol (SPEP) to inform decision-making. SPEP can be found with the Juvenile Justice System Enhancement Strategy (JJSES) under Stage Three: Behavioral Change, Service Provider Alignment. SPEP implementation is coordinated with the Juvenile Court Judges' Commission and the Pennsylvania Council of Chief Juvenile Probation Officer through Penn State Evidence-based Prevention & Intervention Support (EPIS).

The SPEP is a program evaluation tool that aligns service delivery to evidence-based research through a performance improvement process. The SPEP is also a validated data-driven rating system that evaluates a service's effectiveness of reducing recidivism via the SPEP score.

The Philadelphia SPEP team works in conjunction with Pennsylvania's SPEP Project Manager and the SPEP Implementation Specialist assigned to Philadelphia. During 2020, the SPEP team participated in state-wide SPEP learning community meetings and completed the SPEP Level 1 training certification by shadowing the SPEP process in its entirety. The SPEP team partnered with another county and shadowed the SPEP of a community-based provider. The SPEP process which typically includes in-person monthly meetings with the agency was able to continue during the pandemic by moving to virtual meetings. The shadowing experience provided the team with firsthand knowledge on the assessment tool and the benefits of the tool to both service providers and probation departments.

While COVID delayed some of Philadelphia's SPEP goals in 2020, the SPEP team continued to work closely with the assigned SPEP Implementation Specialist and work on goals that could be accomplished.



All Supervisory staff and Juvenile Probation Officers completed a training, SPEP Informed: Understanding Research and Informing Practices. The training was created so that probation staff would gain a better understanding of how the SPEP tool works, how to interpret SPEP research findings and the implications SPEP results have on a JPO recommendations in terms of risk, criminogenic needs and responsivity factors. With the knowledge, staff will be equipped to make informed decisions and recommendations to the Court that match dosage and duration targets outlined in the research.

Throughout 2021 the members of the SPEP community in Philadelphia County will expand with providing trainings to various stakeholders. Long term goals include having additional staff become certified Level 1 and Training Unit members working toward a level 2 certification. SPEP is an ongoing process that will continue to evaluate services and measure their impact on recidivism for many years.

AFTERCARE AND COMMUNITY INTERVENTION EVENING REPORTING CENTERS OPEN

Building upon the success of our two existing Evening Reporting Centers (ERC), two additional ERCs were created, developed, and opened. ERCs are community-based alternatives to juvenile confinement whose goals are to reduce the likelihood of re-arrest while allowing youth to remain safely in their communities and local schools. The Aftercare Evening Reporting Center (AERC) was specifically designed to serve adjudicated males aged 16-20 returning to the community from residential facilities. Because this vulnerable population is at a high risk to reoffend, may have serious charges, or be gun shot victims, they need extra supports, supervision, and guidance when re-entering their communities. In contrast, our second new ERC, the Community Intervention Center (CIC) was created for youth on deferred adjudication or on deferred adjudication with interim probation, aged 13-17 struggling to adhere to court conditions. The purpose of the CIC is to provide increased supports to youth with the intention of assisting the youth to successfully complete the terms of their probation and preventing placement. Supports to be offered at the CIC will include evidence-based programming, cognitive behavioral interventions, linkages to community resources, community service opportunities, restitution payment, and mentoring. Currently, all ERCs are operating on a hybrid schedule.

VIOLENCE PREVENTION PROGRAM

The Youth Violence Reduction Program (VRP) was officially renamed the Violence Prevention Partnership (VPP) in August after a major program redesign. VPP is a specialized community supervision model that focuses on youth and young adults on probation, between the ages of 14 to 26, who have been identified as being at the highest risk of committing a violent offense. VPP is a partnership between the Office of Violence Prevention, Philadelphia Adult Probation, Philadelphia's Juvenile Probation Office, and the Philadelphia Police Department.

We look forward to 2021, as a community to welcome the chance to meld our traditional court services with the new innovations implemented due to the pandemic.

Youth Residential Placement Task Force

The Youth Residential Placement Task Force (YRPTF) was established by a City Council resolution in 2018. The stakeholders are committed to reducing the reliance on and improving the quality of youth residential placement across three systems: child welfare, juvenile justice and behavioral health treatment. The YRPTF is responsible for creating a report with recommendations to City Council and continuing to update the report and help make changes to the system.



JUVENILE BRANCH QUICK FACTS

JUVENILE BRANCH PETITION FILINGS

DELINQUENT FILINGS

NEW FILINGS (DOCKETS CREATED) 1,273

DEPENDENT FILINGS

NEW ABUSE/NEGLECT AND STATUS OFFENSE FILINGS 1,559

ADOPTION FILINGS

NEW ADOPTION FILINGS 620

RELINQUISHMENTS 440

TOTAL ADOPTION FILINGS 1,060

TOTAL JUVENILE PETITION FILINGS 3,892

YEARLY HEARING ACTIVITY

DEPENDENCY COURT 21,711

DELINQUENCY COURT 19,695

TOTAL JUVENILE HEARINGS 41,406

YEARLY ACTIVITY BY UNIT OR SUPPORT SERVICE

JUVENILE PROBATION

YOUTH ON PROBATION 904

FIELD CONTACTS 34,483

AVERAGE LENGTH OF STAY IN DAYS AT THE JUVENILE JUSTICE CENTER
AND COMMUNITY BASED DETENTION CENTERS 17.50

TOTAL YOUTH MONITORED BY GPS UNIT PER YEAR 1,786

YOUTH ON GPS MONITORING AS AN ALTERNATIVE TO DETENTION 1,001

DIVERSION

YOUTH AID PANEL 221

INFORMAL ADJUSTMENTS 2

JCJC OUTCOME MEASURES

CLOSED CASES 872

COMMUNITY SERVICE HOURS COMPLETED 7,995

JUVENILES WITHOUT A NEW OFFENSE** 806

***Resulting in a Consent Decree, Adjudication of Delinquency, or Finding of Guilt.*



DOMESTIC RELATIONS BRANCH QUICK FACTS

DOMESTIC RELATIONS FILINGS

CUSTODY	7/1 – 12/31	TOTAL
CUSTODY/CONFIRM CUSTODY	1,190	2,384
PARTIAL CUSTODY/VISITATION	314	500
MODIFY CUSTODY	648	1,473
CONTEMPT OF CUSTODY	389	774
SUBTOTAL	2,541	5,131
CUSTODY EXCEPTIONS	58	96
MOTIONS & OTHER FILINGS	1,430	3,772
TOTAL CUSTODY FILINGS	4,029	8,999
SUPPORT FILINGS		
NEW COMPLAINTS	3,894	7,171
MODIFICATIONS	2,215	4,312
CONTEMPT PETITIONS	115	1,153
SUPPORT EXCEPTIONS		682
SUPPORT MOTIONS		500
TOTAL SUPPORT FILINGS		13,818
DOMESTIC VIOLENCE NEW PETITIONS	3,225	6,494
DIVORCE		
NEW PETITIONS	883	1,574
MISC. FILINGS (CONTESTED & UNCONTESTED)		12,182
TOTAL DIVORCE FILINGS		13,756
TOTAL DOMESTIC RELATIONS FILINGS		43,037

DOMESTIC RELATIONS PETITIONS PROCESSED

CUSTODY	
INTERIM, MASTER AND JUDICIAL	14,711
SUPPORT	
ESTABLISHMENT ONLY	13,083
DISPOSITION OF CONTEMPT & MOTION HEARINGS ARE NOT COUNTED ON PACSES	
DOMESTIC VIOLENCE	
INTERIM & FINAL	18,084
DIVORCE	
FINAL & INTERIM ORDERS ONLY	2,499
TOTAL DOMESTIC RELATIONS DISPOSITIONS	48,377



YEARLY ACTIVITY BY UNIT OR SUPPORT SERVICE

VICTIM SERVICES UNIT (VSU)		
VICTIMS AND FAMILIES SERVED		*975
TOTAL SERVICES		*1,573
COURT ACCOMPANIMENTS		0
CPCMS RESTITUTION TO VICTIMS (HELD BACK)		\$3,492.79
PREVENTION SERVICES UNIT		
FAMILIES SERVED		186
FAMILIES/CHILDREN RECEIVING DHS SERVICES		23
PROJECT START TRUANCY		
TOTAL CASES WITH HEARINGS SCHEDULED AT REGIONAL COURTS AND COURTHOUSE(S)		**3,159
TOTAL CASES DISCHARGED		**1,049
TRAINING UNIT		
TRAINING HOURS COMPLETED		4,734
SUBSTANCE ANALYSIS UNIT		
COURT ORDERED SPECIMEN TESTING		3,003
FISCAL UNIT COLLECTIONS		
RESTITUTION PAYMENTS		108,877
COURT COSTS/FEEs JUVENILE		29,195
ADOPTION BRANCH FILING FEES		***60,680
TOTAL FISCAL UNIT COLLECTIONS \$198,752		

* The method of counting victims changed in 2016. Previously, if a victim was serviced multiple times, the victim was counted multiple times. Now, if the unit serves a victim multiple times the unit counts that victim one time but counts 100 % of the services individually.

**The Truancy Unit statistics reflect an academic year operating schedule (September - May/June). Note: Truancy Court was down due to the Pandemic.

*** Beginning in 2017, the Fiscal Unit began collecting and receipting Adoption Branch Filing Fees in CPCMS. No PAC Filings are included.



TITLE IV-D CHILD SUPPORT PROGRAM

Performance Measure Support Order

Open IV-D Cases As of 12/20	85,270
Number of Active Children in open cases as of 12/20	118,595
Average Children /case	1.39

Collections (OCSE 34A)

	<u>Cal Yr. 2018</u>	<u>Cal Yr. 2019</u>	<u>Cal Yr. 2020</u>
TANF Collections	\$61,829,617	\$62,741,032	\$70,786,145
Non-TANF Collections	76,618,352	79,040,215	82,387,699
Sub-Total Collections	138,447,969	141,781,246	153,173,844
Non IV-D Collections	6,427,220	6,133,276	5,583,522
Total Collections	144,875,188	147,914,522	158,757,366

Case Count (157a Line 2)

Current	13,386	6,783	5,670
Former	50,699	41,099	41,813
Never	23,160	19,970	20,130
Total	87,245	67,852	67,613

Average Annual Collection Per Case (OSCE 34A)

	<u>Cal Yr. 2018</u>	<u>Cal Yr. 2019</u>	<u>Cal Yr. 2020</u>
TANF Collections	\$965	\$1,310	\$1,491
Non-TANF Collections	3,308	3,958	4,093
Total Collections	2,090	2,265	2,265

Accumulated Arrears Owed (October 2020 - December 2020) OCSE 157F

Philadelphia	127,758,179
Pennsylvania	761,112,611

Current Staff (As of December 20,2020)

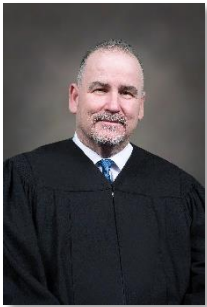
Full-Time IV-D Employees	319
Part-Time IV-D Employees	0
Full-Time General Fund Employees	66
Part-Time General Fund Employees	0
District Attorney Employees	13

A photograph of the Municipal Court building facade. The image shows a classical stone structure with a large arched window featuring two female statues (telamones) holding up the architrave. Above the window is a pediment with a central elephant head (bucrania) and two seated figures. Below the window is a large arched pediment containing a relief of two seated figures flanking a central shield. The building is topped with a dark roof and a decorative cornice. In the background, a modern glass skyscraper is visible. An orange banner with the text 'MUNICIPAL COURT' is overlaid on the left side of the image.

MUNICIPAL COURT



EXECUTIVE SUMMARY



The word “proud” does not begin to describe my feelings about the staff and judges of Municipal Court. Despite the extraordinary challenges of 2020, Municipal Court persevered by remaining operational and effective, while overcoming many unforeseen and unique obstacles.

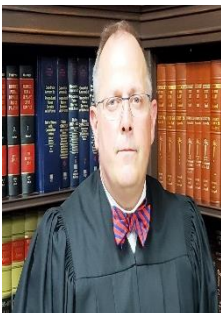
COVID-19, the worst global pandemic in more than a century, tested everyone’s resolve. The impact of the virus was tremendous and unprecedented on our court system. Center City Philadelphia became a virtual ghost-town for much of the year

as businesses, restaurants, and community spaces closed to allow for safe social distancing and related public health interventions. But through it all, Municipal Court remained committed to providing access to justice, and the Court never fully closed.

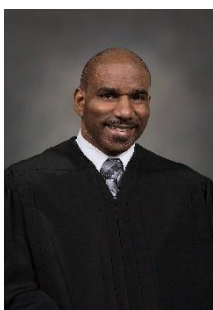
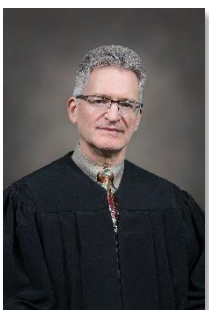
Arraignment Court continued operating daily (24/7) during 2020, despite days when hazardous civil unrest occurred within feet of our front door. The Emergency Protection from Abuse Unit expanded operations to 24/7 for months to assist a vulnerable population, in the midst of a global pandemic, as domestic violence incidents increased across the City.

2020 will be remembered as a disastrous year for many reasons, but I remain proud of the untiring efforts and fortitude displayed by staff and judges in our continuity of operations. I observed MC Civil staff working diligently with a single computer in a desolate, unsecured computer room in the basement of City Hall. I witnessed judges and staff working onsite during the most dangerous spikes of the pandemic. I will always be proud of the staff who came to work to maintain our critical operations during times when the surrounding streets resembled something out of a movie.

We are marked from the ever-present remnants of 2020. We have collectively experienced exhaustion and frustration, yet we are resolved to come out of 2020 with hope and pride in our ability to adapt while continuing to provide access to justice for the citizenry we serve.



On October 1st, 2020, the term of Municipal Court Civil Supervising Judge Bradley Moss came to an end after 13 years of committed and selfless leadership. Judge Moss’ efforts during the height of the pandemic ensured that MC Civil was prepared to reopen safely, once possible. His dedication to the Court and his tireless work ethic are unmatched. He was succeeded on October 1, 2020 by Judge Matt Wolf.



On October 1st, 2020, the term of Municipal Court Criminal Supervising Judge Frank Brady came to an end after more than 10 years. Municipal Court has been the beneficiary of Judge Brady’s even-keeled disposition and his reliable leadership. He was succeeded on October 1, 2020 by Judge Joffie Pittman.



CRIMINAL DIVISION

The Pandemic of 2020 brought challenges too numerous to be addressed by any continuity of operations plan (COOP). The FJD took extraordinary steps to ensure that criminal proceedings were held as safely and timely as possible. Municipal Court conducted ongoing, continual contact and interaction with its justice partners, (which includes the Defender Association, the District Attorney's Office, the private Bar, the Sheriff's Office, the Philadelphia Police Department, the City of Philadelphia's Managing Director's Office & Department of Public Property [with its building management subcontractor] and the Philadelphia Department of Prisons). Safety concerns related to COVID-19 required modifications to court procedures and scheduling and limited the amount of proceedings that Municipal Court could conduct.

With closures effectuated in March 2020, Municipal Court pivoted from in-person proceedings to conducting as many proceedings as possible through alternate means, including video conferences. This required the FJD and stakeholders to create and acclimate to a new way of scheduling and holding hearings in a pandemic.

Throughout the Pandemic, Municipal Court's Criminal Division never closed!

- We operated preliminary arraignment court 24/7. At the onset arrests slowed but never stopped. Arrests gradually increased, particularly for violent crimes.
- We operated Emergency Protection from Abuse 24/7. With other FJD operational closures, we handled all emergency petitions and remained a resource for non-qualifying walk-ins 24/7. We witnessed an uptick in domestic violence issues during the pandemic of 2020. Our budget expenditures for staff and attorney resources increased as a result of never closing.
- We convened Zoom meetings to conduct emergent motion hearings remotely for custody inmates. Aside from a rather haphazard plan presented by attorneys, judicial leadership prevailed to construct a plan, considering public health and public safety concerns.
- Early Bail Review, Crash Court and Bench Warrant Court remained operational since emergency closures were implemented in March 2020.
- Expedited motions hearings for MC and CP cases were conducted almost immediately after the formal closure.
- E-filing was available 24/7 for the judicial review of motions for bail modifications, lifting detainers, and early parole petitions.
- We safely reopened 18 courtrooms in the Stout Center for Criminal Justice and one new courtroom in the Philadelphia Department of Prison's Detention Center. Courtrooms were a mix of in-person and zoom proceedings. Status listings in courtrooms commenced in May 2020. An initial reopening of 13 courtrooms occurred on August 31, 2020. Additional rooms were opened with a focus on the adjudication of pretrial, felony custody matters. From August through December, we scheduled approximately 4,400 felony preliminary hearings.
- We continued to work with police liaison officers to ensure cases were scheduled in squad, considering officers' day work tours of duty, vacation and training schedules to reduce court related police overtime wherever possible.
- In the last two quarters of 2020, 21,750 cases were scheduled for status on zoom, including bail motions.
- We organized off site locations for the remote testimony of police and civilian witnesses to further decrease the number of people coming into the main courthouse building.
- Civilian Witness expansion: secured space at Traffic Division for civilian witness testimony via zoom.
- Police Witness expansion: secured space at a police district for remote police testimony to reduce the number of police officers subpoenaed to the Stout Center.
- Several hundred Virtual Preliminary Hearings were conducted. Municipal Court consistently offered to expand the number of virtual preliminary hearings scheduled each day. Municipal Court continued to work with its justice stakeholders in scheduling cases and hearings as efficiently as possible.



- Court Administration worked to establish ongoing revisions to conduct felony preliminary hearings. The backlog remained a priority to address defendants in custody.
- We planned to open a courtroom at the prison detention center in early 2021. We are taking additional steps to schedule custody matters in this courtroom.
- Civil unrest cases occurring in June 2020 (roughly 800 cases) were prioritized by the District Attorney. Currently pending resolution through DA diversion (avoiding the imposition of fines and costs) and preliminary hearings.
- Stakeholder Zoom meetings were held, almost daily, with the District Attorney, Defender, Prison, and City leaders for Stout Center reopening and case processing.
- At the onset, Court Administration introduced and secured signage, floor markings, elevator social distancing capacity markings for the building with building management, the City's Department of Public Property and others.
- We collectively worked to procure PPE for employees (especially those working 24/7 having direct contact with the public) and Plexiglas for all public areas in the criminal courthouse.
- Before the official closing on March 13, 2020, Court Administration intervened with building management over a weekend to establish and secure initial sanitizing/disinfecting protocols to deal with the first incident of suspected COVID in a courtroom setting (arraignment Court district attorney representative).
- Worked with AOPC legal to address external challenges for new and existing filings.





WORKGROUPS AND MEETINGS WITH JUSTICE PARTNERS

Municipal Court established workgroups and regularly scheduled meetings with Justice Partners to ensure communication continued on topics pertaining to court operations during COVID, including case scheduling, case continuance issues, preliminary hearings, and building safety.

These workgroups included but were not limited to:

Stout Criminal Justice Center Reopening – Case Processing; Municipal Court Virtual Preliminary Hearing; Stout Center Reopening - Building Facilities and Sheriff; Homicide and Non-fatal Shooting; Sexual Assault and ARD Working Groups. These met weekly or monthly with continual communication between meetings as needed.

CASE REPORTS

Municipal Court compiled and created active/adjudicated inventory reports to assist Defense and Commonwealth attorneys prioritizing cases of defendants in custody for scheduling non-trial dispositions, bail modifications, lifting detainers and early parole petitions.

Administrative Bench Warrant Court was created to accept E-filing motions to lift bench warrants while reducing the number of individuals entering the building during the pandemics. Only one individual was required to come in for an in-person bench warrant review hearing. All other cases were reviewed electronically and warrants administratively lifted with cases placed back in an active case status.

We were advised by the Philadelphia Sheriff's Office they could transport no more than 65 custody defendants to the Stout Center daily. This number included individuals scheduled in the Court of Common Pleas (Criminal & Family) and Municipal Court (Criminal & Traffic). Facing a tremendous backlog, we asked the Sheriff to review transportation protocols to run multiple trips to and from PDP. We are cognizant of staffing resource deployment and budgetary concerns expressed.

In order to address the backlog created by COVID, a goal for 2021 is to open a courtroom at the Detention Center to conduct preliminary hearings. Attorneys and defendants would be physically present in the courtroom, defendants would require no transportation by the sheriff and witnesses would Zoom in from police stations (police witnesses) or the DA's office (civilian witnesses). Given all the social distancing constraints faced by all of us in the Stout Center, forward thinking was necessary to create courtrooms close to the prison, maintain decorum and ensure custody defendants are afforded hearings in remote locations.

With limitations on the number of in-person hearings conducted daily, due to social distancing mandates, along with restrictions on custody transports to the Stout Center, adjustments were made to felony calendars prioritizing the most serious case types (i.e. homicide, non-fatal shootings, etc.).

- A small working group of representatives have been working to finalize plans to resume hearings for ARD effective March 2021.
- Problem-Solving Court coordinators have conducted Zoom hearings and have remained in contact with those in need of treatment and resources throughout the Pandemic. In person hearings will resume for Drug Court, DUI Court, Project Dawn, Veterans and the Accelerated Misdemeanor Program in the coming months of 2021.



STOUT CENTER REOPENING PLAN

BACKGROUND

Deputy Court Administrators were charged with organizing building subcommittees to develop plans to reopen emergency closures across the FJD. In the Stout Center for Criminal Justice, administrators had preliminary discussions with FJD managers and quickly brought in Building Management and the Philadelphia Sheriff on weekly conference calls to identify and resolve building challenges to safely and consistently reopen a building closed for many, but not all, since March 16, 2020. Ongoing review and adherence to CDC guidelines were critical: Social Distancing, disinfecting, hand washing, wearing masks in public areas are requirements for all occupants. The plan remains fluid and is updated as we continue to address outstanding issues.

BUILDING MANAGEMENT

Contacts with respect to plans to enhance cleaning, disinfecting and the installation of hand sanitizing dispensers were initiated as early as March 4, 2020. Building management advised in addition to general cleaning schedules, the cleaning subcontractor (CTMI) began wiping door handles, elevator push buttons and 2nd floor information counters. Prior to closing, there was an incident prompting the use of a disinfecting machine utilized in all basement offices and lobby areas. Subsequently, areas on the fourth floor, adjacent to the courtroom for Early Bail Review and Bench Warrant Court, were disinfected. Building management provided us with an initial schedule as follows:

"...we have enhanced our cleaning schedule by adding more full-time personnel, and more temporary day cleaners. Cleaning personnel have been instructed to increase their rotation on the floors, and to be diligent when cleaning bathrooms, elevators, lobbies, and other touch points throughout the building. Hand sanitizer has been placed in elevator lobbies, and as we get more in, we will increase their placement throughout the building. There will be a team who will rotate on each floor of the building cleaning and disinfecting all touch points in common areas 3-4 times per day and a dedicated person to clean and disinfect the lobby. These services are being provided in addition to the normal cleaning services provided at the Stout Center."

SANITIZING AND DISINFECTING

Building management installed dispensers to ensure access to sanitizing and disinfecting in the Stout Center.

STAFF RESOURCES

Building Management indicated two additional custodial staff were hired on day shift for continuous cleaning of all touch points (doorknobs, elevator push buttons, lobby ingress and egress door handles).

SIGNAGE

Social distancing, hand sanitizing, elevator max capacity signs are in the building. Social Distancing floor decals were placed in the basement, lobby and second floor by building management. We have requested these marking be placed, at least, in all public hallways, waiting areas and elevator banks throughout all courtroom floors. Anthony said he made the request and is awaiting a response from Public Property. We are working to secure additional appropriate floor and hallways signage through the City and FJD in advance of the July 6th public opening.

HVAC & AIR QUALITY

The HVAC system at the CJC is comprised of Chillers, Boilers, and Air Handler Units. Inside the air handler units there are both supply and return fans, along with hot and chilled water coils. The Chiller produces chilled water which is then circulated throughout the buildings AHU's chilled water coils. The Boiler produces hot water which is then circulated throughout the buildings AHU's hot water coils. Fresh outside air is brought into the building though the AHU, as the outside air passes across the water coils, the air becomes conditioned (cooled/warmed) to meet the needs of the building's temperature demands. The return fan draws the air from the building's floors back to the AHU where the used air is exhausted out of the building. At the same time the supply fan sends fresh conditioned air to the floors, this process maintains building temperature and ensures air changes. In addition to the AHU's the building is also



equipped with exhaust fans that exhaust air directly out of the building, between the AHU's and exhaust fans, the building is producing between 4 to 10 air changes per hour. These air changes fall within the OSHA air quality guidelines. In the past, filters were changed on an as needed basis, they were checked and replaced as required based on the condition of the filter. Due to the COVID-19 Pandemic, DPP has directed JLL to now complete filter changes every 3 months.

SHERIFF

CROWD CONTROL ENTRANCES AND ELEVATOR AREAS

Social distancing requirements are implemented by the sheriff to limit crowd control in the lobby and around lobby elevators. The Sheriff will also provide crowd control towards the public and staff elevators as both have cars which will hold a maximum of 4 passengers. There will be no elevator operators as that would reduce capacity to 3. As a result, staggered court times are being explored to ensure there are no bottlenecks in the lobby for public participants to travel to courtrooms. Four individuals per elevator car will require staff and attorneys to make appropriate accommodations to stagger entrance times to allow for elevation to courtroom floors. Fire tower 3 will remain open and all occupants will be required to maintain self-policing measures on escalators and in the fire tower staircases (i.e., allow several steps to pass prior to getting on an escalator).

MASKS

All individuals entering the building will be required to wear face masks.

TRANSPORTATION

Bus and van capacity dropped significantly by employing social distancing for individuals who needed to be transported from local and state correctional facilities. We are awaiting an overview from the Sheriff, but we hope to expand the use of zoom technology for custody defendants to minimize transportation. The criminal divisions of both CP and MC are developing joint protocols for judicial leadership to ensure timely transportation given the impending constraints.

FIRST JUDICIAL DISTRICT

Bail Acceptance, Arraignment Court, Emergency Protection from Abuse, Early Bail Review, Bench Warrant Court and Gagnon Hearings remained operational throughout the COVID closure. The FJD opened additional courtrooms for Motions, Non-Trial Dispositions and Status Hearings. Court Administration continued to operate continuously throughout the closures creating and implementing plans, crafting courtroom operations, managing all the above operations and working with judicial leadership and external stakeholders on numerous conference calls to effectuate the continuity of critical and essential operations. Stout Center courtroom operations were centralized in both courts with status hearings.

The Court mobilized the use of the Zoom platform for both audio and video proceedings. Public Access remained available via the FJD website. Proactive communication with staff, the District Attorney, Public Defender, Private Bar, the Police, Prison and others are critical to successful outcomes. There was an active working group to implement video zoom preliminary hearings for custody defendants as a priority. Staggered court times will result in longer days, continued productivity and enhanced attention to the safety of all occupants.

Procurement for courtroom supplies to limit seating capacity and ensure social distancing in courtrooms was supplemented by FJD Procurement along with signage and ancillary efforts to reopen the building. The FJD outfitted every criminal court with dedicated Zoom licenses and web cams to effectuate Zoom hearings. There were discussions to evaluate and resolve the WIFI issues in the Stout Center to ensure consistent connectivity.



PENN INFECTIOUS DISEASE SPECIALISTS

A group of infectious disease specialists from the University of Pennsylvania toured the Stout Center in early June 2020 to evaluate the conditions and offer additional recommendations for public health safety concerns.

VIDEO EXPANSION AT PRISON FOR CUSTODY HEARINGS

Video expansion is two-fold: As a result of this pandemic, criminal courtrooms turned virtual to run multiple courtrooms concurrently. Our reliance on point to point Polycom systems worked but is cost prohibitive as we needed to expand courtrooms. Understanding logistics, scheduling for court and attorneys, safety, and staffing were critical issues. The FJD engaged in conversations with the City to expand video through additional devices, upgrades to prison OIT infrastructure and expansion of concurrent criminal courtrooms moving forward. The prison remained receptive to meet the demands imposed.





CRIMINAL DIVISION STAFF

ARRAIGNMENT COURT



SUMMARY CODING



AMP ADMINISTRATION



CRIMINAL LISTINGS





TRIAL COMMISSIONERS



SUMMARY DIVERSION & PRIVATE CRIMINAL COMPLAINT



COURTROOM OPERATIONS





EMERGENCY OPERATIONS DURING PANDEMIC CLOSURES (FULL AND PARTIAL) *MARCH 16 – DECEMBER 31*

PRELIMINARY ARRAIGNMENTS	17,274
ARRAIGNMENT COURT BAIL APPEALS	466
AC - DV CASES	2915
AC - RIOT / LOOTER CASES	793
BENCH WARRANT COURT	2059
CFCF - CRASH COURT	256
EARLY BAIL REVIEW TIER I	321
EARLY BAIL REVIEW TIER II	987
E-FILING DECISIONS	563
EMERGENCY PROTECTION FROM ABUSE	1488
MOTIONS LIST – COURTROOM 403	539
NUMBER OF Δ	456
MOTIONS LIST – COURTROOM 405	316
NUMBER OF Δ	149
MOTIONS LIST – COURTROOM 406	239
NUMBER OF Δ	123
NON-TRAFFIC SUMMARY CITATIONS	1106
NON TRAFFIC CIVIL UNREST CASES	9
NON-TRIAL DISPOSITION - 403	1
PROSECUTION WITHDRAWN - 405	56

Criminal Listings staff rescheduled approximately 25,000 felony and misdemeanor cases in 2020. They assumed the administrative scheduling of post-trial matters with existing MC staff. All felony preliminary hearings were rescheduled during 2020 for future hearing dates.



2020 E-FILING MOTIONS

	APPROVED	DENIED	MOOT	TOTAL
MOTION TO LIFT SURRENDER BENCH WARRANTS	66	2	-	68
BAIL MODIFICATIONS	231	158	1	406
EARLY PAROLE PETITION	6	1	1	8
LIFT BENCH WARRANT	13	-	3	16
LIFT DETAINER	57	12	1	70
LIFT STAY AWAY	1	-	-	1
MOTION TO DISMISS	6	-	-	6
MOTION TO RECONSIDER	4	11	-	15
VACATE HOUSE ARREST	-	1	-	1
WITHDRAWAL OF APPEARANCE	1	-	-	1
EARLY TERMINATION OF PROBATION	2	-	-	2
PERSEVERATION OF 911 CALLS	1	-	-	1
TOTAL				595

2020 EARLY BAIL REVIEW OUTCOMES

TIER 1 EBR OUTCOMES FOR INDIVIDUALS WHO HAD THEIR 1ST EBR APPEARANCE IN 2020 (Formerly 'defendant count' of 1st EBR appearance)

- Bail to Remain Same - 14.0% (42 / 301)
- Released after EBR Hearing - 82.1% (247 / 301)
 - *This category includes change bail types and decrease bail amounts with bail posted prior to next hearing.
- 56.3% (67 / 119) of individuals ordered to Pretrial Services appeared for the pretrial orientation session.
- The average length of stay is 174 days.
- As a result of EBR, 247 people were released at their 1st EBR appearance within an average of 6.7 days.
- The average length of stay was reduced by approximately 167.3 days for a total savings of 41,323 days.

EBR OUTCOMES FOR ALL CASES THAT RECEIVED AN EBR HEARING IN 2020 (CASE COUNT)

- Bail to Remain Same - 19.7% (81 / 412)
- Released after EBR Hearing - 76.5% (315 / 412)
 - *This category includes change bail types and decrease bail amounts with bail posted prior to next hearing.
- 56.6% (90 / 159) of individuals ordered to Pretrial Services appeared for the pretrial orientation session.
- The average length of stay is 174 days.
- As a result of EBR, there were 315 releases within an average of 6.7 days. This includes individuals who had more than one EBR release in 2020.
- The average length of stay was reduced by approximately 167.3 days for a total savings of 52,700 days.



TIER 2

EBR OUTCOMES FOR INDIVIDUALS WHO HAD THEIR 1ST EBR APPEARANCE IN 2020

- Bail to Remain Same - 27.4% (185 / 674)
- Released after EBR Hearing - 67.4% (454 / 674)
 - *This category includes change bail types and decrease bail amounts with bail posted prior to next hearing.
- 58.6% (82 / 140) of individuals ordered to Pretrial Services appeared for the pretrial orientation session.
- The average length of stay is 174 days.
- As a result of EBR, 454 people were released at their 1st EBR appearance within an average of 6.9 days.
- The average length of stay was reduced by approximately 167.1 days for a total savings of 75,863 days.

EBR OUTCOMES FOR ALL CASES THAT RECEIVED AN EBR HEARING IN 2020 (CASE COUNT)

- Bail to Remain Same - 31.8% (286 / 900)
- Released after EBR Hearing - 62.7% (564 / 900)
 - *This category includes change bail types and decrease bail amounts with bail posted prior to next hearing.
- 54.7% (93 / 170) of individuals ordered to Pretrial Services appeared for the pretrial orientation session.
- The average length of stay is 174 days.
- As a result of EBR, there were 564 releases within an average of 7 days. This includes individuals who had more than one EBR release in 2020.
- The average length of stay was reduced by approximately 167 days for a total savings of 94,188 days.

FILINGS AND DISPOSITIONS

2016 - 2020

FELONIES					
	2016	2017	2018	2019	2020
DISPOSITIONS	19,347	18,890	17,609	18,365	8,132
FILINGS	18,616	19,003	16,934	18,959	15,894
CLEARANCE RATE	104%	99%	104%	97%	51%

MISDEMEANORS					
	2016	2017	2018	2019	2020
DISPOSITIONS	18,934	19,439	16,824	14,355	7,019
FILINGS	17,520	19,477	15,366	14,075	8,774
CLEARANCE RATE	108%	100%	109%	102%	80%



CIVIL DIVISION

The Philadelphia Municipal Court's Civil Division is a court of limited jurisdiction, which is authorized to hear three types of civil cases. See 42 Pa. C.S. § 1123. The Court hears cases arising under the Landlord and Tenant Act of 1951; small claims actions, that are not by or against a Commonwealth party, in which the sum demanded does not exceed \$12,000; and code enforcement actions brought by the City of Philadelphia seeking fines for violations of the City Code. Additionally, the Civil and Criminal Divisions work together to administer and hear private criminal complaints.

Due to the nature of the division's jurisdiction, many of the cases involve one or more unrepresented litigants. The Civil Division appreciates and strives to meet the challenges of providing a fair and accessible system of justice to pro se litigants. The General Assembly recognized that the Civil Division was established for the purpose of providing "an expeditious small claims procedure whereby it shall not be necessary for the litigants to obtain counsel." 42 Pa. C.S. § 1123(a)(4).

The Court fulfills its mission of serving pro se litigants by assisting the litigants with drafting the initial pleading. For those interested, the division also provides training of the CLAIMS system, allowing interested litigants to file actions without the assistance of the court or counsel. Since there are no preliminary objections, answers to the complaint or discovery, trials are typically scheduled three to six weeks after a case is filed.

The Court works collaboratively with many interested parties to regularly review and improve its process. These parties include the City of Philadelphia's Law Department, the Philadelphia Housing Authority's Law Department, the Philadelphia Bar Association, Community Legal Services, the Eviction Task Force, the Philadelphia Eviction Prevention Project and individual attorneys who practice in the Civil Division. This collaboration allows the Court to have regular communication with the interested parties and build consensus before processes are changed.





COVID-19 IMPACT AND RESPONSE

On March 11, 2020, the World Health Organization declared the COVID-19 a global pandemic. On March 16, 2020, the Pennsylvania Supreme Court issued an Order declaring a statewide judicial emergency. On March 17, 2020, the First Judicial District declared a judicial emergency, closing the courts except for specified emergency services. Employees from the Municipal Court Civil Division were sent home to await further directive.

Under the guidance of President Judge Dugan, the Civil Division implemented several new procedures to successfully navigate operation in the middle of a global pandemic. The focus was to resume operation as efficiently and as safely as possible. To facilitate this process:

- Prior to opening the Court to in-person hearings, Zoom settlement conferences were created for debt collection matters involving attorney representation for both parties. The goal was to resolve these matters without the need of an in-person hearing. Municipal Court judges presided over the conferences to provide guidance. Overall, the conferences proved successful and eliminated the need for in-person hearings for many cases.
- Hearing lists were re-designed to allow for social distancing requirements. Instead of one main list in the morning and one main list in the afternoon, several lists were created throughout the day scheduled 45 minutes apart with a maximum of 6 cases per list.
- Personal protection equipment (PPE) was provided to all court personnel and available to the general public. A notice of requirement to attend in person hearings and in person filing was provided to all CLAIMS users via mass email. It was posted to the FJD website for the general public. That notice included the requirement to wear masks, stay socially distant, or stay home if the individual was experiencing any COVID-19 related symptoms.
- A judicial Order was signed to allow participants to appear at a hearing via Zoom. The Court developed a protocol to request a Zoom hearing. Several hundred Zoom hearings have been scheduled with either one or both parties attending hearings via Zoom. The Court has allowed for telephonic hearings for those individuals who do not have the capability to participate in a Zoom hearing.
- The general public was encouraged to schedule appointments, whenever possible, for in-person filing. Although walk-in filing continued, scheduled appointments were a key component in allowing the court to provide a safe, social distanced environment for both employees and the litigants they assisted.
- The Court expanded the number of pro-se electronic filers by allowing pro-se users who file several claims a year to do so electronically by way of a user account. Those users received training and training materials to instruct them in the navigation of the CLAIMS system.
- Employees were permitted to work from home.



LANDLORD AND TENANT CASES

The Civil Division hears primarily two types of cases that arise under the Landlord and Tenant Action of 1951. The most common type of case involves a landlord seeking a monetary award and/or the right to use lawful process to evict a tenant who is in violation of a residential or commercial lease. The division also hears cases brought by landlords and tenants after a tenant has vacated the leased premises. These cases concern the return of security deposits and damages to the leased premises.

The number of landlord-tenant cases brought by landlords has remained within the range of approximately 23,000 to 25,000 during the period of 2015 through 2019. In 2020 the number of new case filings was 10,393 which is a direct effect of the COVID-19 pandemic. The acceptance of new cases for filing was suspended from March 17, 2020 until July 10, 2020 by Order of President Judges Fox and Dugan. Further, under the same Order, the scheduling of hearing dates for new filings was delayed. On July 2, 2020, Philadelphia City Council passed the Emergency Housing Protection Act. Under the directive of the Act, the City of Philadelphia created an Eviction Diversion Program (EPA). The program began on August 31, 2020. It was initially set to expire on December 31, 2020 but was extended to March 31, 2021. Landlords are required to utilize the program for tenants experiencing financial hardships due to COVID-19 except those tenants who pose an imminent threat of harm. Landlords must send a Notice of Rights for Residential Tenants Under the Emergency Protection Act to tenants to advise the tenants of their rights under EPA. Municipal Court judges have been diligent in their efforts to ensure all protocols are followed.

The number of lawful evictions conducted between 2015 through 2019 by the office of the Landlord-Tenant Officer has ranged from a high of 5,923 in 2015 to a low of 5,391 in 2019. Additionally, the number of appeals to Court of Common Pleas during that period has averaged only 204 per year. In 2020, the number of lawful evictions was 991; 978 of which occurred prior to March 18, 2021. Evictions were halted, except for tenants who have been deemed to pose an imminent threat, by the implementation of an eviction moratorium which has been extended several times on both the federal and local levels. The number of Landlord-Tenant appeals to the Court of Common Pleas in 2020 was 416.

During 2020, the Court continued to work with the Philadelphia Bar Association's Municipal Court Committee (MC Committee). The MC Committee is composed of lawyers representing both landlords and tenants. It meets regularly with the Civil Division's supervising judge and provides a means for sharing information, discussing and developing changes to the Court's procedures, and fostering professional camaraderie.

The Court's relationship with the Philadelphia Eviction Prevention Program (PEPP) continues. It is funded by the City to provide information to landlords and tenants and services to tenants. The services include a Help Center located in the Court's space, a courtroom navigator, and a Lawyer for the Day program, which identifies tenants in need of representation.

The Lawyer for the Day program creates the greatest challenge for the Court. The Court, however, continues to work with PEPP to provide feedback, resources and assistance aimed at improving the working of the program. For example, the Court provided an office for the Lawyer for the Day program so that the lawyer may meet privately with the represented tenants and have a dedicated and secure office to store supplies and files. The Court also modified the statement read by the trial commissioner to include an introduction of the Lawyer for a Day program and the courtroom navigator.

The crunch of time and the lack of efficiency are the greatest challenges for the Lawyer for the Day program. In a limited period of time on the day of trial, the program is required to identify potential clients, meet with those clients, and negotiate a settlement or represent them at trial. This challenge is exacerbated in the mornings by the Court needing to resolve all cases by 12:30 p.m. in order to be ready for the afternoon lists and in the afternoons by needing to close court by 5:00 p.m.



The Court has requested PEPP to work with its lawyers and staff to do a better job of streamlining the identification of the cases that it takes and of preparing those cases more efficiently and expeditiously. Additionally, the Court has encouraged PEPP to shift its emphasis to a developing program in which more effort is placed on contacting tenants before the day of trial so that PEPP's lawyers are able to meet with tenants before trial and come to court prepared to represent those tenants. The Court has also encouraged PEPP to do a better job of integrating and using Clarifi. It is one of PEPP's partners which provides consumer financial counseling.

CODE ENFORCEMENT CASES

There were no changes to the Court's procedures in code enforcement cases. The City of Philadelphia ceased the filing of code enforcement complaints during the COVID-19 pandemic. They will resume filing in 2021. The Court continues to discuss with the City the possibility of providing more meaningful information in its code enforcement complaint. The additional information would assist the Court and defendants in understanding the basis for the action and the amount of the fine requested by the City for the violation. The Court has found the City's addition of more information in cases involving properties in violation of City Ordinances to be helpful and is encouraging the City to add additional information in other types of cases such as those involving unpaid water department bills.

The Court continues to work to reduce the number of continuances in code enforcement cases. These cases do not get better with age and the Court's role is limited to determining whether there is a violation and, if so, the amount of the appropriate fine.

SMALL CLAIMS CASES

In 2020, Zoom settlement conferences were created for debt collection matters involving attorney representation for both parties. The goal was to resolve these matters without the need of an in-person hearing. Municipal Court judges presided over the conferences to provide direction. The settlement conferences proved successful. The Court is researching other options to combat the debt collection crisis.





ADMINISTRATIVE CHANGES DURING 2020



FIRST FILING

In 2020, the First Filing Unit processed 18,545 initial complaints, 167 additional complaints and 100 amended complaints, a total of 18,812 filings. In response to the COVID-19 pandemic, the First Filing Unit made numerous adjustments to provide a safer environment for both staff and the public. The pre-screening intake counter was relocated to a larger space, the Municipal Court Conference Center, so there is greater separation between people. Interviewers' cubicles have also been fitted with protective glass. The unit created an appointment log and strongly encouraged the public to schedule an appointment to file, even though walk-ins were allowed. As to staffing, the unit welcomed two new interviewers, promoted a staffer to a full-time clerical assistant position and another staffer to a cashier. The Unit also manages requests to Philadelphia Municipal Court under the Americans with Disabilities Act (ADA). For 2020, the Unit handled 2 wheelchair requests, 7 sign language interpreter requests, 85 continuance requests, having received 958 phone calls on the ADA line.



SECOND FILING

In 2020, the Second Filing Unit, like all Municipal Court, experienced an unprecedented event when court operations were placed on hold by the COVID-19 pandemic. Filings were down. The number of petitions also fell, likely because hearings could be held on Zoom. The Unit guided the public with new procedures. An appointment log was established to reduce the number of people in the waiting area at any given time. As a team, unit staff created a plan to assist the general public and attorney filings with minimal interruptions.

The focus for the Second Filing Unit for 2021 is to continue to help the public and attorneys safely with their filings during the pandemic. Unit employees anticipate continued improvement in both written and communication skills. An additional objective remains increased employee cross-training with other units and in the courtrooms to facilitate our understanding of their functions and tasks. The Unit staff looks to update functions and processes as it seeks to make the Second Filing Unit and the Court more accessible and user friendly.



COURTROOM TECHNICIANS

The Courtroom Technicians Unit has duties both inside and outside of the courtroom. In court, Court Tech Unit employees manage the audio recording equipment, working cooperatively with other courtroom personnel and the presiding judge to ensure smooth operations and expedient access to justice for all litigants. Unit employees also enter real time dispositions on the Municipal Court Civil Division docket in all judicial courtrooms. In 2020, responding to the challenges posed by the COVID-19 pandemic, the Unit added Zoom hearings to its responsibilities. Unit staff schedule the hearings, provide Zoom invitations to all participants and maintain the equipment needed to conduct the Zoom hearings. When not in the courtroom, the Courtroom Technicians Unit is responsible for the quality control for all dispositions entered in Municipal Court's Civil Division, to ensure accuracy and integrity. The Courtroom Technicians Unit's goals for 2021 are to keep adapting to the evolution of the CLAIMS system and to continue striving for excellence.



DISPUTE RESOLUTION

Facing many challenges during the COVID-19 pandemic, the Dispute Resolution Unit managed to offer in-person mediations by utilizing protocols such as plastic dividers in the mediation rooms to provide safety for all participants and mediators. The Dispute Resolution Unit also maintained its successful and popular long-running relationship with Temple University's Beasley School of Law. Third year law students continued to provide mediation services in return for school credit. The students mediated small claims, landlord/tenant and private criminal complaint cases.

The Dispute Resolution Unit's efficient workflow was sustained as it successfully continued the additions and modifications to the landlord/tenant process that had been made in previous years. The pandemic has had traumatic impact on the lives of the citizens of Philadelphia. The mediation program remains an invaluable tool for those facing the loss of their home because of income loss or reduction, as it provides choices for both the landlord and tenant to settle disputes without a court hearing. The Dispute Resolution Unit looks forward to new challenges and has the confidence to adjust to the impact of the pandemic as it strives to ensure that all parties are treated professionally and fairly.



JUDGMENTS AND PETITIONS

The Judgments and Petitions Unit’s extensive responsibilities include all post trial matters except for pro-se petitions. Unit employees process and file Writs of Possession and Alias Writs. In addition to these eviction procedures, the unit administers Affidavits of Breach, Attorney Petitions, Satisfactions of Judgment, Wage Attachments for the collection of money judgments, Writs of Execution, Writs of Revival and more. Staff work individually with pro-se litigants at the unit’s front counter, and review and accept attorney filings through the electronic CLAIMS system.

The 2020 Judgments and Petitions Unit operated much differently than it did in previous years. The employees of the unit adapted well to smoothly navigate through the many changes associated with the Eviction Moratorium. Staff learned new rules to best handle questions and efficiently process filings. Their incredible dedication was demonstrated as they worked both in office as well as remotely. With the commitment and keen eye for detail that are required in this unit, the Judgments and Petitions Unit looks forward to more success in 2021.





2020 STATISTICS

ADA ACCOMMODATIONS AND INTERPRETER SERVICES ADA

During 2020, the Civil Division received 958 communications from individuals with disabilities. As a result of those communications, the Civil Division's ADA Coordinator provided seven sign language interpreters, facilitated two wheelchair requests for access to the courtrooms, and assisted with continuance requests from 85 individuals.

The Court continued to provide interpreter services in the courtrooms. Additionally, Language Line, a telephonic language service, was used outside of the courtroom. Language Line enabled individuals with linguistic barriers to communicate with court administrative staff handling filing and scheduling issues. It was also used during negotiations and mediations. Below is the number of interpreters that were ordered from 2016 to 2020.

2016 - 393 per diem interpreters ordered
2017 - 350 per diem interpreters ordered
2018 - 532 per diem interpreters ordered
2019 - 743 per diem interpreters ordered
2020 - 419 per diem interpreters ordered

WAGE ATTACHMENT IN LANDLORD TENANT CASES

During 2020, the Court processed new wage attachments in 28 landlord-tenant cases. Thirty-one of those cases involved pro se landlords. The Court collected and disbursed \$94,451.74.

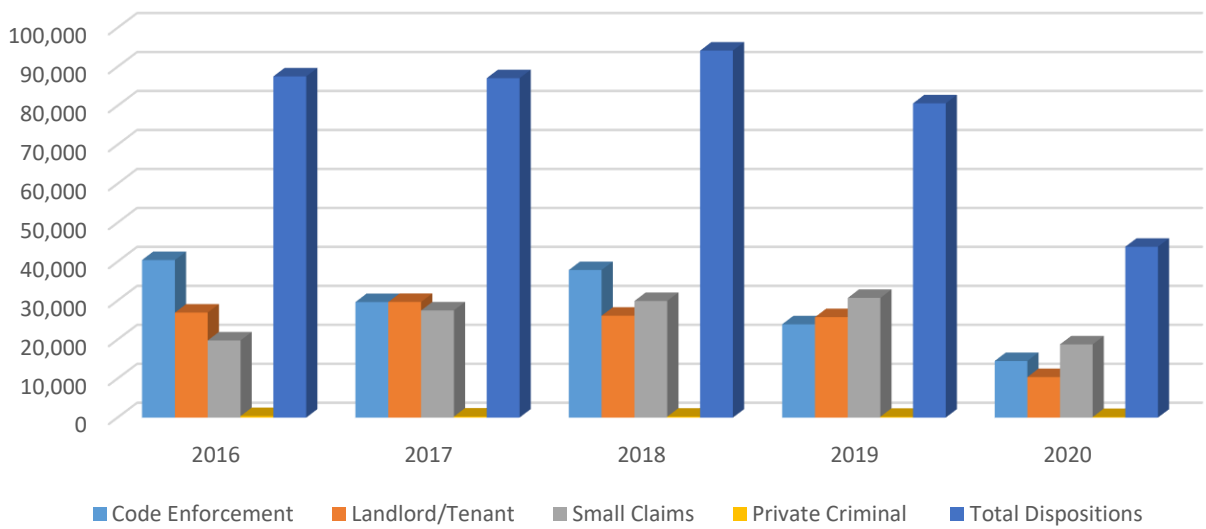
FILINGS, DISPOSITIONS AND CLEARANCE RATE

TOTALS BY TYPE	FILINGS	DISPOSITIONS	CLEARANCE RATE
CODE ENFORCEMENT	6,228	14,519	233%
LANDLORD-TENANT	9,140	10,393	113%
STATEMENT OF CLAIMS	18,529	18,786	101%
PRIVATE CRIMINAL COMPLAINTS	130	136	104%
TRANSFER OF JUDGMENT	15	10	66%
CURRENT TOTAL	34,042	43,844	128%

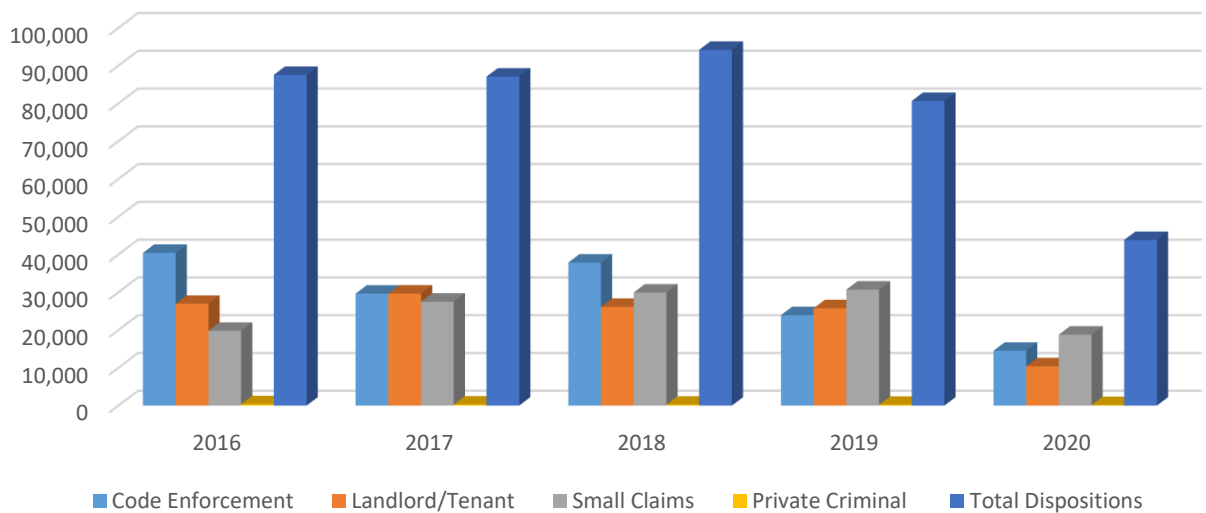


CASE INITIATION AND DISPOSITION COMPARISON 2016 - 2020

	2016	2017	2018	2019	2020
CODE ENFORCEMENT	35,305	38,846	39,262	20,935	6,228
LANDLORD/TENANT	24,466	24,856	23,046	22,575	9,140
SMALL CLAIMS	17,465	26,895	28,426	30,240	18,529
PRIVATE CRIMINAL	291	275	214	217	130
TOTAL INITIATIONS	77,527	90,872	90,948	73,967	34,027



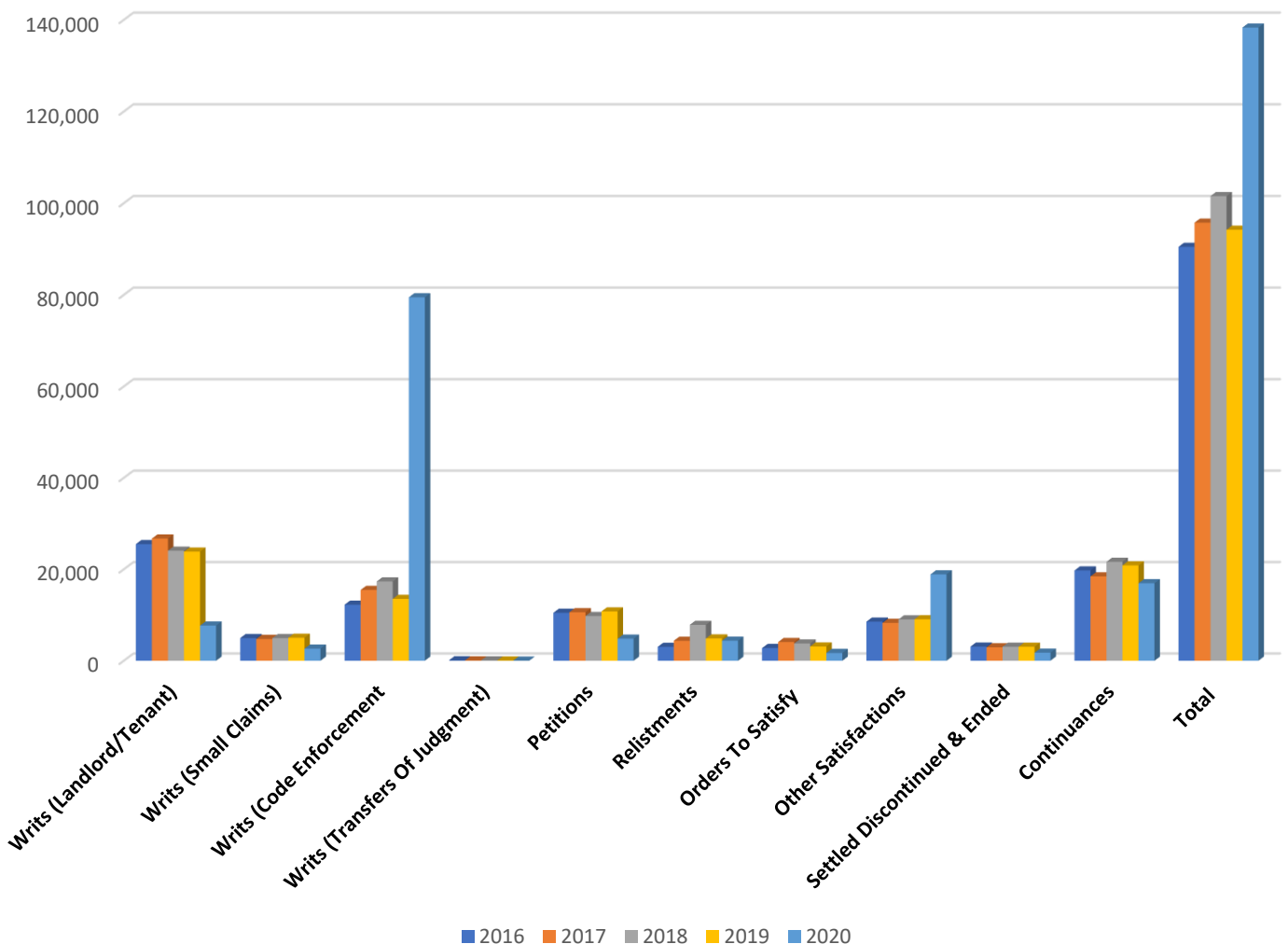
	2016	2017	2018	2019	2020
CODE ENFORCEMENT	40,431	29,647	37,857	23,944	14,519
LANDLORD/TENANT	26,943	29,666	26,134	25,772	10,393
SMALL CLAIMS	19,795	27,500	29,929	30,706	18,786
PRIVATE CRIMINAL	374	276	248	208	136
TOTAL DISPOSITIONS	87,543	87,089	94,168	80,630	43,834





SECOND FILINGS COMPARISON 2016 - 2020

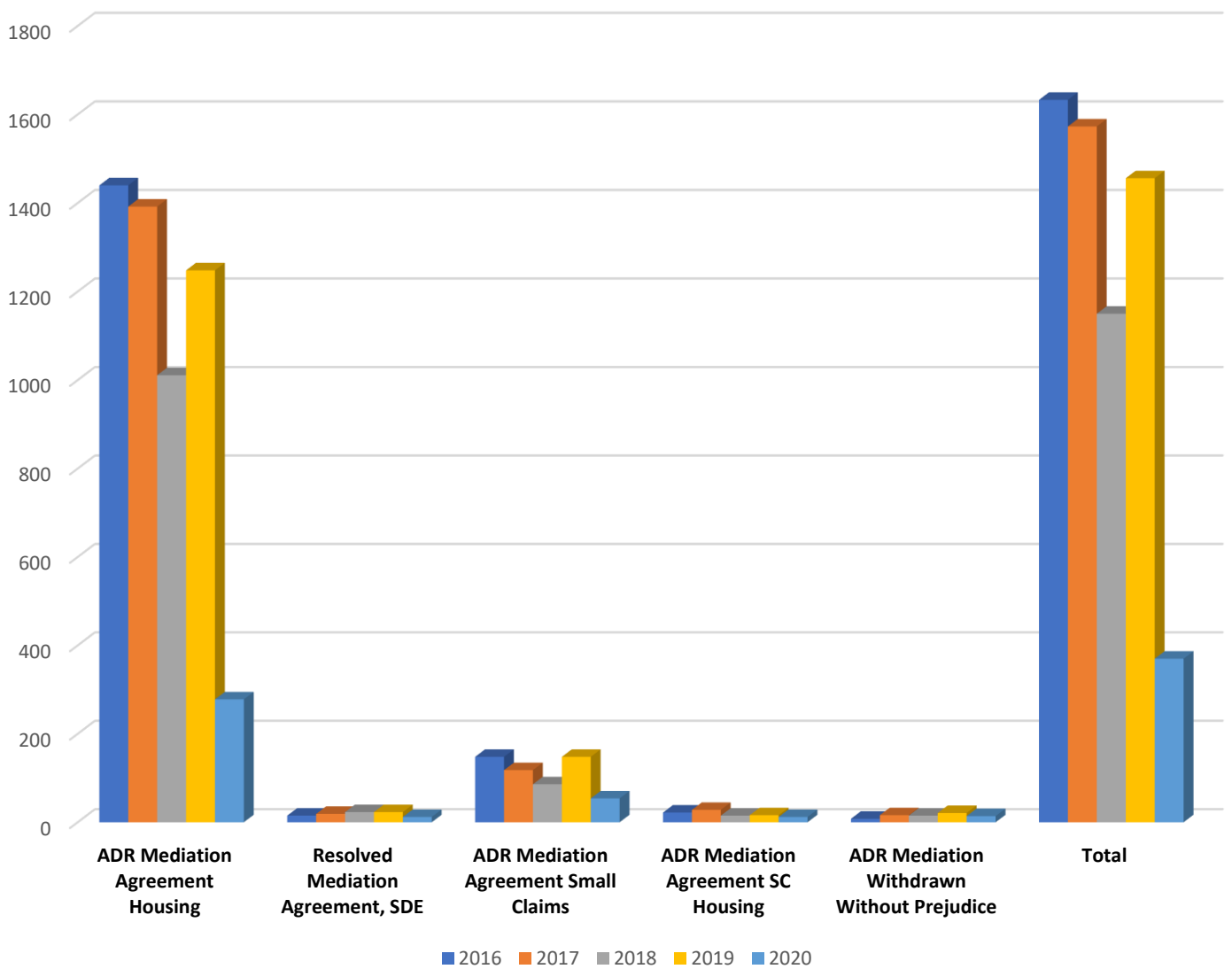
	2016	2017	2018	2019	2020
Writs (Landlord/Tenant)	25,500	26,732	24,073	23,870	7,684
Writs (Small Claims)	4,957	4,763	4,937	5,023	2,641
Writs (Code Enforcement	12,249	15,477	17,343	13,526	79,470
Writs (Transfers Of Judgment)	87	67	64	38	30
Petitions	10,475	10,605	9,775	10,791	4,816
Relistments	3,036	4,359	7,846	4,864	4,373
Orders To Satisfy	2,781	4,091	3,766	3,120	1,699
Other Satisfactions	8,552	8,269	9,045	9,072	18,898
Settled Discontinued & Ended	3,083	2,936	3,060	3,056	1,754
Continuances	19,752	18,460	21,636	20,850	16,949
Total	90,472	95,759	101,545	94,210	138,314





DISPUTE RESOLUTION MEDIATION COMPARISON 2016 - 2020

	2016	2017	2018	2019	2020
ADR Mediation Agreement Housing	1440	1392	1011	1248	278
Resolved Mediation Agreement, SDE	15	19	23	23	12
ADR Mediation Agreement Small Claims	148	118	86	148	54
ADR Mediation Agreement SC Housing	22	28	15	16	12
ADR Mediation Withdrawn Without Prejudice	8	16	15	21	14
Total	1633	1573	1150	1456	370





GOALS

During 2021, the Court plans to continue to introduce new procedures and monitor and refine those new procedures that were introduced during 2020. The Court plans to continue to work on avoiding multiple continuances of code enforcement cases, on requiring that pertinent information is added by the City to code enforcement complaints, and on adopting better guidelines for deciding on the amount of fines when there is a violation. Additionally, the Court will resume its work on finding a viable procedure to increase the number of consumer debt collection cases that are settled.

During 2021, the Court will work with the Minor Court Rules Committee to draft new procedural rules for the Civil Division, which will ultimately be submitted to the Supreme Court for its approval. The rules will recognize the hybrid nature of the Civil Division. The Civil Division's procedures are similar to and different from the procedures used by the Courts of Common Pleas and the magisterial district courts. The public will be invited to comment on the proposed rules after they are drafted.

CONCLUSION

The Civil Division continues to provide mediation and dispute resolution services in civil actions and to adjudicate thousands of cases annually while maintaining and enhancing the original e-filing system in Philadelphia. The Civil Division continues to provide access to justice by making CLAIMS available to pro se litigants and providing them with a comprehensive training session and training materials. The Civil Division's state-of-the-art conference center is used regularly by the Bar Association, the AOPC and the FJD for continuing legal education and training.

The Civil Division's most significant challenge during 2020 was managing the COVID-19 pandemic while maintaining the provision of vital services to its litigants. The Civil Division also continued to work with the Philadelphia Eviction Prevention Program and the Philadelphia Bar Association's Municipal Court Committee. It looks forward to working with the Minor Court Rules Committee on a new set of procedural rules. These collaborations have enhanced and will continue to contribute to the Court's ability to provide a judicial system in which cases are timely heard providing a forum where litigants have the option to proceed pro se.

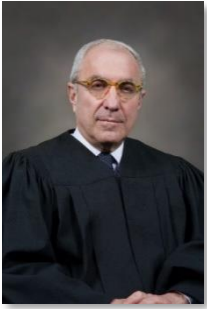


TRAFFIC DIVISION





EXECUTIVE SUMMARY



As we reflect on calendar year 2020, we realize that the COVID-19 pandemic marked an epoch of transition, adaptability, and resilience in the history of the Philadelphia Municipal Court - Traffic Division. Undoubtedly, at the onset of the pandemic, all facets of the operations of the Traffic Division were impeded, to some degree, as hearing and trial dates were postponed until such time as the general public could safely enter the courthouse. As the weeks and months progressed, the Traffic Division's COVID Task Force, comprised of key members of the Administration of the Court, worked diligently with the Administrative Judge to strategize and plan the gradual resumption of all court operations.

The tried and true methods of processing cases had to be reconfigured to meet the challenges imposed by the virus. The Court focused on the dichotomy between in-person courtroom proceedings and virtual hearings and, complying with the State mandates and the CDC's recommendations for social distancing, the Court maximized its workforce to ensure the public's access to the vital Court services related to their driving privileges.

The following synopsis expounds upon the Court's unprecedented efforts to efficiently, yet cautiously, implement COVID-19 guidelines and safety protocols, while simultaneously protecting the rights of the drivers of this Commonwealth, consistent with the Pennsylvania Supreme Court's Order of March 18, 2020 which directed that, *inter alia*, missed payments shall not result in the issuance of an arrest warrant for failure to make payment nor shall the non-payment result in driving privileges being suspended.

Upon the FJD's announcement of the cessation of all in-person, non-essential, court services for the period of March 17, 2020 through March 31, 2020, the Court faced unparalleled issues that required strategic planning to ensure continuity of operations. In compliance with the Pennsylvania Supreme Court's Order, the FJD took immediate action to protect the public during the pandemic by placing a moratorium on all computer-generated notices to the Pennsylvania Department of Transportation for default or failure to respond to a citation. The Court continued to appropriately submit releases of suspension segments based upon the response of the court user. To effectuate the closure, the Task Force Team coordinated with external agencies and vendors, including the Philadelphia Sheriff's office, the Philadelphia Parking Authority, the Philadelphia District Attorney's Office, Conduent (the Court's data manager), the Philadelphia Police Liaison Unit, and the Pennsylvania Department of Transportation.

Through April 1, 2020, the Traffic Division remained operational for essential in-person services, on staggered shifts. Thirty employees (comprised of directors, supervisors and custodial staff) addressed the vital court functions of:

- Processing payments, plea forms, and returned mail (Lockbox Department);
- Liens, refunds, escheats (Payment Adjustment Unit);
- Financial control reports; bank reconciliations; bank deposits and chargebacks; payments by WEB and via the IVR; cashier reconciliations and verifications (Financial Control Unit);
- Live-stop services [in-person, impounded-vehicle releases, 41 of which were processed during this time period (Boot & Tow Department)];
- In-person customer service, in-person payments and posting of collateral (Customer Service Department);
- Telephone inquiries from the general public (Call Center); and
- Sanitizing and thoroughly cleaning the courthouse and restructuring the common areas to ensure social distancing.

In addition, the Court coordinated with Brinks Financial Services to ensure that all revenue collected at the court (including e-safe deposits) was consistently transferred to and deposited in the Court's banking institution; similarly, the Court's courier ensured that all United States Postal Service mail was retrieved on a regular basis to ensure timely processing of all payments and plea forms. Finally, the Court responded to all emails that were directed to the Traffic Division and, during the court's closure, the emails were answered and addressed remotely by one employee.



The month of April witnessed a full cessation of in-person court operations to the public, which continued through the end of May, pursuant to PJ Order No. 31. Notification was disseminated to the public via postings on the courthouse doors, the Court's website, and through the IVR. At that juncture, to further protect the rights of the public, the Traffic Division implemented a process which authorized the Philadelphia Parking Authority, on behalf of the Traffic Division, to release any vehicles that were immobilized or towed and stored pursuant to Live Stop (*75 Pa.C.S. sections 6309, 6309.1 or 6309.2*) to the owner or lienholder, upon presentation of valid registration and insurance, satisfaction of the impoundment fee, and compliance with the regulations of the Parking Authority. Once the Court was able to safely reopen the Impoundment Court, the Parking Authority provided the Court with a file of all live-stop cars that had been released during the closure, and arrangements were made to either transfer the administrative fees collected by the Parking Authority to the Traffic Division or credit the amount against distributions made to the Parking Authority by the Court.

Other COVID-related responsibilities developed and honed during the period of the FJD's closure focused on the means by which the court could safely protect its personnel and the general public during the crisis by:

- Implementing and strictly enforcing a mandatory face mask/face coverings policy for employees and the general public throughout the courthouse;
- Ordering and installing Plexiglas partitions within various areas of the courthouse, including public filing counters, hearing rooms, courtrooms, and miscellaneous departments with a high volume of traffic, including the Personnel Office and the Boot & Tow Unit;
- Ordering and applying COVID-19-related signage throughout the courthouse, including directional arrows and anti-skid floor decals, as well as wall signs/stickers promoting social distancing awareness;
- Modifying the layout of courtrooms to ensure social distancing requirements and limit public access, when necessary;
- Positioning hand sanitation stations throughout the courthouse;
- Coordinating with the Sheriff's Department to ensure compliance with maximum occupancy mandates, based on established COVID-19 guidelines;
- Meeting with a team of certified infection preventionists from the Hospital of the University of Pennsylvania for analysis and assessment of the Court's safety protocols; working with the FJD's Procurement Department to ensure compliance with their recommendations for floor signage and decals relative to social distancing, both internally and externally;
- Developing and overseeing the implementation of a remote process to allow the Traffic Division's Hearing Officers to conduct financial determination hearings virtually, via ZOOM technology, to assist the public in addressing their driver license issues and open warrants to effectuate a release of any indefinite suspensions of their driving privileges for failure to comply with the provisions of the *Pennsylvania Motor Vehicle Code*. (Over 10,000 Zoom hearings were *scheduled* using this procedure from June through December, 2020.);
- Communicating the status of operations and court proceedings to the public via the IVR system, the FJD's website and postal mailings specifically directed to court users.

Throughout the pandemic, the Court's COVID Task Force team continued to evaluate processes and services to formulate a comprehensive plan and timeline for the eventual resumption of operations, on a modified level.



TRAFFIC DIVISION OVERVIEW

The Philadelphia Municipal Court - Traffic Division, provides a specialized judicial process for addressing summary offenses pursuant to Title 75 of the *Pennsylvania Motor Vehicle Code* which are issued or filed in the City of Philadelphia by various police departments or agencies, including City Police; Pennsylvania State Police; Pennsylvania State Police Truck Enforcement; Highway Patrol; the Accident Investigation Division; Airport Police; Housing Authority Police; SEPTA Police; Pennsylvania Fuel Tax; University of Pennsylvania; Drexel University; Temple University; Delaware River Port Authority; and AMTRAK Police. Integrity, diversity, equality and accessibility are promoted and endorsed in the Court's Compliance Program, as formulated in 2015, and are upheld in the hiring and hearing processes to which the Traffic Division subscribes.

Under the guidance and supervision of the Traffic Division's Administrative Judge, Gary S. Glazer, an elected Judge of the Court of Common Pleas, the Traffic Division provides the following courtroom services:

- Summary Trials
- Financial Determination Hearings
- Release of Impounded Vehicles
- Red Light Camera Appeals
- Arraignments
- Appeals of Convictions to the Court of Common Pleas

Mandatory and subsequent-offense violations of the *Pennsylvania Motor Vehicle Code*, which include driving without a license, driving with a suspended license, and driving with a suspended license (DUI related), are considered more egregious based on the consequences upon conviction and are adjudicated in Courtroom "B" by commissioned judges of the Philadelphia Municipal Court. Other infractions are adjudicated in Courtroom "A" by the Traffic Division's four hearing officers, members of the Bar of the Commonwealth of Pennsylvania, who also preside in Motion Court and Impoundment Court. Municipal Court judges (certified as Common Pleas Court judges) preside over all matters of appeal, i.e., trials de novo, nunc pro tuncs, and status conferences, three days per week.





IMPACT OF COVID

Without a doubt, the Court's processes and procedures for the entire year focused on and were dictated by the pandemic. The Traffic Division rose to the challenges and combatted the daily variables to formulate and implement a successful plan of re-emergence. Nevertheless, the side effects of the pandemic, which affected citation issuance, revenue, training programs, hiring, and out-reach programs, cannot be minimized. By year's end, most court services were reinstated, with the exception of those filings from 2020 that had to be postponed due to the pandemic.

While the trend in motor vehicle citation issuance has obviously spiraled downward over the last ten years, there can be no ambiguity as to the direct correlation of the pandemic to citation filings in 2020. Statistics provided in the following sections of this report will further evidence the repercussions of COVID-19 on the Philadelphia Municipal Court - Traffic Division, as well as highlight the accomplishments and other challenges encountered by the Traffic Division in 2020.

DEPLOYMENT OF PERSONNEL DURING COVID

Maximizing the efficiency of its workforce has been a long-standing practice at the Traffic Division. Consistent with that principle, the Traffic Division partnered with the Criminal Division of Municipal Court by redeploying its hearing officers, during the months when Traffic Division was closed to the public, to combat staffing issues, exacerbated by COVID, in its Arraignment Court Magistrate Program. Hearing officers Stefanie Ebert, Esquire, and Teresa Rodriguez, Esquire, eagerly accepted the assignment, and after a week of training in late April provided by President Judge Dugan's legal team, they were assigned to Arraignment Court on the weekends through August, 2020.

Similarly, in response to a plea for assistance from the Deputy Commissioner of the Board of Elections, thirteen second-shift employees of the Traffic Division, whose assignment at the Traffic Division had been curtailed due to COVID protocols, volunteered to assist in mailing ballot applications for the Primary Election Day. They reported to the Voter Registration Office for the period of May 19, 2020 through May 27, 2020.

The employees of the Traffic Division also served as the pioneers for the FJD's COVID-19 self-administered assessment pilot program, the purpose of which is to screen employees for symptoms of COVID-19 prior to their arrival in the workplace. Through completion of a brief, daily questionnaire, employees were able to assist in the Court's efforts to ensure a safe work environment as court operations gradually increased. The pilot program commenced on October 1, 2020, and employees continued to complete the questionnaire through the end of the year. Administrative Judge Glazer and his team worked in conjunction with the FJD's Public Safety Office and the Office of Human Resources, to inaugurate this program and assess its efficacy prior to extending it to the other courts in the FJD.

Finally, in response to a request from President Judge Idee Fox of the Court of Common Pleas, Chair of the Administrative Governing Board, Administrative Judge Glazer offered the use of the Traffic Division's courthouse and support staff to the judiciary of the Court of Common Pleas for post-General Election ballot challenges. Two courtrooms, both of which underwent moderate modifications to enable the remote participation of witnesses, were designated for the litigation. All parties agreed that the location and layout of the Traffic Division's courthouse, with its open floor plan, spacious and easily accessible courtrooms, were conducive to safely and efficiently handling all post-presidential election appeal matters. All proceedings were conducted through the utilization of both in-person and remote hearing protocols for attorneys and witness participation. Although the post-election challenges were minimal, the Traffic Division was prepared for the event and welcomed the opportunity to assist the FJD in this most important endeavor.



RESUMPTION OF POST-COVID OPERATIONS

The following is a succinct chronology of the Traffic Division's systematic resumption of in-person and remote operations and processes that had been adversely impacted by Covid-19:

June, 2020

Financial Determination Hearings, the precursor to a payment installment order, resumed in June, 2020. For the first two months, two hearing officers conducted the hearings remotely, via ZOOM technology. By the middle of August, 2020, all four of the Court's hearing officers were actively engaged in the virtual hearing process. The process of conducting financial determination hearings remotely proved to be daunting, at times. Some of the challenges encountered included: lack of response from the court users at the point of contact, and technological difficulties (audio and vision equipment problems) encountered by individuals during the process. Nevertheless, the public's call for remote payment agreements was significant, and the Court was poised to answer the needs of the public through that measure to ensure the prevention or release of indefinite suspension terms for failure to comply with a court order.

July, 2020

As of July 6, 2020, the courthouse reopened its doors to the public for the limited services of impoundment hearings, cash payments of fines, and filing of appeals. In accordance with the established state and local guidelines, the sheriffs enforced the occupancy guideline of 25 court users at one time. To accomplish the foregoing and ameliorate the standard processes, the Court restricted hours of operations to the public and staggered staffing to ensure public and employee safety. To prevent long lines and overcrowding at the Court's entrance, court staff greeted the customers, curbside, and distributed instructional sheets outlining the scope of in-person services available to the public and the alternative means by which court users could seek the information or address their concerns, vis-à-vis payments through the internet or IVR.

August, 2020

The Court developed and oversaw the implementation of a remote process via ZOOM technology to conduct voluntary, Pre-trial Settlement Conferences with a representative of the District's Attorney Office for defendants awaiting their date of trial. Administrative Judge Glazer and his COVID Task Force Team met with representatives of the District Attorney to define the parameters of the process and coordinate the program with the hearing officers and key units of the Traffic Division, including the Call Center, Courtroom Operations, and Court Listings. From August through December, the Traffic Division sent 5,057 computer-generated letters to court users relative to those pre-trial settlements on 7,412 citations, to which 338 individuals responded and voluntarily participated virtually in a Pre-trial Settlement Conference with the District Attorney.

September, 2020

A scheduling protocol was implemented for the Traffic Division's Appeal Program to safely resume in-person hearings and trials. Administrative Judge Glazer provided President Judge Dugan with a written analysis regarding the judicial staffing needs, as impacted by COVID-19 restrictions. The Appeals Program safely resumed two days per week for nunc pro tunc appeals and status conferences.

November, 2020

By the fall of 2020, the Court was in a position to resume the trials in Courtroom "A", as conducted by hearing officers, in a safe and socially distant arena. The docket consisted of current matters only, based on date-certain, and did not include previously scheduled hearings from March 17, 2020 through December 31, 2020 that were postponed in the spring due to Covid-19. The court will undertake the massive endeavor of relisting those cases in 2021, as COVID-19 restrictions are lifted.



eCITATION PROGRAM

Approximately 80% of the citations written by Philadelphia Police in 2020 were generated electronically through the TraCS system. Automation of the motor vehicle citation contributes to the expediency and accuracy of the stop while ensuring the security and integrity of the process.

By way of background, eCitation has revolutionized the process of issuing citations to drivers who fail to comply with the motor vehicle laws of Pennsylvania. Automation of the motor vehicle citation reduces the number of errors based on illegible handwriting, enhances case-flow management, avails the police officer of additional time to respond to urgent calls from the public, safeguards the integrity of court operations and ensures the court’s compliance with Rule 406 of the Pennsylvania Rules of Criminal Procedure (relative to the timely filing of motor vehicle citations). A review of the time-lapse statistical data reports, as provided monthly to the commanding officers of the Division’s Police Liaison Unit, reveal that the gap has narrowed to six days between the date of the stop and the date on which all Philadelphia Police-issued citations were accessible to the court for processing.

IMPLEMENTATION & HARDWARE

Recognizing the intrinsic need for eCitation, the Traffic Division initially pledged to provide \$1,013,711.51 from its Technology Budget to cover the expense of purchasing essential and costly, including but not limited to, printers and associated cables, bar-code scanners, custom-made printers and scanner cage mounts and extended warranties for those printers and scanners.

In calendar year 2020, Traffic Division incurred the following expenditures in continuation of its pledge to support the program monetarily.

To date, the foregoing expenses incurred by the Traffic Division amount to \$978,690.53 of the initial \$1.13 million that had been dedicated, all of which was paid through the Traffic Division’s technology budget, pursuant to the Memorandum of Understanding between the City of Philadelphia’s Office of Innovation and Technology, the Philadelphia Police Department, and the Philadelphia Municipal Court - Traffic Division, signed in 2014 and 2017.

DATE OF PURCHASE	DESCRIPTION OF EXPENDITURES	AMOUNT INCURRED
2/6/2020 & 12/3/2020	Printers/Cables with extended warranty	\$84,662.50
2/6/2020	Scanners/Driver License Reader with extended warranty	\$18,091.00
2/7; 5/19; 6/20; and 12/3/2020	Printer Mounts & Hardware	\$28,592.59
2/28; 3/31; 8/31; and 11/2/2020	Installation/Labor	\$5,016.00
1/6/2020 and 6/18/2020	Thermal Paper*	\$11,000.00
	Total	\$147,362.09

**Traffic Division provides the thermal paper for the eCitation program from its own Class 200 allocation, separate from the monies designated through the Memorandum of Understanding.*



Issuance

In 2020, 23,508 eCitations were generated by the Philadelphia Police, amounting to \$1,052,962 that was disbursed to the Commonwealth of Pennsylvania, the City of Philadelphia, and other governmental agencies.

All motor vehicle citations generated by the Pennsylvania State Police are issued in electronic format. In September, the University of Pennsylvania's college campus police consulted with Philadelphia Police and purchased the TraCS equipment for their police vehicles to facilitate their migration from the paper citation to the eCitation in 2021.

OPERATIONS/ACCESSIBILITY

Pre-pandemic, pursuant to the Traffic Division's Date Certain Program, the Court deployed its staff over two shifts daily, five days per week, between the hours of 8:30 a.m. and 7:00 p.m., providing the public with extended access to the court for a period of ten hours each day for purposes of retrieving impounded vehicles, establishing or complying with a payment installment agreement, relisting a trial date, or seeking general information regarding their driving record in Philadelphia County.

In addition, prior to the pandemic, the Appeals Courtroom was in session three days per week, and the following five courtrooms were in session daily:

- The General Assembly Room (Courtroom "A");
- Courtroom "B" (mandatory and/or subsequent offense violations);
- Motion Court;
- Impoundment Court; and
- Night Court.

The Philadelphia Sheriff's Department, through its liaison deputies, has reported that the Traffic Division welcomed 83,199 visitors in 2020, 50,000 of whom entered the courthouse during the months of January through March, as compared to 247,385 in 2019. An additional 203,282 individuals accessed court services through the Interactive Voice Response System; 34.1% of those callers (i.e., 69,373 individuals) were directed to service representatives for immediate assistance.

The Court witnessed a significant reduction in postal mailings received at the courthouse in 2020. Records reflect that 36,495 pieces of mail, comprised of checks and other forms of remuneration, including pleas, death certificates, and letters of inquiry, were received and processed by the Court throughout the year, as compared to over 66,000 in calendar year 2019.

The Traffic Division's mailroom personnel processed 271,031 pieces of out-bound mail, the majority of which were computer-generated notices, for delivery by the United States Postal Office, as compared to 458,990 mailings in 2019. Twenty-three thousand pieces of mail were returned to the court and marked as undeliverable by the United States Postal Office. An electronic file of returned mail is transmitted to the Pennsylvania Department of Transportation on a weekly basis for cross referencing with their database. The Court is required to mail all notices to the last-known address of record. This is one of the challenges encountered by the Traffic Division, as defendants do not consistently notify the Court or, seemingly, the Pennsylvania Department of Transportation, of their change in address.

Another 1,690 defendants directed their queries and concerns via *electronic mail*, on a plethora of subjects, including requests for remote financial determination hearings, status of the Court's closure, and general questions regarding continuances, appeals, and processing payments via the Court's website.



The Court recognizes the importance of providing access to language interpretive services to meet the needs of a diverse community and, in that regard, the Court's Spanish Interpreter Trainee was instrumental in providing that:

- **180 individuals** received general interpreter services pursuant to the Rules of Judicial Administration;
- **331 individuals** whose primary language is Spanish received interpreter services in the courtrooms;
- **280 individuals** were availed of interpreter services on non-evidentiary cases in Motion Court and Impoundment Court;
- **159 Spanish-speaking callers** referred through the Call Center, and 400 Spanish-speaking defendants who sought assistance at the Customer Service counter, received interpreter services.
- **3 requests** for a sign-language interpreter were processed.

On-site interpreter services obviate the need for continuances based on language access barriers and provide more expedient court services.





CASE MANAGEMENT/STATISTICS

ISSUANCE

Overall, there was a 53% reduction in citation issuance in 2020; as evidenced on the attached graph, 42,095 citations were issued in the City of Philadelphia, as compared to 89,678 in 2019. The following chart documents the trends in issuance for the various police agencies.

POLICE AGENCY	# OF CITATIONS - 2020	# OF CITATIONS - 2019
PHILADELPHIA POLICE	30,372	73,256
STATE POLICE	9,938	12,393
PHILADELPHIA POLICE OVERWEIGHT	449	1,232
BRIDGE POLICE	305	884
BRIDGE POLICE TRUCK ENFORCEMENT	176	486
DREXEL UNIVERSITY POLICE	59	340
TEMPLE POLICE	254	275
UNIVERSITY OF PENNSYLVANIA	82	183
SEPTA POLICE	60	119
AMTRAK	6	102
STATE POLICE TRUCK ENFORCEMENT	155	87
FUEL TAX	45	78
ACCIDENT INVESTIGATION DIVISION	105	77
OTHER	22	67
PHILADELPHIA HOUSING POLICE	46	55
AIRPORT POLICE	15	27
PUBLIC UTILITIES COMMISSION	0	9
PENNSYLVANIA HOUSING POLICE	4	8
STATE PARK RANGERS	2	0
TOTAL	42,095	89,678

Despite the daunting pandemic-related challenges of 2020 the Court is encouraged by the fact that the Philadelphia Police (whose citations are issued in paper and electronic format) reported a 30% increase in eCitation filings in 2020.



ADJUDICATIONS

The adjudication rate plunged in 2020 by 69,025 citations, as compared to 2019, a direct result of the pandemic. A comparative review of case statistics for calendar years 2020 and 2019 follows.

	2020	2019
TRIAL: GUILTY	13,530	48,120
TRIAL: NOT GUILTY	1,837	5,956
GUILTY PLEA	4,970	11,769
DISMISSAL	212	844
PROSECUTION WITHDRAWN	3,563	23,175
TOTAL DISPOSED *	24,859	93,884

**INCLUDES VOIDED CITATIONS AND THOSE THAT ARE DISPOSITIONED AS “DECEASED”*

APPEALS

Under the summary trial appeal program, the Traffic Division continued to process, on behalf of the Court of Common Pleas, Trial Division, all aspects of the appeals de novo, nunc pro tunc, and Informa Pauperis Petitions filed by defendants subsequent to their conviction on a summary traffic offense. Of the 568 petitions granted, 353 of those were unopposed by the Commonwealth of Pennsylvania.

	2020	2019
APPEALS DE NOVO	1,738	5,023
NUNC PRO TUNC APPEALS (FILED)	981	2,412
NUNC PRO TUNC APPEALS (GRANTED)	568	1,549

ADJUDICATIONS RENDERED ON APPEAL

	2020	2019
APPEALS WITHDRAWN	11	106
GUILTY VERDICTS	1,059	2,947
NOT GUILTY VERDICTS	679	2,076



BANKRUPTCY FILINGS

Although the Court received 104 notices of new bankruptcy filings in 2020, records reflect that only 16 proofs of claim were filed, as the remainder of the notices either lacked sufficient information to accurately identify the debtor in the Court's database, or the debtors had no open matters with the Court. The Court also received and processed 92 notices of discharges or dismissals on bankruptcy proceedings.

OTHER HEARINGS

The restoration of one's driving privileges is a multi-faceted procedure. Indeed, defendants must respond to their citations. Through a plea of guilty or not guilty, the citations are brought to conclusion through the adjudication process. Fulfillment, however, is not achieved for the convicted defendant until a financial determination hearing is conducted and a payment installment order is established. In 2020, the Court enrolled 12,743 defendants, many of whom resided out of state, into a payment agreement, of which 6,654 were conducted remotely via ZOOM technology. An additional 358 payment orders were issued through teleconferencing, and 26 defendants established an administrative payment plan prior to the Court's closure in March due to the pandemic. (In 2019 a total of 43,701 defendants were enrolled into a payment agreement.)

In 2020, 3,092 impoundment hearings were conducted at Traffic Division, as compared to 8,909 in 2019. The Court's hearing officers issued 2,981 vehicle releases in 2020. (An owner's automobile may be impounded for non-compliance with the vehicular rules, pursuant to Sections 6309, 6309.1, and 6309.2 of the Pennsylvania Motor Vehicle Code.)

Thirty-five red-light camera appeals to convictions imposed by the City's Office of Administrative Review were filed in 2020; 28 of those were able to be scheduled and adjudicated prior to the Court's closure due to the pandemic. The remaining seven will be heard in 2021. (These red-light camera appeal cases are separate and distinct from the red-light violations that are issued by City Police for violating Section 3112(a)(3)(i) of the Pennsylvania Motor Vehicle Code.)

COMPLIANCE

Defendants who plead guilty or are adjudicated as guilty at trial have an obligation to comply with the provisions of the Pennsylvania Motor Vehicle Code relative to the payment of fines. An active warrant is imposed by the Traffic Division against such drivers after 35 days from the date of conviction. In 2020, 255 inmates were transported from prison to court for an immediate warrant hearing, as opposed to 1,054 in 2019. In addition, 96 scofflaw warrants were forwarded to the Fugitive Unit of the Sheriff's Department of Philadelphia, as compared to 411 in 2019; 71 of those defendants surrendered themselves to the court on their own volition in 2020, as compared to 5 in 2019.

One inmate participated in a hearing through the *closed-circuit television process*. The court remains receptive to providing off-site hearings to those who are incarcerated to expedite the release of their warrants.

Court-appointed lawyers were assigned to the Traffic Division for the months of January through March 16, 2020. Fifty-seven defendants sought their representation in 2020, as opposed to 415 in 2019. (Court closures related to the pandemic obviated the need for court appointed counsel.)



TECHNOLOGY

In 2020, the security of the courthouse was enhanced from a technological standpoint. In that regard, the Court purchased and installed high-definition cameras in the five holding cells to provide the sheriffs with a broader, more enhanced, view of the scofflaw offenders. With the upgraded cameras, the sheriffs were able to separate the prisoners, for the safety of all concerned.

In addition, the Court upgraded its security system around the perimeter of the courthouse. Five dome cameras were purchased, with twelve terabytes of storage to ensure one month's worth of video footage. In addition, by acquiring WIFI in the courthouse, surveillance video may be viewed remotely, after hours, via cellular phone or laptop, in the event a security issue arises. (WIFI was also essential for the ballot challenges in November that were assigned to our venue.)

Court Administrators and staff mastered the techniques of Zoom technology during the pandemic and, in support thereof, procured the following:

- Ten 1080 high definition webcams with built-in microphones were designated for proceedings in the General Assembly Room for the remotely conducted financial determination hearings and for the election court ballot challenges in November;
- Six Zoom licenses;
- Laptops for the Election Court;
- Laptops for court administrators (for remote access to documents during times of closure); and
- One MXL microphone for Election Court

It should be noted that 98% of all computers in the Traffic Division were successfully updated with Windows 10 in 2020. The 2 remaining computers are connected to the court's antiquated camera system and cannot be upgraded until the entire system is overhauled or replaced. That system operates on a stand-alone computer with an outdated version of Windows.

The Traffic Division's automated credit card deduction processes were updated in 2020 to ensure continued PCI (payment card industry) compliance.

The Traffic Division worked closely with the Municipal Court's Criminal Division to create a process and provide staffing to allow civilian witnesses to testify remotely during preliminary hearings within a secure location at the Traffic Division.

Conduent and the Traffic Division remain focused on the further development and implementation of a vehicle impoundment subsystem to electronically monitor and track court orders regarding the impoundment of vehicles by law enforcement under the live-stop statute. Although administration met in January 2020 with Conduent's programmers, implementation of the subsystem was deferred by the pandemic. Discussions will resume in 2021.

Throughout 2020, the Traffic Division's Personnel staff continued to operate without direct access to the SAGE system, through which employees' time entries relative to medical notes, lateness, family medical leave, funeral leave, etc., are entered into the Human Resources database for official recordkeeping purposes. Consequently, court staff continued to commute to City Hall on a sporadic basis for timekeeping matters. By year end, on-site access was not restored.

In the coming year, the Traffic Division intends to upgrade, enhance, modernize, and/or replace some of its outdated software and hardware, including the facility's internal security system, the key-swipe access system, Blackbox, through which the IVR is controlled, and the TAB system in the Court's Record Retention Department. That comprehensive electronic filing system is in dire need of upgraded software. At this juncture, the system is operating, but not to optimal capacity. To rectify the issue, we must migrate to a new computer server. However, the City of Philadelphia's firewall is preventing the court from downloading new software and, therefore, these issues continue to beleague the court. The project has been placed on hold by the FJD's IT department while the security issue is addressed by the City.



FINANCIAL

Under the leadership of Administrative Judge Gary S. Glazer, the Court collected a total of \$13,681,705.62 in revenue in 2020, despite the pandemic and the court-related closures of the courthouse to the public. The revenue was disbursed as follows:

- Commonwealth of Pennsylvania - \$6,148,669.19
- City of Philadelphia - \$3,411,539.74
- Conduent - \$1,038,991.80
- Philadelphia Parking Authority - \$413,331.60
- FJD - \$2,009,719.40

REVENUE RECEIVED & CITATION ISSUANCE

YEAR	STATE	CITY	XEROX FEE	WARRANT FEE	PPA	2360 FEE	TOTAL REVENUE		ISSUANCE
2016	9,755,052.18	5,995,331.57	1,630,641.83	2,561,679.25	712,555.26	1,432,465.55	22,087,725.64		105,026
2017	9,003,161.06	5,213,845.12	1,451,989.83	2,742,466.31	622,108.51	1,329,894.57	20,363,465.36		102,414
2018	8,681,266.35	4,968,093.27	1,371,158.88	2,704,181.48	587,775.98	1,193,464.35	19,505,940.31		98,210
2019	8,503,079.57	4,659,627.07	1,333,290.54	2,663,767.79	566,432.46	1,057,660.55	18,783,857.98		89,678
2020	6,148,669.19	3,411,539.74	1,038,991.80	2,009,719.40	413,331.60	659,453.89	13,681,705.62		42,095

Through the Court's proactive endeavor to collect on court users' post-conviction, unpaid balances of \$25.00 or more, Conduent generated the "Use your Tax Refund Wisely" Notice to 70,830 individuals, excluding those entities whose addresses were stale, as well as those records which were pending an appeal. The first notice was mailed in mid-February. By year end, despite the pandemic, 24,231 payments were received, for a total of \$3,169,261.48.

Through the Court's Interactive Voice Response system (IVR), \$2,166,554.64 was paid by defendants who were attempting to satisfy their total debt or comply with their monthly payment obligation. (IVR allows a defendant to retrieve information pertaining to his or her case file, obtain general information, or pay a citation via a telephone call to the Traffic Division.) Through connection with the Court's database, the defendant can retrieve the payment due date, the amount due on the record, and the case status. The intrinsic value of the IVR was evidenced during the pandemic, as court users had the ability to immediately access their court record or make payments toward their account, in the security of their own surroundings.

ADDITIONAL REVENUE

PAYMENTS IN CASH	\$ 2,012,552.00
PAY BY WEB	\$ 5,216,008.94
CHECK	\$ 907,402.96
FRONT COUNTER (CREDIT CARDS)	\$ 2,073,240.32
RECURRING PAYMENT PLANS	\$ 411,666.87



LEGAL

In compliance with orders and directives of the Pennsylvania Supreme Court and the FJD, the court coordinated with Conduent to temporarily curtail the Division's automated payment, default, and collections processes during the court's initial closure and limited reopening period.

The paper citation for calendar year was assigned the prefix of "RR". City costs increased by \$.50, and the trial fee increased by \$1.00 in 2020.

At the direction of the AOPC, the court's motor vehicle citation template was reconfigured to include a data collection section on defendants' race or ethnicity for implementation in calendar year 2021.

STAFFING/TRAINING

The pandemic negatively impacted the Court's ability to hire and fill existing vacancies. The year began with Class 100 staffing levels at a level of 100 employees, 17 of whom were assigned to the second shift. Two clerical assistants were hired in January, but four retirements and the transfer of two employees to other courts or divisions in the FJD reduced our complement to 96 by year's end.

Another casualty of the pandemic was the Court's ability to afford its employees with unique training opportunities to enhance their customer service skills and reinforce their understanding of ethical behavior. Training programs in previous years have provided staff with the theoretic tools to assist them in their daily endeavors.

In the months prior to the pandemic, all employees completed the Cyber Awareness Training session, as mandated by the City of Philadelphia. One supervisor was enrolled in a supervisory training class, as conducted by the Office of Human Resources.

On January 30, 2020, the Court was privileged to host Rick Pierce from the Administrative Office of the Pennsylvania Courts who provided an excellent and well-received Power Point presentation on the subject matter of legal advice versus procedural information. Twenty-six public-service employees of the Traffic Division participated in that seminar.

In September, 2020, a randomly selected group of employees, representing many of the job classifications at the Traffic Division, participated in a ZOOM presentation, hosted by the FJD, regarding of the Policies of the Unified Judicial System.

Court Administration met twice with the Division's hearing officers prior to the pandemic and once in October to review individual and cumulative case volume statistics and address topical procedural and legal matters including, but not limited to, the following:

- The Impoundment Court subsystem to enter and track court orders;
- The automated credit card deduction process;
- The recording of all courtroom proceedings;
- The Re-Entry Program for federal probationary defendants;
- The fee increases and prefix change of the 2020 motor vehicle citation; and
- Resumption of in-person trials in the General Assembly Room.

Cross training remains the key to success, and this tenet certainly rang true during the pandemic when the court was able to maintain its essential operations with limited, yet strategically deployed, staff who had benefited from former crossing training initiatives.



OUT-REACH PROGRAMS

Out-Reach Programs, such as the Federal Re-Entry Program, and the Traffic Division's Distracted Driving Program, fell prey to the pandemic. The commitment to these incredibly impressive, wide ranging, and comprehensive programs will continue, post pandemic, as full court operations resume and schools reopen. In the interim, Deputy Court Administrator Joseph L. Hassett, Esquire, and John Lynch, Supervisor of the Traffic Division's Appeals Unit, participated in a virtual ZOOM conference in September with several of the mentoring attorneys and volunteer law students who, at the direction of United States Magistrate Judge Timothy Rice, assist federal probationary defendants as they transition from prison life to society under the Re-Entry Program. The Court looks forward to continuing the dialog and fostering the professional relationship in the coming years.

SUMMATION

In *A Tale of Two Cities*, Charles Dickens pointedly noted that "it was the best of times; it was the worst of times. . . . it was the age of wisdom." Those words resonate with the administrators of the Traffic Division, as calendar year 2020, which initially evoked a feeling of clarity with regard to goals and pursuits, quickly reverted to one of uncertainty, anxiety, and distress. However, through divergent thinking and a strong resolve, Administrative Judge Gary S. Glazer and his team of administrators developed a hybrid method of incorporating long-standing practices and procedures with novel approaches and innovative techniques that provided the fortitude and resilience to contend with the challenging times of the pandemic. We eagerly and enthusiastically await the promise of the new year.

