

PHILADELPHIA COURT OF COMMON PLEAS  
PETITION/MOTION COVER SHEET

CONTROL NUMBER:

**(RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS)**

**FOR COURT USE ONLY**

ASSIGNED TO JUDGE: \_\_\_\_\_ ANSWER/RESPONSE DATE: \_\_\_\_\_

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

\_\_\_\_\_, Term, \_\_\_\_\_  
Month Year

No. \_\_\_\_\_

Name of Filing Party: \_\_\_\_\_

(Check one) Plaintiff Defendant

(Check one) Movant Respondent

vs.

Has another petition/motion been decided in this case? Yes No

Is another petition/motion pending?  
If the answer to either question is yes, you must identify the judge(s): Yes No

INDICATE NATURE OF DOCUMENT FILED:

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

TYPE OF PETITION/MOTION (see list on reverse side)	PETITION/MOTION CODE (see list on reverse side)
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ANSWER/RESPONSE FILED TO (Please insert the title of the corresponding petition/motion to which you are responding):

<p><b>I. CASE PROGRAM</b></p> <p><b>Is this case in the (answer all questions):</b></p> <p><b>A. COMMERCE PROGRAM</b> Name of Judicial Team Leader: _____ Applicable Petition/Motion Deadline: _____ Has deadline been previously extended by the Court? Yes No</p> <p><b>B. DAY FORWARD/MAJOR JURY PROGRAM — Year _____</b> Name of Judicial Team Leader: _____ Applicable Petition/Motion Deadline: _____ Has deadline been previously extended by the Court? Yes No</p> <p><b>C. NON JURY PROGRAM</b> Date Listed: _____</p> <p><b>D. ARBITRATION PROGRAM</b> Arbitration Date: _____</p> <p><b>E. ARBITRATION APPEAL PROGRAM</b> Date Listed: _____</p> <p><b>F. OTHER PROGRAM: _____</b> Date Listed: _____</p>	<p><b>II. PARTIES</b> (required for proof of service) (Name, address and <b>telephone number</b> of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)</p>
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**III. OTHER**

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

\_\_\_\_\_  
(Attorney Signature/Unrepresented Party) (Date) (Print Name) (Attorney I.D. No.)

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

## Instructions for Completing Petition/Motion Cover Sheet

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

Please Note the following:

1. **ANSWER or RESPONSE DATE.** The Motion Clerk shall enter the “Answer” or “Response” Date on the Cover Sheet. All Responses to Motions and Answers to Petitions must be filed with the Office of Judicial Records and submitted to the Motion Clerk on or before the Response Date. **Note:** Summary Judgment Motions have a 30 day Response period. Except for those Motions identified in Phila.Civ.R. \*208.3(a) and (b), all other Motions have a 20 day Response period.
2. **ARGUMENT DATE.** The Motion Clerk shall enter the Argument Date and location on the Cover Sheet, as appropriate.
3. **CONTROL NUMBER.** The Motion Clerk shall assign a Control Number to all Petitions and Motions. The Responding parties must enter this Control Number on the Cover Sheet accompanying their Answer or Response.
4. **NATURE OF DOCUMENT FILED.** The filing party must check whether the document being filed is a Petition (in which case a Rule to Show Cause Order must be attached), a Motion, an Answer to a Petition, or a Response to a Motion. The parties must indicate whether another Petition or Motion is outstanding or has been decided and, if so, must identify the Judge(s) to whom such prior Petitions or Motions had been assigned.
5. **PETITION OR MOTION TYPES.** The parties must utilize the following Petition or Motion Codes and Types (and the Motion Clerk is authorized to change a filing party’s designation to reflect the correct Petition or Motion Code and Type):

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

6. **CASE PROGRAM.** The party shall check the program to which the case is assigned and provide the requested program data.
7. **PARTIES.** The filing parties shall set forth the name, address and telephone number of all counsel of record and unrepresented parties, and must attach a stamped addressed envelope for each attorney of record and unrepresented party.
8. **OTHER.** The parties shall enter other relevant important information in this box – such as request for stay, emergency designation etc. – placing the Motion Clerk on notice of special handling or request.
9. **SIGNATURE LINE.** The Cover Sheet must be signed, dated and, if applicable, the attorney ID number must be provided.
10. **SERVICE.** A copy of the file-stamped Petition, Motion, Answer, Response and attachments must be served on all parties of record immediately after filing as required by Pa.R.C.P. 206.6, and Pa.R.C.P. 440.

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