

THE COURTS

Title 249—PHILADELPHIA RULES

PHILADELPHIA COUNTY

Taxicab Medallion Loan Case Management Program; Joint Administrative Doc. No. 05 of 2017

Order

And now, this 15th day of December 2017, due to the increasing number of actions involving, inter alia, breach of contract, confession of judgment, and foreign judgments in connection with commercial loans to entities and persons who purchased taxicab medallions, or taxi licenses, in Pennsylvania, in order to streamline the filing and disposition of these cases without straining available judicial resources, consistent with Pa.R.C.P. No. 214 and Phila.Civ.R. *215, it is hereby *Ordered* and *Decreed* as follows:

(1) A “Taxicab Medallion Loan Program” involving defaults on Taxicab Medallion loans is established as part of the Commerce Program under the general supervision of the Commerce Court Supervising Judge, who may from time to time designate a “Taxicab Medallion Loan Program Judge” to whom all cases in the Taxicab Medallion Loan Program will be assigned.

(2) The Taxicab Medallion Program Judge shall be responsible for establishing and implementing, upon consultation with the Administrative Judge of the Trial Division, the Supervising Judge of the Commerce Program and other stakeholders as appropriate, processes designed to provide early Court intervention which may include:

- a) Self-executing disclosure or other forms of expedited discovery;
- b) Regularly scheduled conferences with court staff, Commerce Program judges pro tempore, or other designees of the Taxicab Medallion Loan Program Judge;
- c) Motions or proceedings designed to obtain expedited rulings on issues of law or fact applicable to all or a portion of the cases in the Taxicab Medallion Loan Program;
- d) Mediation or other forms of alternative dispute resolution;
- e) Stays or other limits on judgment execution proceedings;
- f) Expedited, consolidated, or other standardized trial procedures; and
- g) Any other appropriate process.

(3) Commencing on January 22, 2018, all cases identified as involving Taxicab Medallion Loans upon filing shall be automatically assigned to the Taxicab Medallion Loan Program. Any pending case identified by the court, designated by court staff or the parties as involving

Taxicab Medallion Loans may be transferred to the Taxicab Medallion Loan Program at any time.

By the Court

HONORABLE SHEILA WOODS-SKIPPER,
*President Judge, Court of Common Pleas
Philadelphia County*

HONORABLE JACQUELINE F. ALLEN,
*Administrative Judge, Trial Division
Court of Common Pleas, Philadelphia County*

[Pa.B. Doc. No. 18-3. Filed for public inspection January 5, 2018, 9:00 a.m.]

Title 255—LOCAL COURT RULES

LACKAWANNA COUNTY

Adoption of Rules of Judicial Administration; No. 2017 Misc. 1

Order

And Now, this 5th day of December, 2017, it is hereby *Ordered* and *Decreed* that the Lackawanna County Court of Common Pleas adopts a Local Rule of Administration as follows:

1. The Lackawanna County Court of Common Pleas hereby adopts Local Rule 101 of the Local Rules of Judicial Administration.

2. Local Rule 101, a copy of which follows as Exhibit “A”, shall provide as follows:

Pursuant to Section 7 of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts, any person or persons who files documents that contain confidential information as defined by the Policy shall use and file a Confidential Information Form in order to comply with the Policy. A copy of this form is available in the Appendix to the Lackawanna County Local Rules of Judicial Administration as “FORM 1. CONFIDENTIAL INFORMATION FORM.” This form will also be available in each filing office for the Court of Common Pleas of Lackawanna County. The form will also be available on the Court Administration website at:

<http://www.lackawannacounty.org/index.php/departments/agencies/courts-and-judiciary/court-administrators-office-2>.

3. Pursuant to Pa.R.C.P. 239(c), this Local Rule of Judicial Administration shall be disseminated and published in the following manner:

(a) Seven (7) certified copies shall be filed with the Administrative Office of the Pennsylvania Courts;

(b) Two (2) certified copies and a computer diskette containing the text in Microsoft Word format and labeled with the court’s name and address and computer file

name shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*;

(c) One (1) certified copy shall be filed with each Rules Committee of the Lackawanna Bar Association;

(d) This local rule, and all other local rules, shall be kept continuously available for public inspection and copying in the Offices of the Clerks of Judicial Records, and upon request and payment of reasonable costs of production and mailing, any Clerk shall furnish a copy to any person requesting the same;

(e) A computer diskette containing the text in Microsoft Word format and labeled with the court's name and address and computer file name shall be distributed to the Lackawanna Bar Association for publication on its website.

4. This Local Rule of Judicial Administration shall become effective thirty (30) days after the date of publication in the *Pennsylvania Bulletin*.

By the Court

HONORABLE MICHAEL J. BARRASSA,
President Judge

Exhibit A

LOCAL RULE OF JUDICIAL ADMINISTRATION

Rule 101. Public Access Policy: Case Records of the Trial Court.

Pursuant to Section 7 of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts, any person or persons who files documents that contain confidential information as defined by the Policy shall use and file a Confidential Information Form in order to comply with the Policy. A copy of this form is available in the Appendix to the Lackawanna County Local Rules of Judicial Administration as "FORM 1. CONFIDENTIAL INFORMATION FORM." This form will also be available in each filing office for the Court of Common Pleas of Lackawanna County. The form will also be available on the Court Administration website at:

<http://www.lackawannacounty.org/index.php/departmentsagencies/courts-and-judiciary/court-administrators-office-2>.

THE COURTS

FORM 1. CONFIDENTIAL INFORMATION FORM

CONFIDENTIAL
INFORMATION
FORM



APPELLATE/TRIAL COURT
CASE RECORDS

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
204 Pa. Code § 213.81
www.pacourts.us/public-records*

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 1 Alternative Reference: FAN 1 Alternative Reference: DLN 1 Alternative Reference: SID 1
_____ (full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 2 Alternative Reference: FAN 2 Alternative Reference: DLN 2 Alternative Reference: SID 2

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THIS FORM IS CONFIDENTIAL

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page(s) attached. _____ total pages are attached to this filing.

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

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S. § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

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THIS FORM IS CONFIDENTIAL

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, in family court actions (see Pa.R.C.P. No. 1931(a)), as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter. This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____	AV Address:	Alternative Reference: AV 1 Address
(full name of abuse victim)	_____	
	AV Employer's Name & Address:	Alternative Reference: AV 1 Employer's Name & Address
_____	_____	
Docket/Case No. of Protection Order	AV Work Schedule:	Alternative Reference: AV 1 Work Schedule

_____	AV Other contact information:	Alternative Reference: AV 1 Other contact information
Court/County	_____	

Attach additional page(s) if necessary.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Abuse Victim Addendum

Additional page (if necessary)

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Paternity	<input type="checkbox"/> Child Custody
<input type="checkbox"/> Support		<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV __ Work Schedule
	AV Other contact information: _____	Alternative Reference: AV __ Other contact information

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Paternity	<input type="checkbox"/> Child Custody
<input type="checkbox"/> Support		<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV __ Work Schedule
	AV Other contact information: _____	Alternative Reference: AV __ Other contact information

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THIS FORM IS CONFIDENTIAL

**CONFIDENTIAL
DOCUMENT FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
204 Pa. Code § 213.81
www.pacourts.us/public-records*

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached will not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian. **Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
<input type="checkbox"/> Financial Source Documents	
<input type="checkbox"/> Tax Returns and schedules	
<input type="checkbox"/> W-2 forms and schedules including 1099 forms or similar documents	
<input type="checkbox"/> Wage stubs, earning statements, or other similar documents	
<input type="checkbox"/> Credit card statements	
<input type="checkbox"/> Financial institution statements (e.g., investment/bank statements)	
<input type="checkbox"/> Check registers	
<input type="checkbox"/> Checks or equivalent	
<input type="checkbox"/> Loan application documents	
<input type="checkbox"/> Minors' educational records	
<input type="checkbox"/> Medical/Psychological records	
<input type="checkbox"/> Children and Youth Services' records	
<input type="checkbox"/> Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
<input type="checkbox"/> Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
<input type="checkbox"/> Agreements between the parties as used in 23 Pa.C.S. §3105	

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

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

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CONFIDENTIAL
DOCUMENT FORM



APPELLATE/TRIAL COURT
CASE RECORDS

Instructions for Completing the Confidential Document Form

The following documents are confidential and shall be filed with a court or custodian with the "Confidential Document Form":

1. Financial Source Documents as listed on the form
2. Minors' educational records
3. Medical/Psychological records are defined as "records relating to the past, present, or future physical or mental health or condition of an individual"
4. Children and Youth Services' records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. §3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. A party's or attorney's failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Rev. 09/2017

[Pa.B. Doc. No. 18-4. Filed for public inspection January 5, 2018, 9:00 a.m.]

ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS

Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts

The Administrative Office is required by Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts, effective January 6, 2018, to design and publish the following forms: Request for Access Form, Confidential Information Form, Confidential Document Form, Request for Correction of Clerical Errors and sample Certificate of Compliance. These forms can be found at <https://www.pacourts.us/public-records/public-records-forms>.

Filed in the Administrative Office of Pennsylvania Courts on December 21, 2017.

THOMAS B. DARR,
Court Administrator of Pennsylvania

[Pa.B. Doc. No. 18-5. Filed for public inspection January 5, 2018, 9:00 a.m.]

DISCIPLINARY BOARD OF THE SUPREME COURT

Notice of Administrative Suspension

Notice is hereby given that the following attorneys have been Administratively Suspended by Order of the Supreme Court of Pennsylvania dated November 16, 2017, pursuant to Rule 111(b) Pa.R.C.L.E., which requires that every active lawyer shall annually complete, during the compliance period for which he or she is assigned, the continuing legal education required by the Continuing Legal Education Board. The Order became effective December 16, 2017 for Compliance Group 1.

Notice with respect to attorneys having Pennsylvania registration addresses, which have been transferred to inactive status by said Order, was published in the appropriate county legal journal.

Bivans, Lorenzo A., Jr.
Washington, DC

Brooks, Huda Aziz
Haddon Township, NJ

Gosse, Thomas J.
Haddon Heights, NJ

Graves, Lisa Rachelle
Cross Plains, WI

Hodak, Michelle Lee
Mount Laurel, NJ

Issenberg, Adam D.
Silver Spring, MD

Klein, Jeffrey Neil
Highland Park, NJ

Knutsen, Mary Elizabeth
Virginia Beach, VA

McCrary, Nina Y.
Centerville, GA

McCutcheon, Miliene
Jacksonville, FL

Osei, Edward K.
Hillside, NJ

Prevoznik, Michael E.
Madison, NJ

Rightmyer, John N.
Alameda, CA

Santee, Alexander Cole
Hackensack, NJ

Staggers, LeNarda Rahmond
Juno Beach, FL

Stouffer, Chad Owen
Mount Laurel, NJ

Strachan, Gerald Fox
Medford, NJ

Wilks, David Edwin
Wilmington, DE

Wren, Lisa Sue
Princeton, NJ

SUZANNE E. PRICE,
Attorney Registrar

[Pa.B. Doc. No. 18-6. Filed for public inspection January 5, 2018, 9:00 a.m.]