

**PROCESS FOR FILING EMERGENCY PETITIONS/MOTIONS**  
**DURING THE PUBLIC HEALTH EMERGENCY**

1) **COVER SHEET**: During the public health emergency, all petitioners are directed to use the Public Health Emergency Court Cover Sheet (attached) for the filing of the Civil, Criminal, Family and Orphans Court Divisions Emergency Petitions/Motions as stated in the EMERGENCY MATTERS for the COURT OF COMMON PLEAS during the Public Health Emergency document. Electronic Filing is strongly recommended.

2) **SERVICE**: The party initiating the Emergency Petition or Emergency Motion must (1) serve the other side with a TIME STAMPED copy and (2) file the original Certificate of Service with the applicable filing office before it will be forwarded to the Court. Court Administration will monitor for all Certificates of Service.

SPECIAL NOTE: Protection from Abuse (PFA) matters are excluded from this service process since service requirements are different.

3) **PROCESSING**: Court Administration will access the emergency filings through the applicable Case Management Systems for each Division. Therefore, no paper copies of any emergency filings should be sent to Court Administration or the Court by the parties or the filing offices.

SPECIAL NOTE: For Protection from Abuse (PFA) matters, the PFAD documents entered by PFA Indexing should be sent via email to Court Administration.

4) **NOTIFICATION TO COURT**: Court Administration will be responsible for forwarding all Emergency Motions/Petitions to the Court once service has been confirmed by the filing of the Certificate of Service.

5) **DETERMINATION**: The Presiding Judge will determine:

- a) whether the filing constitutes an emergency, and
- b) if so determined, whether the emergency filing requires hearing/argument/conference by technology or in-person
- c) The Order indicating the Judge's determination will be docketed and parties will be notified.

**PUBLIC HEALTH EMERGENCY COURT COVER SHEET**

CIVIL

CRIMINAL

FAMILY

ORPHANS

Due to the Public Health Emergency, the Montgomery County Court of Common Pleas has limited operations for **EMERGENCY MATTERS ONLY**. A list of what is considered an emergency matter is available on the Court’s website – [www.montcopa.org/285/County-Courts](http://www.montcopa.org/285/County-Courts)

Every Emergency Petition or Emergency Motion filed during this time will be sent directly to a Judge after service has been made. THE JUDGE WILL DECIDE WHETHER THIS IS AN EMERGENCY AND HOW IT WILL BE ADDRESSED. If the Judge deems the matter is an emergency – a conference, hearing or argument may be scheduled by technology or in-person. Please complete all requested information, including telephone numbers and email addresses of all parties named in the captions, or their attorney’s names and phone numbers and email addresses.

SERVICE: The party initiating the Emergency Petition or Emergency Motion must (1) serve the other side with a **TIME STAMPED** copy before the petition or motion will be forwarded to the Judge, and (2) file the original Certificate of Service with the applicable filing office.

**CASE NUMBER:**

\_\_\_\_\_  
Attorney for Plaintiff **OR** Pro se Party ID: \_\_\_\_\_

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

VS.

\_\_\_\_\_  
Attorney for Defendant **OR** Pro se Party ID: \_\_\_\_\_

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

**THE FILING PARTY HEREBY CERTIFIES THAT HE/SHE HAS MADE A GOOD FAITH EFFORT TO RESOLVE THIS MATTER PRIOR TO THE FILING OF THE ATTACHED EMERGENCY PETITION.**

**O R D E R**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
Judge \_\_\_\_\_ has deemed this petition/motion:

is an emergency, and has scheduled a conference/hearing/argument for:

\_\_\_\_\_

By Technology

In-Person

is an emergency, and orders: \_\_\_\_\_

\_\_\_\_\_

is **not** an emergency, and Court Administration is directed to schedule this in due course.

Other: \_\_\_\_\_

\_\_\_\_\_

**BY THE COURT:**

\_\_\_\_\_  
J.