

UNITED STATES  
DISTRICT COURT  
EASTERN DISTRICT  
OF  
PENNSYLVANIA

PHILADELPHIA, PENNSYLVANIA

February 2009

**UNITED STATES DISTRICT COURT DIRECTORY**  
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**ALLENTOWN OFFICE**

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U.S. Probation Office  
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**SALLY KEGLOVITS, SUSPO**

U.S. Probation Office, Allentown  
U.S. Courthouse & Federal Building  
504 W. Hamilton Street, Suite 1401  
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William J. Green Federal Building  
600 Arch Street, Suite 4408  
Philadelphia, PA 19106-1616..... (267) 299-4400

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Allentown, PA 18101. .... (610) 434-4319

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The Madison Building, 4<sup>th</sup> Floor  
400 Washington Street  
Philadelphia, PA 19601. .... (610) 320-5262

**U.S. PRETRIAL SERVICES OFFICE**

**INFORMATION DESK.** ..... (267) 299-4400  
**FAX NUMBER.** ..... (267) 299-5100

**CHIEF PRETRIAL SERVICES OFFICER**

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*Fax Number.* ..... (267) 299-4470

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## DIRECTORY OF COURT-AUTOMATED SERVICES

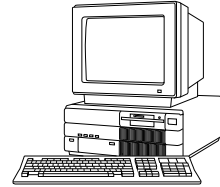
### DISTRICT COURT

Internet Web Site - <<http://www.paed.uscourts.gov>>

#### ✓ *Case Management/Electronic Case Filing (CM/ECF)*

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The Eastern District of Pennsylvania has been selected by the Administrative Office of the United States Courts (AO) from among several court applicants to be an alpha court site for implementation in and testing in of the Case Management/Electronic Case Files (CM/ECF) initiative currently under development by the AO. The system was implemented for civil cases on May 1, 2002 and for criminal cases on May 27, 2003. Through Internet technology attorneys can file documents from their offices via a Web browser and have immediate access to other documents filed electronically. CM/ECF provides the capability to view filings after normal court business hours and file documents 24 hours a day. Information and training is available by calling toll-free 1-866-ECF-4ECF.



#### ✓ *Courtrooms of the Future*

---

Several courtrooms provide a wide array of technical components that support evidence presentation, remote site interactions, language interpreting and audio enhancement. The state-of-the-art technologies include assisted listening systems, integrated court interpreting systems, video conferencing systems, document/video presentation systems, evidence trolleys, annotation pads, document cameras, as well as connectivity at counsel tables for use with court or attorney provided PCs. The court welcomes the bar to make use of these technologies and training is available at the courthouse. For further information, contact Michael Hearn or Ed Morrissy at (267) 299-7039.



## ***Public Access to Court Electronic Records (PACER)***

---



The PACER system allows any member of the bar or the public who has access to a computer to obtain civil and criminal docket records and documents. The user can obtain the complete electronic history of all civil cases filed since July 1, 1990, and all pending civil cases as of July 1, 1990, except asbestos and prisoner cases, filed prior to July 1, 1990, and all criminal cases filed since July 1, 1992. Also available on the PACER system are civil documents filed in electronic form since May 1, 2002 and criminal documents filed in electronic form since May 27, 2003. To register for the PACER system call (800) 676-6856 or the form may be completed on-line at <<http://pacer.psc.uscourts.gov>>. The PACER system is available through the Internet at <<https://ecf.paed.uscourts.gov>>. The fee for accessing PACER on the Internet is \$.08 per page with the charge capped at the cost for 30 pages for accessing any single document. Internet PACER provides access to an unlimited number of users.



## ***Lobby Kiosk Information System***

---

The redesign of the US Courthouse lobby was completed in December 2001. The district and circuit courts included in the redesign the installation of an automated informational kiosk and the development of a liaison relationship with the new Constitution Center on Independence Mall. The kiosk system includes a daily information on district court and court of appeals hearings, as well as a directory of judges and court clerks, a directory of other government agencies, and general information. The kiosk includes touch screen technology, as well as mapping techniques to guide visitors to their destinations.



## ***Internet - Web Site***

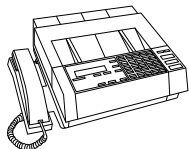
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Information on available services and judicial opinions filed since June 1, 1997 in the United States District Court for the Eastern District of Pennsylvania, as well as court notices, local rules, multidistrict litigation information, Clerk's Office Procedure Handbook, Frequently Asked Questions, Judicial Procedures, e-mail capabilities and more are available on the Internet <<http://www.paed.uscourts.gov>>.



## ***Pilot Program for Facsimile Service of Notice of Orders and Judgments***

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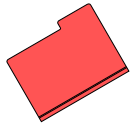
The court has authorized the Clerk of Court to implement a pilot program in civil and criminal cases to allow attorneys and pro se litigants to waive

the provisions of Federal Rule of Civil Procedure 77(d) or Federal Rule of Criminal Procedure 49(c), which requires service of Notice of Orders and Judgments by means of mail, and instead consent to receive Notice of Orders and Judgments by means of facsimile transmission.

### ✓ *FAX Ordering of Docket/Document Copies and/or Searches*

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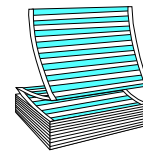
Any member of a law firm, legal agency, or the public can FAX a request to obtain the following: (1) copies of dockets; (2) copies of documents; (3) name searches performed on records.



### ✓ *Judicial Schedule of Trials - Automated System Inquiry (JUST-ASK)*

---

JUST-ASK provides up-to-date information on the status of trials scheduled in the U.S. District Court seven days a week, twenty-four hours a day. All cases scheduled for trial, presently on trial, in the trial pool and special notices are included on the system. All information in JUST-ASK is available by judge, case number, party, attorney or entire listing. Events, such as verdicts, settlements, and continuances constantly change the status of cases on the court's trial list. JUST-ASK immediately reflects the daily status of listings as the information becomes available to the Clerk of Court.

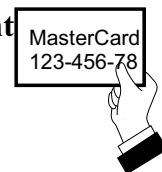


### ✓ *Credit Card Collection Network*

---

Any law firm, legal agency, company or individual can arrange to use a Visa, MasterCard, Discover, American Express or Diners Club when making payment for filing fees and other district-court-related expenses.

Credit card payment provides for an alternative to cash/checks that easily



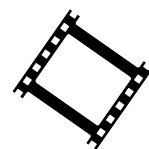
accommodates any internal accounting procedure. The network supports in-person, telephone, and mail requests.

## ✓ *Microfiche Reports*

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### *ACCESS MICROFICHE REPORTS IN SEVERAL WAYS:*

- *Index by party or case number* – Civil filings from 1961 to March 31, 1994; Criminal filings from 1964 to March 31, 1994; Miscellaneous filings from 1969 to March 31, 1994; Magistrate filings from March 1, 1980 to March 31, 1994.
- *Index by judgment* – Outstanding judgments from December 31, 1984 to May 1, 2003; Outstanding/satisfied judgments from January 1, 1985 to May 1, 2003.
- *Index by nature of suit* – Civil cases from 1961 to March 31, 1994.



## ✓ *Telephone Access for the Hearing and/or Speech Impaired*

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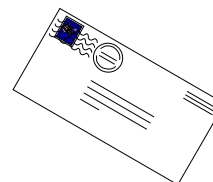


A hearing and/or speech impaired individual equipped with a Telecommunications Device for the Deaf (TDD) can contact the Office of the Clerk of Court by calling the General Service Administration's (GSA's) Federal Information Relay Service (FIRS) at (800) 877-8339.

## ✓ *Mail Directed To and From the U.S. Courthouse*

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In order to expedite delivery of notices from judicial officers and the clerk of court, members of the bar are requested to furnish their zip code and 4-digit extension number. In order to take full advantage of these





procedures, all mail sent to the courthouse should include the zip code and 4-digit extension number. Forms for supplying the full zip code and listings of the full zip codes for all judicial officers are available in the Office of the Clerk of Court or on the internet.

## ✓ *Video Teleconferencing Pilot Program (VTC)*

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Video Teleconferencing is available between the U.S. District Court in Philadelphia and FCI Fairton, as well as several state correctional institutions. The program was initiated in 1995 with FCI Fairton for the video teleconferencing of criminal proceedings and expanded in 1998 to state correctional institutions primarily for use in prisoner civil rights pretrial proceedings. The system is available for court proceedings and for use by counsel when available. All requests to use the VTC system are to be directed to the VTC Coordinators at (267) 299-7039.



## BANKRUPTCY COURT

### ✓ ***Public Access to Court Electronic Records (PACER)***

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The PACER system allows any member of the bar or the public who has access to a computer to obtain bankruptcy docket records. The fee for accessing PACER on the Internet is \$.08 per page with the charge capped at the cost for 30 pages for accessing any single document. Internet PACER provides access to an unlimited number of users.

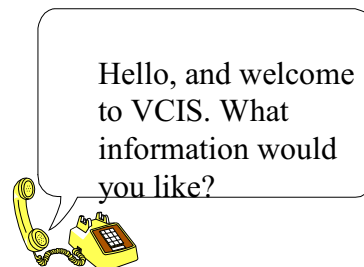


### ✓ ***Voice Case Information System (VCIS)***

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The VCIS system allows the general public to obtain voice BANCAP information from any standard touch-tone telephone.

Access VCIS by dialing (215) 597-2244.



**FOR MORE INFORMATION...**

**Please check the appropriate service(s) listed below and provide the indicated address information:**

**District Court**

- Case Management/Electronic Case Filing (CM/ECF)
- Courtrooms of the Future
- PACER (Civil/Criminal)
- Kiosk Information System
- Internet - Web Site
- Pilot FAX Program for Service of Orders and Judgments
- FAX Ordering
- JUST-ASK
- Credit Card Collection Network
- Microfiche Reports
- Telephone Access for Hearing/Speech-Impaired
- Mail Delivered to and From the Courthouse

**Bankruptcy Court**

- PACER (Bankruptcy)
- Voice Case Information System

ALL OF THE ABOVE

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**FIRM** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_

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**E-MAIL ADDRESS** \_\_\_\_\_

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**MICHAEL E. KUNZ, CLERK OF COURT**  
**United States District Court**  
**2609 U.S. Courthouse**  
**601 Market Street**  
**Philadelphia, PA 19106-1797**

**FAX: (215) 597-6390**

**or**

**<<http://www.paed.uscourts.gov>>**