

HONORABLE JACOB P. HART
United States Magistrate Judge
3041 U.S. Courthouse
601 Market Street
Philadelphia, PA 19106
(215) 597-2733
Courtroom Deputy Clerk: Deborah Fetters
Law Clerks: Laura Heller & Anna Marie Plum

DISTRICT COURT JUDGE ASSIGNMENT:

Judge Hart is assigned to Judges Dalzell, Kauffman, Schiller, and Katz.

STANDING ORDERS:

Judge Hart has Standing Orders regarding the preparation for both jury and non-jury cases (see [StandingOrder-Jury](#) or [StandingOrder-Bench](#)).

CORRESPONDENCE WITH THE COURT:

Judge Hart permits correspondence with the Court on scheduling and administrative matters.

COMMUNICATIONS WITH LAW CLERK:

Judge Hart permits correspondence with his law clerks on procedural matters only.

PROBATION REPORT:

Where there is no waiver of the presentence report, Judge Hart permits the defendant or defense counsel to review the Probation Department's written recommendation as to sentence.

CONSENT TRIALS:

Upon the consent of the parties to trial before a Magistrate Judge and referral by the District Court judge, Judge Hart holds a scheduling conference, usually telephonically. At that time, all deadlines are set and the case is listed for trial (see [Scheduling Order](#)). In most cases, a date certain is set. However, due to Judge Hart's calendar, in some instances, a case is listed as a backup to another, but also given a "drop dead date" (see [Backup Scheduling Order](#)). If the first case is disposed of prior to two weeks before the trial date, the backup case will be tried at that time. If not, the case will be tried on the "drop dead date" previously set.

COURTROOM PROCEDURES:

Judge Hart does not have an assigned courtroom for civil matters. As soon as the court is aware of the courtroom assignment, counsel will be notified. Subpoenas can direct witnesses to report to Chambers, Room 3041 U.S. Courthouse. Judge Hart's staff will then direct the witnesses to the appropriate courtroom.

Jury selection ordinarily takes place at 2:00 Monday afternoon. Judge Hart will give his opening instructions to the jury the following morning. The judge sits from 9:30 a.m. until 4:30 p.m., with an hour break for lunch and a brief recess in the morning and in the afternoon.

For other courtroom procedures, see [CourtroomRules](#).

CRIMINAL DUTY MATTERS;

When Judge Hart is assigned to criminal duty matters, he holds the hearings in Courtroom 5A at 1:30 p.m. Arraignments assigned by the District Court are held on Thursday morning at 10:30, in Courtroom 5A.

SETTLEMENT CONFERENCES:

At the time a case is referred for settlement, an Order will be sent to counsel, scheduling the conference (see [Settlement-Schedule](#)). Judge Hart requires that a principal with settlement authority attend the conference and requires counsel for all parties to submit **confidential** position papers. In **exceptional** circumstances, Judge Hart will permit the principal with settlement authority to participate by telephone.