

**BOARD OF ETHICS
OF THE CITY OF PHILADELPHIA**

J. Shane Creamer, Jr.
Executive Director
Board of Ethics
of the City of Philadelphia
1515 Arch Street, 18th Floor
Philadelphia, PA 19102

v.

Celena Morrison


Respondent.

Matter No: 2106ET19

PREHEARING ORDER

The parties are hereby directed to comply with the following instructions when filing their prehearing submissions.

1. General Filing Information

The prehearing submissions due on **December 1, 2021**, shall be filed via email as set forth in the Procedural Instructions that were previously provided to the parties. Attachments larger than 20MB may be rejected by the City's email server. Any files over 20MB must be divided into smaller files and sent via separate emails. If more than ten emails will be necessary to transmit all documents, you must contact General Counsel Staff to discuss an alternative means of delivery. The Hearing Officer may require printed copies of some or all submissions at a later date.

2. Witnesses

Please identify each witness you intend to present at the hearing. For each witness, provide their full name, address (unless confidential), telephone number, and email address.

3. Proposed Exhibits

Please submit a copy of each document you intend to offer into evidence as an exhibit at the hearing, numbered in the lower right corner as follows:

Documents both parties intend to offer J-[Document#]:[Page#]
(Proposed Stipulated Exhibits)

Documents only the Executive ED-[Document#]:[Page#]
Director intends to offer

Documents only Respondent R-[Document#]:[Page#]
intends to offer

If a document has multiple pages, each page should be given a unique number. For example, if J-1 has three pages, it should be marked “J-1:1” on the first page, “J-1:2” on the second, and the “J-1:3” on the third.

Please also provide as the cover page of your documents an index of proposed exhibits that includes a short descriptive name (e.g., 1/1/2022 email from Smith to Jones) and the document number and page range (e.g., J-1:1 – J-1:3) for each document. Each document shall be listed in a separate entry. Documents that both parties intend to offer into evidence should be listed first. This listing is for reference during the prehearing conference. At the hearing, exhibits will be marked in the order they are introduced by the parties.

Please identify any document proposed by the opposing party to which you intend to object to its admissibility at the hearing. Briefly note the basis for each such objection. This is intended to identify evidentiary issues for discussion before the hearing, but will not preclude or waive objections at the hearing.

Please identify any other evidence you intend to offer into evidence at the hearing, including demonstrative exhibits, recordings, or other items.

4. Prehearing Motions

If there are motions *in limine* or other prehearing motions, the moving party shall certify that it has conferred with the opposing party and has attempted to resolve all outstanding issues. Any references to documents made in prehearing motions must include the page numbering described above.

5. Subpoena Requests

All witness subpoena requests must include the name of the witness and contact information, including telephone number, street address where service is expected to be accomplished, and email address. Each request shall state if the witness has consented to service of the subpoena via email or by any other alternative to personal service.

6. Stipulations

Please identify any stipulations, whether factual or evidentiary, that the parties have reached at the time of the submission.

7. Post-hearing Briefs

Post-hearing briefs are due on **January 14, 2022** and shall be filed electronically. No exhibits should be attached. All testimony and exhibits referenced in the post-hearing brief shall cite to the appropriate place in the hearing transcript and marked exhibits. Briefs shall be double-spaced in 12-point Times New Roman font. All pages (other than the cover page) of the brief shall be consecutively numbered. The last page of the brief shall contain a certificate of service upon the opposing party.

SO ORDERED.

Date: November 24, 2021

/s/ Louis S. Rulli, Esq.
Louis S. Rulli, Esq.
Hearing Officer