

**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, 18<sup>th</sup> Floor  
Philadelphia, PA 19102

v.

**Celena Morrison**  


Respondent.

**Matter No: 2106ET19**

**REPORT OF PRELIMINARY STATUS CONFERENCE  
AND SCHEDULING ORDER**

On June 17, 2021 at 1:00pm, a status conference in this matter was held via Zoom. Executive Director J. Shane Creamer, Jr. attended, and Staff Attorney Caroline Curley also appeared for the Executive Director. Respondent Celena Morrison appeared on her own behalf. Also in attendance were General Counsel Michael Cooke, Associate General Counsel Jordana Greenwald, and Senior Staff Attorney Thomas Klemm.

The conference included a review of the Procedural Instructions issued June 11, 2021, an explanation of the Case Management Form, and the opportunity for both parties to ask questions.

As discussed during the conference, each party is required to complete and return the Case Management Form by **July 9, 2021**. The form must be received by that date by either email or mail as detailed in the form instructions. A blank copy of the Case Management Form is also attached.

SO ORDERED.

Date: June 18, 2021

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

## Case Management Form for Administrative Enforcement Proceedings

### Instructions

1. Both Respondent and the Executive Director shall complete this form.
2. Respond to each question to the best of your knowledge and ability. Respond only for the party for which you are submitting the form.
3. Responses should be typed, or neatly handwritten in ink if a computer or typewriter is not available.
4. Return the completed form by the due date listed on the Preliminary Scheduling Order by the Hearing Officer.
5. Completed forms may be submitted by email or mail.
  - a. **Email.** You may return the form by email to [Jordana.Greenwald@phila.gov](mailto:Jordana.Greenwald@phila.gov) with copies (CC) to [Michael.Cooke@phila.gov](mailto:Michael.Cooke@phila.gov) and [Thomas.Klemm@phila.gov](mailto:Thomas.Klemm@phila.gov). Attach the completed form as a PDF. You must copy (CC) the Executive Director and any attorney who as entered an appearance on their behalf on the email. The email must be received by the due date.
  - b. **Mail.** If you return the form by mail, it must be received by the due date. Address the completed form to:

City of Philadelphia Board of Ethics  
Michael Cooke, General Counsel  
1515 Arch Street, 18<sup>th</sup> Floor  
Philadelphia, PA 19102

You must also mail a copy to the Executive Director. Be sure to keep a copy of the completed form for your own records.

**Administrative Enforcement Proceeding Matter No.** \_\_\_\_\_

**Contact Information**

*If you have an attorney, you will only be contacted directly if you or your attorney requests it.*

*If your contact information changes, promptly provide updated information to General Counsel Staff.*

**Name** \_\_\_\_\_

**Pronouns** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

**Preferred Phone** \_\_\_\_\_ **Alternate Phone** \_\_\_\_\_

**Attorney Contact Information**

*If you do not have an attorney right now, you should leave this section blank. If at any point in this proceeding you get an attorney, or if you switch attorneys, the attorney must promptly file an entry of appearance. The Executive Director should provide information for the lead attorney handling this matter on their behalf.*

**Name** \_\_\_\_\_

**Pronouns** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

**Direct Phone** \_\_\_\_\_

*The Board cannot provide you with an attorney. If you want an attorney but do not know where to look or are not sure you can afford one, the Philadelphia Bar Association's Lawyer Referral and Information Service (LRIS) may be able to help. You can call them at (215) 238-6333 or find more information online at [iris.philadelphiabar.org](http://iris.philadelphiabar.org).*

**Evidence Planning: Witnesses**

Do you want any witnesses to testify on your behalf at the hearing?

☐ Yes

☐ No

If yes, how many witnesses do you expect to present? You do not need to name the expected witnesses, but you may if you think it will be helpful.

**Evidence Planning: Documents**

Do you expect to present any documents at the hearing?

☐ Yes

☐ No

If yes, list the documents you expect to present in support of your position. For each document, give the estimated number of pages the document contains.

**Evidence Planning: Other Evidence**

Are there any other types of evidence (not documents or witnesses) you believe are necessary to fairly decide this case?

☐ Yes

☐ No

If yes, please describe what other types of evidence you think are needed and why you think they are important to this case.

### Hearing

How much additional time after submitting this form do you believe you need to prepare for a hearing?

☐ 60 days

☐ 90 days

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

How much time (in hours or days) do you think you will need to present your evidence at a hearing?

\_\_\_\_\_

If you had the choice, would you prefer to have a hearing that is:

☐ In-person

☐ Virtual

☐ Mix of in-person and virtual

**Note:** *These proceedings are confidential unless the Respondent asks for them to be public.*

### Other

Are there any concerns about this proceeding that you want to bring to the attention of the Hearing Officer at this time?