

**LANCASTER COUNTY**

**RULES OF CIVIL PROCEDURE**

**RULE 1. Title and Citation of Rules**

These rules shall be known as the Lancaster County Rules of Civil Procedure and may be cited as "L.C.R.Civ.P. \_\_\_\_\_".

Revised 12/5/24            Effective 3/10/25

**RULE 10. Business Judge**

A. The District Court Administrator shall designate the daily Business Judge. Motions and petitions, not already assigned to a judge or dealing with matters otherwise covered by these Rules for presentation to the Court, shall be forwarded to the Business Judge by the Prothonotary or may be presented by counsel directly to the Business Judge by appointment.

Revised 1-18-17            Effective 3-20-17

**ADMINISTRATIVE APPEALS**

**RULE 27. Land Use Appeals**

A. Appeal Notice

A land use appeal shall contain:

1. A caption in substantially the following form:

Name of Appellant

v.

NO. CI-\_\_\_\_\_

Name of municipality and name of body (i.e. zoning hearing board, governing body or or planning commission) which rendered decision

LAND USE APPEAL

2. When applicable, in separately numbered paragraphs and in the following order:

a. Name and address of the appellant.

b. Name and address of the zoning hearing board, governing body or planning commission ("local agency") which rendered the decision.

c. Name and address of the applicant to the local agency, if the applicant is not the appellant.

d. Name and address of the owners, both real and equitable, of any real estate which was the subject of the decision and identification of the real estate.

e. The chronology of the matter, including the following as applicable:

i. Date of filing application or appeal with zoning officer or other official.

ii. Date of action of the zoning officer or other official.

iii. Date of appeal from action of zoning officer or other official to local agency or date of filing application with local agency.

iv. Dates of all hearings or meetings of the local agency.

v. Date of written decision or, if applicable, date of deemed decision from which the appeal has been taken.

vi. Date written decision served.

f. The purpose for which the application was made.

g. The basis for appellant's standing to file the appeal.

h. All specific legal and factual grounds for the appeal.

i. Specific request for relief.

3. If no party has filed a request for a conference, and there is no motion pending with the Court, the appellant shall file a brief within forty days after the date the Prothonotary gives notice of the filing of the local agency's complete record. The appellant shall limit the brief to the issues appellant raised in the land use appeal. Each other party shall file a responsive brief within thirty days after service of appellant's brief. The appellant may file a reply brief within ten days after service of the responsive brief. Any party may thereafter file and serve a praecipe stating that the appeal is ready for disposition and requesting the Prothonotary to forward it to the assigned judge. After the disposition of all pending motions, the Court shall issue an appropriate order addressing the filing of briefs.

#### B. Intervention

1. A notice of intervention under Section 1004-A of the Pennsylvania Municipalities Planning Code, 53 P.S. §11004-A, shall contain:

- a. The caption and number of the appeal.
  - b. Name and address of intervenor.
  - c. Nature of the interest of intervenor in the appeal.
  - d. Legal and factual circumstances under which intervenor claims a right to intervene.
  - e. Summary of intervenor's position and grounds therefor.
2. Pa. R.Civ.P. Nos. 2326-2350 shall govern all other intervention.

C. Certiorari

1. The local agency shall submit its entire record within twenty days after receipt of the writ of certiorari or receipt of the transcript(s), whichever is later, including but not limited to:

- a. All original papers filed in chronological order, commencing with the application.
- b. Minutes of meetings of the local agency at which the application was considered.
- c. The transcript of all hearings. The local agency shall not submit its record to the Prothonotary until appellant has provided the transcript of all hearings if the transcript is not in existence and available to the local agency prior to appellant's filing the appeal.
- d. The complete ordinance under which the local agency rendered its decision, including maps.
- e. The findings of fact and conclusions of law of the local agency, if any, and its written decision.
- f. Names and addresses of all persons the local agency recognized as parties to the proceedings.

2. The chairperson or presiding officer shall certify the submission of the record.

3. The Prothonotary shall give notice of the return of the local agency's record to appellant who shall, within four days after receipt of the notice, notify the local agency, the applicant before the local agency (if appellant was not the applicant), the legal and equitable owner of the land which was the subject of the application and all other persons recognized as parties to the local agency's proceedings. Appellant shall file proof of service.

#### D. Disposition

1. Within ten days after the Prothonotary gives notice of the filing of the complete return of the record, any party who believes the appeal is not ready for disposition may file a motion for a conference and a praecipe requesting that the appeal be forwarded to the assigned judge. The motion for a conference shall state why the party believes that the appeal is not ready for disposition and shall identify all actions that the party requests. At the conference, the Court may, inter alia:

- a. Require or approve supplementation of the record.
- b. Fix a time for a de novo hearing before the Court.
- c. Employ expert(s) to aid the Court to frame an appropriate order.
- d. Refer the appeal to a referee to receive additional evidence, with directions as to time deadlines and other matters the Court deems appropriate.
- e. If allowed by law, remand the appeal to the local agency with directions as to time deadlines and other matters, including mediation.

2. After the conference, the Court shall issue an appropriate order addressing the filing of briefs.

3. If no party has filed a request for a conference, the appellant shall file a brief within forty days after the date the Prothonotary gives notice of the filing of the local agency's complete record. The appellant shall limit the brief to the issues appellant raised in the land use appeal. Each other party shall file a responsive brief within thirty days after service of appellant's brief. The appellant may file a reply brief within ten days after service of the responsive brief. Any party may thereafter file and serve a praecipe stating that the appeal is ready for disposition and requesting the Prothonotary to forward it to the assigned judge.

4. If appellant fails to file a brief within the time period established by Paragraph D.3 above or by the Court after a conference, any party may file and serve a praecipe stating that the appeal is ready for disposition together with a brief or may petition the Court for dismissal of the appeal. If a party files a praecipe requesting disposition due to the failure of the appellant to file a brief, the Court shall render a decision, without oral argument, on the record before it.

5. Any party may request oral argument when filing its brief. The Court shall hear oral argument at its discretion.

6. An appeal from a decision the local agency renders after a remand shall be filed and docketed to the original caption and number. The party filing

such appeal shall be limited to issues arising from the remand. All other requirements of this Rule shall apply to an appeal from a decision after remand.

Revised 12-5-24                      Effective 3/10/25

**RULE 28. Tax Assessment Appeals**

A. Petition

Appeals from orders of the Lancaster County Board of Assessment Appeals (Board) shall be by petition and shall contain:

1. A caption in substantially the following form:

In Re: Appeal of .....)  
  (NAME OF APPELLANT)  
from the Lancaster County Board of        )  
Assessment Appeals                                )  
Tax Account No. \_\_\_\_\_                 )      No. \_\_\_\_\_  
Municipality   )  
Assessment for the year \_\_\_\_\_                )  
Property of \_\_\_\_\_   )

2. Name and address of appellant.
3. Date of filing appeal to Board and amount of assessment originally fixed by the Board.
4. Date of final decision of Board amount of assessment finally fixed by the Board.
5. Reason for appeal.

B. Service

Within ten days after filing the petition, the appellant shall, by certified mail, serve copies of the petition on the Board, the County solicitor, the municipality in which the tax parcel is located, the school district in which the tax parcel is located and the property owner. Within twenty days thereafter, the appellant shall file a proof of service.

C. Intervention

Any person or political subdivision required to be served under paragraph B may intervene as a matter of right by filing within forty days after receipt of the petition, a notice of intervention either as an appellant or appellee. After the forty day period, intervention shall be governed by Pa. R.Civ.P. Nos. 2326 through 2350.

D. Further Proceedings

Thereafter, the appeal shall proceed pursuant to L.C.R.Civ.P Nos. 208.3(a) and 208.3(b) or L.C.R.Civ.P. Nos. 212.1 through 212.3

Revised 12-5-24      Effective 3/10/25

**RULE 29.    Local Agency and Administrative Agency Appeals other than Land Use Appeals**

A.    Appeals Governed by Rule

This Rule shall apply to all appeals allowed from adjudications under the Local Agency Law, 2 Pa.C.S.A. §501 et. seq., or the Administrative Agency Law, 2 Pa.C.S.A. §101 et. seq., and appeals which may be taken to the Court under the Judicial Code, 42 Pa.C.S.A. §933, other than appeals filed under Article X-A of the Pennsylvania Municipalities Planning Code, 53 P.S. §11001-A.

B.    Notice of Appeal

The notice of appeal shall contain all information required by the statute which authorizes filing of the appeal. The notice of appeal shall also contain:

1.    A caption in substantially the following form:

Name of Appellant

v.

NO. CI-\_\_\_\_\_

Name of local or administrative  
agency which rendered decision

STATUTORY APPEAL

2.    All relevant information required in Local Rule 27A.2.

3.    If a court reporter was present and if a transcript is not already in existence, appellant's certification that appellant has ordered a transcript of the proceedings and has made satisfactory arrangements with the court reporter for payment if a transcript is not already in existence. Upon receipt of the transcript, appellant shall provide the original transcript to the solicitor of the agency filing the return of the record.

C.    Intervention

Pa. R.Civ.P. Nos. 2326-2350 shall govern all intervention.

D.    Certiorari

The agency shall submit its entire record within twenty days after receipt of the writ of certiorari in accordance with the procedure in Local Rule 27C. The

Prothonotary shall give notice of the return of the agency's record to appellant who shall, within four days after receipt of the notice, notify the agency, the applicant before the agency (if appellant was not the applicant) and all other parties to the local agency's proceedings. Appellant shall file of proof of service.

E. Disposition

Disposition of the appeal shall be in accordance with the procedure in Local Rule 27D.

Revised 12-5-2024      Effective 3-10-2025

**RULE 36. Assigned Judge**

The assigned judge is the judge who has been assigned by the Prothonotary when the action is filed, or who has been assigned by the President Judge for cases filed after April 30, 2016.

Revised 1-18-17      Effective 3-20-17

**RULE 205.2(a). Physical Characteristics of Legal Papers**

Legal papers submitted to the Prothonotary shall comply with the following requirements:

A. The first page shall set forth:

1. The case caption.
2. The case number.
3. The name of the assigned judge, if applicable.
4. The name, identification number, address and telephone number of the attorney and law firm or pro se party submitting the legal papers.
5. In medical malpractice actions, "MedMal" shall appear beneath the case number.

B. No manuscript cover or manuscript backing such as a blue back or firm identification strip shall be attached to any legal papers.

C. Legal papers shall be stapled once in the upper left hand corner. No tape or other material shall cover the staple.



- D. All originals shall be marked "ORIGINAL". Copies shall be marked "COPY".
- E. Each page shall be numbered at the bottom center of the page. The case number shall appear, in twelve point font or larger, in the upper right hand corner of each page.
- F. Tabs shall be placed at the bottom of all exhibits and appendices.
- G. The name of each person signing a legal paper shall be typed beneath the person's signature.
- H. Briefs and memoranda shall be filed separately and not appended to other documents.
- I. Verifications shall be dated.
- J. Unless required by an applicable law or rule of court or unless so directed by the Court, parties or their attorneys may include only:
  - 1. The last four digits of the social security number of the taxpayer identification number;
  - 2. The year of the individual's birth;
  - 3. The last four digits of the financial account information in documents filed with the Prothonotary. The responsibility for redacting these personal identifiers rests solely with the parties.

Documents will not be reviewed by the Prothonotary for compliance with the rule.

Revised 2-10-16

Effective 4-4-16

**RULE 205.2(b). Cover Sheet**

- A. The initial legal paper filed shall be accompanied by a civil cover sheet in the form provided by the Prothonotary.
- B. A request for argument, hearing or arbitration shall be accompanied by a scheduling cover sheet in the form provided by the District Court Administrator.
- C. Civil cover sheets and scheduling cover sheets may also be obtained at [www.co.lancaster.pa.us/courts](http://www.co.lancaster.pa.us/courts).

**RULE 205.2(c). Lancaster County Residential Mortgage Foreclosure Diversion Program (“Foreclosure Diversion Program”)**

A. All actions filed on or after August 1, 2021, for mortgage foreclosure of residential owner-occupied properties, with four or fewer residential units, which serve as the primary residence of the defendant homeowner, for which the remaining mortgage balance is \$400,000.00 or less, and which are not the subject of bankruptcy, divorce, or estate proceedings, shall be automatically enrolled in the Foreclosure Diversion Program, unless the plaintiff and the defendant homeowner agree in writing otherwise. Certain other foreclosure cases may be referred to and entered into the Foreclosure Diversion Program at the discretion of the presiding judge.

B. All complaints for residential mortgage foreclosure actions eligible for participation in the Foreclosure Diversion Program shall be accompanied by a \$35 fee payable to the Lancaster County Prothonotary. This fee is nonrefundable.

C. On or after March 21, 2022, complaints filed for residential mortgage foreclosure actions may be paper filed or filed electronically. For purposes of this Program, the Lancaster County Prothonotary may maintain all documents in electronic format and does not need to maintain a paper file for each case.

D. **Urgent Notice:** Every complaint for residential mortgage foreclosure shall include the appropriate “Urgent Notice” to the defendant, either the “eligible” version of the notice OR the “ineligible” version of the notice as follows:

1. For actions certified as eligible for the Foreclosure Diversion Program, an “Urgent Notice,” in the form of the attached as Form “2” advising the defendant homeowner of the Foreclosure Diversion Program, and the automatic stay of any further proceedings in the case until the conclusion of the conciliation process, shall be affixed to any complaint when presented for filing and shall also be affixed to the copy of the complaint to be served upon the defendant homeowner: OR

2. For actions certified as ineligible for the Foreclosure Diversion Program, an “Urgent Notice,” in the form attached as Form “3” advising the defendant homeowner of the Foreclosure Diversion Program, of the lender’s ineligibility claim, and of the defendant homeowner’s right to challenge that claim, shall be affixed to any complaint when presented for filing and shall also be affixed to the copy of the complaint to be served upon the defendant homeowner.

E. **Electronic Filing:** Any electronically filed complaint shall be submitted as follows:

1. The Plaintiff shall file the complaint electronically through Teleosoft, or any other such program as utilized by the Lancaster County Prothonotary for the electronic filing of documents:

2. Such complaint shall include a "Certification Cover Sheet" regarding the status of the foreclosed premises, in the form attached as Form "1" and the appropriate Urgent Notice as specified in Paragraph 4 above.

3. The Plaintiff shall pay the appropriate civil action filing fee and any additional fees for e-filing as set forth by the Lancaster County Prothonotary:

4. Within three (3) business days of the filing of the complaint in mortgage foreclosure electronically, the Plaintiff shall provide (1) a check made payable to the Lancaster County Sheriff's Office for the civil process fee; (2) a paper copy of the filed complaint with the Certification Cover Sheet and the appropriate Urgent Notice as specified in Paragraph 4 above; and (3) the "Sheriff Service Process Receipt and Affidavit of Return" form.

F. **Paper Filing:** If paper filed, complaints for the residential mortgage foreclosure shall be accompanied by the following:

1. One copy of the complaint for the plaintiff and one copy for each defendant homeowner;

2. One check made payable to the Lancaster County Prothonotary for the applicable filing fee, and one check made payable to the Lancaster County Sheriff's Office for the civil process fee;

3. Two self-addressed, stamped envelopes;

4. The "Sheriff Service Process Receipt and Affidavit of Return" form;

5. A "Certification Cover Sheet" regarding the status of the foreclosed premises, in the form attached as Form "1".

6. The appropriate Urgent Notice as specified in Paragraph 4 above.

G. **Notice to Non-Defendant Homeowners:** If any owner to the subject property is not also a defendant to the action, Plaintiff must also mail a copy of the complaint, Certification Cover Sheet, and applicable Urgent Notice to any additional non-defendant homeowners.

H. **Service:** The Lancaster County Sheriff shall file a return of service which shall indicate the service of the Certification Cover Sheet and the Urgent Notice along with the service of the complaint. The return of service shall also indicate service of the initial stay Order, if applicable. The Certification Cover Sheet and the Urgent Notice shall accompany any complaint to be served by deputized service. The initial stay Order, if applicable, shall also accompany any complaint to be served by deputized service, and the return of service shall indicate that this Order was served. If service of the complaint is to be effectuated by alternate service as provided by Pa.R.C.P. No. 410 and Pa.R.C.P.

No. 430, the Certification Cover Sheet and the Urgent Notice shall be posted on the property along with the initial stay Order, if applicable, and served via mail if such service of the complaint is authorized by the court order authorizing alternate service.

I. If the Certification Cover Sheet indicates that the residential foreclosure action is not eligible for the Foreclosure Diversion Program, the Court may choose to enter the case marked ineligible into the diversion program at its discretion notwithstanding Plaintiff's determination of eligibility. If the Court does not enter a case deemed ineligible into the diversion program, the remaining procedures in this Rule shall not be applicable, and the plaintiff may proceed as per the Pennsylvania Rules of Civil Procedure without any further requirement to attend conciliation. If the defendant homeowner believes that the action is eligible for the Foreclosure Diversion Program, the defendant homeowner shall have 20 days after service of the complaint to file with the Court an "Objection to Plaintiff's Certification Cover Sheet and Request for Stay," in the form attached as Form "6." The filing of the Objection shall result in a temporary stay of any further proceedings until further Order of Court. Within ten days of the filing of the defendant homeowners Objection, the Court shall, in consideration of both the plaintiff's designation of ineligibility and the defendant homeowner's Objection, issue an order ruling on the foreclosure action's eligibility for the Foreclosure Diversion Program.

J. **Automatic Stay:** For actions deemed eligible for the Foreclosure Diversion Program, the issuance of the initial stay Order shall result in an automatic stay of any further proceedings and suspend pleading deadlines at the onset of the case to afford the parties an opportunity to participate in and complete the court-supervised conciliation process. No answer shall be required, no judgment in foreclosure may be entered by default or otherwise, and no sheriff's sale may be scheduled or held prior to the completion of the conciliation process, unless the defendant homeowner files a Notice of Homeowner Nonparticipation, the Court shall issue an order canceling the conciliation conference, lifting the stay on the action, and directing the defendant homeowner to file an answer to the mortgage foreclosure complaint.

K. **Initial Stay Order:** Upon the filing of a Foreclosure Diversion Program-eligible residential mortgage foreclosure complaint, the Court shall issue an initial stay order directing the defendant homeowner to participate in an intake process with the Court by phone, mail, email, or by other methods prescribed so that the defendant may be assigned to an approved HUD and PFHA housing counseling agency. The foreclosure services and the assistance of the housing counseling agency through this Program are FREE OF CHARGE to the defendant homeowner. Once the defendant homeowner completes the court intake process, the Court shall issue a Case Management and Scheduling Order which shall schedule a date for conciliation, direct the Defendant to promptly contact the assigned housing counseling agency for an intake appointment, and direct the Plaintiff to complete "Mortgage Information for Housing Counselor" with supporting documentation, attached as Form "5."

L. **Housing Counseling:** The defendant homeowner is expected to participate in group and/or individual foreclosure counseling with the housing counseling

agency as scheduled by the housing counseling agency. The defendant homeowner shall bring to the counseling session all requested financial and employment information to enable the housing counselor to assist in the completion of the loss mitigation package and workout proposal. If the Diversion Program Coordinator determines at the intake that a Defendant may proceed without the assistance of a housing counseling agency, Defendant will be directed to continue in good faith loss mitigation efforts with the Plaintiff in order remain in the Residential Mortgage Foreclosure Diversion Program. Defendant may subsequently opt in for free assistance from a housing counseling agency by notifying the Diversion Program Coordinator at [cddp@lancastercountypa.gov](mailto:cddp@lancastercountypa.gov) or by calling 717.209.3290.

M. Within 20 days of filing of the Case Management and Scheduling Order, the plaintiff shall submit to the Diversion Program Coordinator a completed "Mortgage Information for Housing Counselor" for with supporting documentation by secure email method, and to the assigned housing counselor, if any, using the form attached as Form "5."

N. **Conciliation Conferences:** The conciliation conference will be held before the Diversion Program Coordinator, or a court-appointed representative who will serve as the conciliation conference hearing officer, who will assist the parties in reaching an agreement. Conciliation conferences may be held utilizing Advance Communication Technology.

O. In preparation for the conciliation conference, the court expects that no later than 14 days prior to the scheduled conciliation conference, the defendant homeowner, with the assistance of the housing counselor, will have submitted to the Plaintiff and/or Plaintiff's attorney a complete loss mitigation package with all supporting financial and employment documentation. If this does not occur, Defendant shall be required to provide good cause for not completing and submitting a complete loss mitigation package by the date of the first conciliation for the Court to consider allowing more time in diversion for the package to be complete and submitted.

P. The defendant homeowner and the housing counselor, or the defendant homeowner's attorney, if any, shall attempt to negotiate, prior to the conciliation conference, a resolution of the mortgage default with the plaintiff or the plaintiff's representative. If the plaintiff or the plaintiff's representative fails to participate in good-faith negotiations with the defendant homeowner and/or the housing counselor and/or the defendant homeowner's attorney, the Court will issue an order directing the plaintiff to comply with the Foreclosure Diversion Program requirements otherwise the sanctions will be imposed for continued noncompliance. If the plaintiff continues to fail to comply with Program requirements, the Court may issue an order dismissing the mortgage foreclosure complaint without prejudice and imposing sanctions, if appropriate, for noncompliance with the Foreclosure Diversion Program.

Q. If the defendant homeowner does not want to participate in the Foreclosure Diversion Program, they may file a "Notice of Defendant Nonparticipation" in the form

attached hereto as Form "4." If the defendant files a "Notice of Defendant Nonparticipation" or if the defendant homeowner fails or refuses to cooperate with the Diversion Program Coordinator and/or the housing counseling agency, if the Diversion Program Coordinator is unable to contact the defendant homeowner within 30 days of the service of the mortgage foreclosure complaint, or the case is later determined to be ineligible for the Program, the Court will issue an order removing the case from the Foreclosure Diversion Program.

R. If an agreement is reached through negotiations prior to the scheduled conciliation conference, the plaintiff shall (a) prepare any documents necessary to implement the agreement, (b) immediately notify the Diversion Program Coordinator of the agreement so the conciliation conference may be cancelled, and (c) take the necessary action to ensure the record reflects the resolution of the matter. If no agreement is reached through negotiations, the case shall proceed to the scheduled conciliation conference.

S. If the defendant homeowner is represented by counsel in the mortgage foreclosure action, the defendant homeowner need not contact a housing counselor but, instead, counsel for the defendant homeowner shall notify the Diversion Program Coordinator of the legal representation and shall provide the loss mitigation package and workout proposal to the plaintiff, with a copy to the Diversion Program Coordinator, within the time deadlines set forth herein.

T. Any unrepresented defendant homeowner will be advised by the Court, the Diversion Program Coordinator, and the assigned housing counselor of the right to consult with an attorney at any time during the conciliation process and to bring an attorney to the conciliation conference. The defendant homeowner will also be advised that the defendant homeowner may apply for a *pro bono* attorney through the Foreclosure Diversion Program, if any help of that kind is available, or through programs run by the lawyer referral, legal services, and legal aid programs as may exist within the Second Judicial District. If the defendant homeowner obtains a volunteer *pro bono* attorney through the Foreclosure Diversion Program, that attorney's appearance will be limited to representation only to assist the defendant homeowner with conciliation through the Foreclosure Diversion Program. Once appointed, *pro bono* counsel shall file with the Prothonotary a "Praecipe for Entry of Limited Appearance" and "Praeipe for Withdrawal of Limited Appearance", attached as Forms "7" and "8," respectively. The appearance by a volunteer *pro bono* attorney at the conciliation conference shall not be deemed to be an entry of appearance in the underlying mortgage foreclosure action. If a defendant homeowner secures the paid legal services of an attorney, counsel of record must file a notice of appearance and shall attend the conciliation conference in lieu of the assigned housing counselor.

U. At any time during the conciliation conference, the defendant homeowner may make a written request to the plaintiff for any of the following information and documents: (a) documentary evidence that the plaintiff is the owner and the holder in due course of the note and mortgage sued upon; (b) a complete history showing the

application of all payments by the defendant homeowner during the life of the loan; (c) the payment dates, purpose of payment and recipient of any and all foreclosure fees and costs that have been charged to defendant homeowner's account; (d) the payment dates, purpose of the payment and recipient of all escrow items charged to the defendant homeowner's account; (e) a statement of the plaintiff's position on the present net value of the mortgage loan; and (f) the most current appraisal of the property available to the plaintiff.

V. Unless an agreement is reached prior to the scheduled conciliation conference, the plaintiff's attorney, the defendant homeowner, and the defendant homeowner's housing counselor or attorney, if the defendant homeowner is represented, shall appear at the conciliation conference. A representative of the plaintiff who has actual authority to modify mortgages, and/or to enter into alternate payment agreements with the defendant homeowner, or to otherwise resolve the action, must be present at the conciliation conference by telephone or by use of advanced communication technology.

W. The right to appear via telephonic means or advanced communication technology may be terminated as to any and all plaintiffs who fail to secure participation by a representative with full authority to negotiate for any conciliation conference.

X. Failure of the plaintiff's counsel or the plaintiff's representative to attend the conciliation conference, absent good cause shown, or failure to participate in the conciliation in good faith may result in the dismissal of the action, the rescheduling of the conciliation conference, the imposition of attorney's fees and costs, or the imposition of such other sanctions as the Court deems appropriate.

Y. Failure of the defendant homeowner or defendant homeowner's counsel of record to attend the conciliation conference, absent good cause shown, may result in the removal from the Foreclosure Diversion Program, lifting of the automatic stay, and the matter proceeding to judicial disposition.

Z. At the conciliation conference, the parties and their representatives and/or counsel shall be prepared to discuss and explore all applicable loss mitigation programs offered by the plaintiff for which the defendant homeowner could be eligible, along with other potential resolution options that may allow the defendant homeowner to own the property or otherwise avoid a foreclosure judgment or sheriff's sale, including but not limited to; bringing the mortgage current through a reinstatement, paying off the mortgage, proposing a forbearance agreement or repayment plan to bring the account current over time, consenting to homeowner refinancing, agreeing to vacate in the near future in exchange for not contesting the matter, offering the lender a deed in lieu of foreclosure, entering into a loan modification or a reverse mortgage, reducing principal, agreeing to a pre-foreclosure sale/short sale, paying the mortgage default over 60 months, consenting to judgment, and instituting bankruptcy proceedings.

AA. If an agreement is reached at the conciliation conference, the plaintiff shall prepare any documents necessary to implement the agreement and shall take the

necessary action to ensure the record reflects the resolution of the matter. After reaching an agreement in principle, if either party fails to execute documents reflecting that agreement, or if the material terms of the agreement are not fully met, then either party may contact the Diversion Program Coordinator to request a new conciliation conference. The Diversion Program Coordinator will schedule a conference as soon as reasonably practicable.

BB. At the conclusion of each conciliation conference, the Diversion Program Coordinator or the conciliation conference officer shall complete a conciliation report which shall be submitted to the Court. After review by the Court of the conciliation report with recommendations, an appropriate order shall issue, which may include lifting the automatic stay if the parties are unable to come to an agreement, continuing the stay for a reasonable time to allow for further voluntary negotiations and the preparation and execution of documents to implement any agreement, scheduling an additional conciliation conference, imposing sanctions for a violation of Program requirements, or any other action the Court deems appropriate.

CC. **Continuance Requests:** If, at any time prior to a scheduled conciliation conference, the plaintiff becomes aware that it will be unable to proceed to the conference due to the need for more time to review the documents provided by the defendant homeowner or the defendant requires an additional 30 days to complete housing counseling, the plaintiff or defendant may submit to the Diversion Program Coordinator a "Request for Continuance of Conciliation Conference" in the form attached hereto at Form "9."

DD. Absent good cause, as determined by the Court, conciliation must be completed within 180 days after suit is filed. If conciliation fails to be completed within 180 days after suit is filed, and the Court makes the determination that such failure is attributable to either party, and that party is unable to show good cause as to why conciliation could not be completed within the specified time, the Court may dismiss the action without prejudice, enter an order removing the action from the Program, or impose such other sanctions as the Court deems appropriate.

EE. In any residential mortgage foreclosure action which was commenced on or before July 31, 2021, and which would be an eligible action for the Foreclosure Diversion Program if it had been filed after that date, but in which no default judgment has been entered or in which an Important Notice (the ten-day notice required by Pa.R.C.P. No 237.1(a)(2)) has not yet been sent to the defendant homeowner, the Important Notice shall be accompanied by the Urgent Notice substantially in the form attached as Form "2." The defendant homeowner may seek participation in the Foreclosure Diversion Program by filing with the Court an "Application for Entry," substantially in the form attached as Form "10," requesting placement in the Program and a stay of proceedings.

FF. If a judgment has been entered against a defendant homeowner or if a sheriff's sale has been scheduled in a residential mortgage foreclosure action which was commenced on or before July 31, 2021, and which would be an eligible action for the



Foreclosure Diversion Program if it had been filed after that date, the defendant homeowner may seek participation in the Program by filing with the Court an “Application for Entry,” substantially in the form attached as Form “11,” requesting placement in the Program and a stay of sheriff’s sale.

GG. Any plaintiff lender who files a motion for summary judgment or a motion for judgment on the pleadings in any residential mortgage foreclosure case which was commenced on or before July 31, 2021, and which would be an eligible action for the Foreclosure Diversion Program if it had been filed after that date, must also serve on the defendant homeowner the Urgent Notice substantially in the form attached as Form “2.” The defendant homeowner may seek participation in the Foreclosure Diversion Program by filing with the Court an Application for Entry, substantially in the form attached as Form “10,” requesting placement in the Program and a stay of proceedings. However, the Court may require a disposition of the motion for summary judgment or motion for judgment on the pleadings to be made prior to placing a stay on the proceedings and scheduling a conciliation conference.

HH. At the discretion of the presiding judge, a defendant homeowner who has removed from the Foreclosure Diversion Program may be granted re-entry into the Program by filing with the Court an “Application for Re-Entry,” substantially in the form attached as Form “12” and by providing a courtesy copy to the Diversion Program Coordinator by email to: [cddp@lanastercountypa.gov](mailto:cddp@lanastercountypa.gov). If a case is granted re-entry into the foreclosure diversion program, the Court will issue a Case Management and Scheduling Order to schedule the case for conciliation and direct the Defendant to work with an assigned housing counseling agency.

II. Sanctions may be imposed by the Court at any time for lack of good faith participation and/or noncompliance with any aspect of the Foreclosure Diversion Program on any party.

JJ. All communications occurring as a result of Local Rule 205.2(c) regarding the foreclosure Diversion Program, including information submitted to the Diversion Program Coordinator and/or the conciliation conference officer that is not filed with the Court, shall be confidential and inadmissible in any subsequent legal proceeding, unless otherwise provided by law.

KK. The Program Coordinator may assist with enforcing compliance with Local Rule 205.2(c)

LL. Local Rule 205.2(c) shall remain in effect until further order of the Court.

## FORM LIST

1. Certification Cover Sheet – Status of Residential Foreclosed Premises
2. Urgent Notice – Eligible Property
3. Urgent Notice – Ineligible Property
4. Notice of Homeowner Nonparticipation
5. Mortgage Information for Housing Counselor
6. Objection to Plaintiff's Certification Cover Sheet & Request for Stay
7. Praecipe of Entry of Limited Appearance by *Pro Bono* Counsel
8. Praecipe for Withdrawal of Appearance by *Pro Bono* Counsel
9. Request for Continuance of Conciliation Conference
10. Application for Placement & Stay of Proceedings -- Sheriff's Sale Not Scheduled
11. Application for Placement & Stay of Proceedings -- Sheriff's Sale Scheduled
12. Application for Re-Entry in Foreclosure Diversion Program

**Form 1**

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM  
CERTIFICATION COVER SHEET**

Pursuant to Local Rule 205.2(c), establishing the Residential Mortgage Foreclosure Diversion Program, I hereby certify that:

1. The property is known and numbered as \_\_\_\_\_
2. The property is: \_\_\_\_ eligible for the Program OR \_\_\_\_ ineligible for the Program: (check appropriate boxes)
  - a. \_\_\_\_ an owner-occupied residential property
  - b. \_\_\_\_ property has four units or less
  - c. \_\_\_\_ the primary residence of the defendant
  - d. \_\_\_\_ has a remaining mortgage balance of \$400,000 or less
  - e. \_\_\_\_ not the subject of bankruptcy, divorce, or estate proceedings
  - f. \_\_\_\_ plaintiff files this foreclosure action to collect a mortgage debt

Please note if the following special conditions apply:

- a. \_\_\_\_ the foreclosure action is not to collect on a residential mortgage, such as condominium fees, HOA fees, or liens attached to real property
  - b. \_\_\_\_ the homeowner is deceased
  - c. \_\_\_\_ the mortgage is a reverse mortgage
3. If Program eligible, the name, email address, and telephone number of the Plaintiff's loss mitigation department: \_\_\_\_\_  
\_\_\_\_\_

4. This Certification Cover Sheet and the applicable Urgent Notice are being served upon the defendant homeowner along with the complaint in mortgage foreclosure.

Signature of Plaintiff/Counsel \_\_\_\_\_

Email Address of Plaintiff/Counsel \_\_\_\_\_

Tel. No. of Plaintiff/Counsel \_\_\_\_\_

**Any questions regarding the completion of this form can be directed to the Program Coordinator at: (717) 209-3290 or [cddp@lanastercountypa.gov](mailto:cddp@lanastercountypa.gov)**

# URGENT NOTICE

You have been enrolled in the Lancaster County Court of Common Pleas  
Residential Mortgage Foreclosure Diversion Program

**To participate in the Program and get help with your  
working with Mortgage Company**

**You must call the Program Coordinator at 717-209-3290**

You will be referred to a non-profit housing counselor who will help you try to work out  
arrangements with your mortgage company **FREE OF CHARGE.**

You will be required to go to a conference under the Court's supervision to determine  
whether a reasonable work out can be arranged.

To remain in the Program, you must call the Court at the  
number above **within the next TEN (10) days.**

Do not move out of your home!

Call the Court **immediately at 717-209-3290**. If you do not call, you will not be able to  
get help to save your home using this Program.

**THIS PROGRAM IS FREE!**

For Additional Information about the Residential Mortgage Foreclosure Diversion Program go to the Court's website at  
[www.court.co.lancaster.pa.us/RMFDP](http://www.court.co.lancaster.pa.us/RMFDP) or email [cddp@lancastercountypa.gov](mailto:cddp@lancastercountypa.gov)

# **URGENT NOTICE**

Under the Lancaster County Court of Common Pleas  
Residential Mortgage Foreclosure Diversion Program  
**You May Be Able to Get Help With Your Mortgage**

**CALL THE COURT NOW at 717-209-3290 TO LEARN MORE**

A Mortgage Foreclosure action has been filed against you. The plaintiff has alleged that the case filed against you does NOT qualify for the Program.

To be eligible, you must own and live in the home as your primary residence, it must have four or fewer residential units, the remaining mortgage balance must be \$400,000 or less, and the property must not be the subject of bankruptcy, divorce or estate proceedings.

If your home does qualify for the Program, you may be able to participate if you contact the Program Coordinator.

For help, or if you have questions, call:

**717-209-3290**

Monday through Friday 9:00 a.m. to 4:00 p.m.

OR e-mail [cddp@lancastercountypa.gov](mailto:cddp@lancastercountypa.gov)

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

**NOTICE OF HOMEOWNER NONPARTICIPATION IN THE  
RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM**

I, the undersigned defendant homeowner, hereby give notice to the Court and the parties that this case will not be participating in the Foreclosure Diversion Program. I elect to not participate in the Program with the knowledge and understanding that the stay of proceedings will be lifted, the foreclosure action will go forward, and the plaintiff may be permitted to seek judgment against me if I do not file a responsive pleading with the Court, such as an answer to the Complaint.

*Prior to the entry of judgment, you have the right to request that the Program Coordinator reinstate conciliation.* To make such a request, contact the Program Coordinator at 717-209-3290 or at [cddp@lanastercountypa.gov](mailto:cddp@lanastercountypa.gov). The Program Coordinator may schedule a new conciliation conference but will only do so if judgment has not yet been entered. If the Program Coordinator schedules a new conciliation conference pursuant to this paragraph, you will receive a Court Order which reinstates the case to the Foreclosure Diversion Program and schedules a conciliation conference date.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Defendant

\_\_\_\_\_  
Date

**Form 5**

**RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM  
MORTGAGE INFORMATION FOR HOUSING COUNSELOR**

Plaintiff: \_\_\_\_\_

Defendant: \_\_\_\_\_

Case number: \_\_\_\_\_

Note and Mortgage Dated: \_\_\_\_\_ Loan #: \_\_\_\_\_

\_\_\_\_\_ Recorded on \_\_\_\_\_ First Lien Position: Yes / No

Property Address: \_\_\_\_\_

Mortgage Holder(s): \_\_\_\_\_

Mortgage Investor: \_\_\_\_\_

Investor Loan #: \_\_\_\_\_

Please provide to the Program Coordinator, along with this form, the following documents related to the mortgage/loss mitigation:

1. The most recent escrow account breakdown/analysis
2. A detailed payoff schedule
3. The current reinstatement amount
4. a PDF version of the lender's loss mitigation package

Contact information for the loss mitigation department of the servicer including phone number, email address, and the web address for any online loss mitigation portals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any questions regarding the completion of this form can be directed to the Program Coordinator at:**

**Call: (717) 209-3290 or Email: [cddp@lanastercountypa.gov](mailto:cddp@lanastercountypa.gov)**

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

**DEFENDANT’S OBJECTION TO PLAINTIFF’S CERTIFICATION COVER SHEET AND REQUEST FOR  
STAY PURSUANT TO RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM**

I, the undersigned, object to Plaintiff’s Certification Cover Sheet and in support thereof I certify that:

1. I am the owner or an owner of the property identified above;
2. The property has four or fewer units;
3. I live in the property described above;
4. The property is my principal residential property;
5. The remaining balance of the mortgage on my property is \$400,000 or less;
6. The property is not the subject of bankruptcy, divorce or estate proceedings; and
7. This foreclosure action was filed against me to collect a mortgage debt on my home.

I request that further action on the above premises be stayed so that I can take part in the Residential Mortgage Foreclosure Diversion Program.

I verify that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Signature of Defendant: \_\_\_\_\_  
Signature of Co-Defendant: \_\_\_\_\_  
Address of Defendant(s): \_\_\_\_\_  
Defendant’s Phone Number: \_\_\_\_\_  
Defendant’s Email Address: \_\_\_\_\_



IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

PRAECIPE FOR ENTRY OF LIMITED APPEARANCE IN ACTION PURSUANT TO  
RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM

To the Prothonotary:

Pursuant to Local Rule 205.2(c), (as may be amended), kindly enter my limited appearance as counsel for [name of defendant(s)] in the above-captioned matter with regard only to the conciliation conference pending in the above-captioned mortgage foreclosure action. I am providing free representation to Defendant(s).

\_\_\_\_\_  
Name of Attorney

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

ATTEST:

PA Supreme Court ID # \_\_\_\_\_

Copies to: [Plaintiff  
Defendant  
Program Coordinator]

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

PRAECIPE FOR WITHDRAWAL OF LIMITED APPEARANCE IN ACTION  
PURSUANT TO RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION  
PROGRAM

To the Prothonotary:

Kindly withdrawal my limited appearance for (name of defendant(s)) in the above-captioned matter. Withdrawal of this limited appearance is permitted pursuant to Local Rule 205.2(c), (as may be amended). All further notices should be sent directly to [name of defendant(s)], at [set forth last known address for this party]

\_\_\_\_\_  
Name of Attorney

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

PA Supreme Court ID # \_\_\_\_\_

ATTEST:

Copies to: [Plaintiff  
Defendant  
Program Coordinator]

**Form 9**

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**REQUEST FOR CONTINUANCE OF CONCILIATION CONFERENCE**

A conciliation conference in this matter has been scheduled for \_\_\_\_\_  
at \_\_\_\_\_ a.m./p.m. before the conciliation conference officer. I request a thirty-day  
continuance in this matter due to:

The lender requires more time to review defendant's loss mitigation package before conciliation.

The defendant requires a brief extension of time to complete housing counseling and submit a  
loss mitigation package to the lender.

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

I verify that the statements made herein are true and correct. I understand that false statements are  
made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Signature of Requestor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**This request must be filed with the Lancaster County Prothonotary with copies sent to  
all parties/attorneys to this action and a copy submitted to the Program Coordinator via  
email at [cddp@lanastercountypa.gov](mailto:cddp@lanastercountypa.gov)**

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**APPLICATION FOR ENTRY INTO THE LANCASTER COUNTY  
RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM**

I, \_\_\_\_\_, wish to participate in the Lancaster County Residential Mortgage Foreclosure Diversion Program.

I am the owner of the property with a physical address of \_\_\_\_\_, Lancaster County, Pennsylvania.

I live in this property, it is my primary residence, and it has four or fewer residential units.

My remaining mortgage balance is \$400,000 or less.

This property is not the subject of bankruptcy, divorce, or estate proceedings.

It is the subject of foreclosure, and I would like to try to save my residence from foreclosure.

The reasons why participation in the Foreclosure Diversion Program may lead to a successful modification of my mortgage without undue delay of a foreclosure are:

\_\_\_\_\_

I understand the following:

1. If I am accepted into the Program, this mortgage foreclosure action will be paused;
2. WITHIN THIRTY (30) DAYS OF THE DATE OF THE COURT ORDER SCHEDULING MY CONCILIATION CONFERENCE, I will submit a written proposal for modification of my mortgage to the plaintiff's counsel (the lawyer for my mortgage lender);
3. I may have an attorney assist me in submitting this plan to my lender and that if I do not have an attorney, the Program Coordinator has a list of attorneys who will represent mortgage borrowers in the Foreclosure Diversion Program for no fee or a reduced fee; and
4. I may seek the FREE assistance of a counselor from one of the approved housing counseling agencies in Lancaster. I understand that their services are at no cost to me.

The undersigned verifies that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Name [Printed]: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

APPLICATION FOR ENTRY INTO THE LANCASTER COUNTY  
RESIDENTIAL MORTGAGE FORECLOSURE DIVERSION PROGRAM AND  
REQUEST FOR STAY OF SHERIFF'S SALE

I, \_\_\_\_\_, wish to participate in the Lancaster County Residential Mortgage Foreclosure Diversion Program.

I am the owner of the property with a physical address of \_\_\_\_\_, Lancaster County, Pennsylvania.

I live in this property, it is my primary residence, and it has four or fewer residential units.

My remaining mortgage balance is \$400,000.00 or less.

This property is not the subject of bankruptcy, divorce, or estate proceedings.

The judgment entered against me in this case was entered against me to collect a mortgage debt on my home.

My home is scheduled for a sheriff's sale on \_\_\_\_\_.

I request that the Court postpone the sheriff's sale and that a conciliation conference be scheduled.

I understand the following:

1. If I am accepted into the Diversion Program, a stay of the sheriff's sale will be entered;
2. WITHIN THIRTY (30) DAYS OF THE DATE OF THE COURT ORDER SCHEDULING MY CONCILIATION CONFERENCE, I will submit a written proposal for modification of my mortgage to the plaintiff's counsel (the lawyer for my mortgage lender);
3. I may have an attorney assist me in submitting this plan to my lender and that if I do not have an attorney, the Program Coordinator has a list of attorneys who will represent mortgage borrowers in the Foreclosure Diversion Program for no fee or a reduced fee; and
4. I may seek the FREE assistance of a counselor from one of the approved housing counseling agencies in Lancaster. I understand that these services are at no cost to me.

The undersigned verifies that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Name [Printed]: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

APPLICATION FOR RE-ENTRY INTO THE LANCASTER COUNTY RESIDENTIAL MORTGAGE  
FORECLOSURE DIVERSION PROGRAM

1. Plaintiff filed a mortgage foreclosure cause of action against Defendant on \_\_\_\_\_.
  2. Defendant participated in the Foreclosure Diversion Program and was removed from the Program on \_\_\_\_\_.
  3. Defendant's housing counselor/*pro bono* attorney is \_\_\_\_\_.
  4. Defendant desires to be readmitted into the Foreclosure Diversion Program.
  5. Defendant's residence has not been sold at a sheriff's sale as of the date of this application.
  6. Defendant is requesting re-entry into the Diversion Program due to: (check all that apply)  
\_\_\_\_\_ change in economic circumstances  
\_\_\_\_\_ change of employment status  
\_\_\_\_\_ finalization of divorce or divorce settlement  
\_\_\_\_\_ other (explain): \_\_\_\_\_
- 
7. Defendant was not removed from the Foreclosure Diversion Program as a result of failure to participate in the Program.
  8. Defendant resides in the residential property that is subject to the foreclosure action as of the date of the filing of this application and resided at the property on the date of the filing of the foreclosure complaint.
  9. Defendant agrees that if the Court permits Defendant to re-enter the Foreclosure Diversion Program, Defendant will continue to work with a housing counselor or a private attorney.

The undersigned verifies that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Name [Printed]: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**RULE 205.2(d) Lancaster County Consumer Credit Card Collection Diversion Program (“Program”):**

A. All actions filed for consumer credit card debt collection shall be automatically enrolled in the Program, subject to the “opt-out” procedure set forth below. Certain other consumer credit card cases may be referred to conciliation at the discretion of the presiding judge, as specified in the paragraphs below.

Business or commercial credit card debt collection actions, where a business or commercial entity is listed as a defendant or as a co-defendant, are not eligible for the Program and will not be automatically enrolled. For a business or commercial credit card debt collection action, on the Supreme Court of Pennsylvania Cover Sheet, Plaintiff shall check the box for Debt Collection: Credit Card and include in the lines below, “Business Credit Card.” Plaintiff shall not include the “NOTICE,” also known as Form 1, or make any reference to the credit card diversion program for a business or commercial credit card debt collection action in its complaint.

However, to avoid the necessity of issuing an Order for Plaintiff to amend its complaint for inadvertently including the “NOTICE,” which may confuse Defendants as to whether the proceeding and pleading requirements are paused, the Court may issue a companion order which will clearly state that there is no stay placed on the proceedings, that the pleading requirements are not suspended, and that Defendant should heed the Notice to Defend within 20 days of service of the complaint. The Plaintiff shall serve the companion order with the complaint.

If Plaintiff includes the “NOTICE” in its initial complaint where the case is not eligible for the Program because it is a business or commercial credit card debt collection action and the Court does not issue a companion order to be served with the complaint, Plaintiff shall file an Amended Complaint that includes a clear statement that the case does not qualify for the consumer credit card collection diversion program, that there is no stay placed on the proceedings, the pleading requirements are not suspended, and that Defendant should heed the Notice to Defend within 20 days of service of the Amended Complaint. The Amended Complaint shall not include the “NOTICE.”

B. Plaintiffs are required to electronically file complaints for consumer credit card debt collection actions and are subject to additional e-filing fees as may be implemented by the Lancaster County Prothonotary. For purposes of this Program, the Lancaster County Prothonotary. For purposes of this Program, the Lancaster County Prothonotary may maintain all documents in electronic format and does not need to maintain a paper file for each case.

C. In all consumer credit card collection actions, the caption of the complaint shall include the words “Consumer Credit Card Collection Action.”

D. Electronically filed complaints shall be submitted as follows:

1. The Plaintiff files the complaint electronically through the Lancaster County Prothonotary Online Portal or any other such program that may be utilized by the Lancaster County Prothonotary for the electronic filing of documents;

2. The Plaintiff pays the appropriate civil action filing fee and any additional fees for e-filing as set forth by the Lancaster County Prothonotary;

3. Within three (3) business days of the filing of the complaint electronically, the Plaintiff shall provide (1) one check made payable to the Lancaster County Sheriff's Office for the civil process fee and (2) a paper copy of the filed complaint with the "Notice of Consumer Credit Card Collection Diversion Program," in the form attached hereto as Form "1," affixed to the front of the complaint to the Lancaster County Sheriff's Office.

E. Upon the filing of a consumer credit card collection complaint, the Court shall issue a "Case Management Order," substantially in the form attached hereto as Form "2." The Prothonotary shall serve a copy of the Case Management Order ("CMO") on the plaintiff's attorney and on the defendant. If there is a conflict between the local rules and the CMO, the CMO takes precedence over the local rules and is controlling.

The CMO Shall:

1. Schedule a conciliation conference for no sooner than 90 days and no later than 120 days from the date of the Order;

2. Direct the plaintiff to electronically file with the Court, within 30 days of the date of the CMO, the "Statute of Limitations And Documentation of Debt Certification" form, identified in paragraph 6 below, along with supporting documentation ("DOCS") of the alleged debt (i.e., credit card statements, original credit card application, credit card agreements, bill of sale, account transfer or assignment, etc.);

3. Notify the defendant that the defendant may call a certified credit counseling agency directly at the telephone number provided in the CMO to assist the defendant in preparing for the conciliation conference;

4. Notify the defendant that the defendant may opt out of the Consumer



Credit Card Collection Diversion Program by filing with the Court “Defendant’s Election of Nonparticipation,” in the form attached here to as Form “3,” or such later court-approved form;

5. Requires the attendance at the conciliation conference of the defendant or defendant’s counsel of record, and a representative of the plaintiff, or plaintiff’s counsel of record;

6. Provide that further proceedings in the action will be stayed pending the conclusion of the conciliation process, unless the defendant opts out of the Program, or the case is removed from the Program by further Order of Court;

7. Advise the defendant of the right to consult with an attorney at any time and to bring an attorney to the conciliation conference, as well as provide contact information for local legal services and *pro bono* attorney programs, if any; and

8. Provide such other terms as may be necessary and appropriate.

F. The sheriff shall file a return of service which shall indicate the service of the complaint. The entry of the Case Management Order (“CMO”) shall result in an automatic stay of any further proceedings to afford the parties an opportunity to participate in the court-supervised conciliation process. No answer shall be required, and no judgment by default may be entered prior to the completion of the conciliation process unless the case is removed from the Program by further Order of Court.

However, a consent judgment, a judgment by agreement, or an agreed upon stipulation in lieu of judgment containing the signature of both parties may be filed and entered prior to the completion of the conciliation process, and, if this occurs, it will cause the case to be automatically released from the program without further Order of Court

G. Within 30 days of the date of the CMO, the plaintiff shall e-file with the Court a “Statute of Limitations and documentation of Debt Certification” (“SOL”) in substantially the same form as the form attached hereto as Form “4” and provide supporting documentation (“DOCS”) of the alleged debt as defined in the SOL. Supporting documentation, i.e., credit card statements, must be filed in chronological order, preferably oldest to newest. The SOL form and DOCS shall be filed with the appropriate Confidential Document/Information forms in accordance with the Case Records Public Access Policy of the Pennsylvania Courts.

The “Statue of Limitations and Documentation of Debt Certification” and all supporting documentation must be filed electronically through the Lancaster County Prothonotary Online Portal or any other such program as utilized by the Lancaster County

Prothonotary for the electronic filing of documents.

The Diversion Program Coordinator will review the SOL and DOCS submitted to the Court to determine whether the appropriate supporting documentation and information has been filed. Any questions as to the sufficiency of documentation shall be referred to a judge of the Court of Common Pleas. If the documents are not submitted or lack the required information, the Court shall issue a non-compliance Order directing the plaintiff to supplement its documentation to conform with the pleading requirements under Pennsylvania Rules of Civil Procedure 1019. If Plaintiff fails to comply with the CMO and/or the non-compliance Order, the Court will issue a Rule upon Plaintiff to show cause why the action should not be dismissed without prejudice for failure to comply, with the Rule returnable at a hearing.

H. If the defendant elects not to participate in the Program or if the defendant fails or refuses to cooperate within the parameters of the Program, the Court shall issue an Order removing the consumer credit card debt collection action from the Program. Within ten days of the filing of Defendant's Election of Nonparticipation, see Form "3" below, the Court shall issue an Order cancelling the conciliation conference, lifting the stay on the action, and directing the defendant to file a response to the plaintiff's complaint.

I. The scheduled conciliation conference will be held before the Diversion Program Coordinator, or a court-appointed representative, who will facilitate the settlement negotiations. Conciliations may be held virtually utilizing advance communication technology.

J. Any unrepresented defendant will be advised by the Court, the Diversion Program Coordinator, and the credit counseling agency of the right to consult with an attorney at any time during the conciliation process and to bring an attorney to the conciliation conference. The defendant will also be advised that the defendant may apply for an attorney through programs run by the lawyer referral, legal services, and legal aid programs as may exist within the Second Judicial District. If a defendant secures the legal services of an attorney, counsel of record must file a Praecipe for entry of appearance.

K. If an agreement is reached through negotiations prior to the scheduled conciliation conference, the plaintiff shall (a) immediately notify the Diversion Program Coordinator of the agreement so the conciliation conference may be cancelled, (b) confirm the agreement in writing with the defendant and the Program Coordinator within five business days, and (c) prepare any documents necessary to implement the agreement.

L. If, at any time prior to the date on which a conciliation conference is

scheduled, the plaintiff becomes aware that it will be unable to proceed to the conference, then the plaintiff must contact the defendant, the defendant's attorney, if any, and the Diversion Program Coordinator, in writing, to request a continuance of the conciliation conference. Any failure of the plaintiff to comply with the specific terms of this paragraph may result in the imposition of sanctions.

M. Unless an agreement is reached prior to the scheduled conciliation conference, the plaintiff's attorney of record, the defendant, or the defendant's attorney of record shall appear in person at the conciliation conference. Use of local or appearance counsel is not permitted.

N. If the conference is held virtually utilizing advance communication technology, Plaintiffs shall appear by video, unless granted an exception by the Court to participate by telephone. Defendant's counsel shall also appear by video, unless granted an exception by the Court to participate by telephone. Unrepresented Defendants may participate by video or by telephone without exception. All parties or attorneys who appear at the conciliation must have actual settlement authority.

O. Failure of the plaintiff's counsel or the plaintiff's representative to attend the conciliation conference, absent good cause shown, or failure to participate in the conciliation in good faith may result in the dismissal of the action without prejudice, the rescheduling of the conciliation conference and/or further postponement of any action in the matter, the award of attorney's fees and costs, and any lost wages or other related expenses for the defendant, or the imposition of such other sanction as the Court deems appropriate.

P. Failure of the defendant or defendant's counsel of record to attend the conciliation conference, absent good cause shown, may result in the lifting of the automatic stay and in the matter proceeding to judicial disposition, and may further result in the imposition of sanctions as the Court deems appropriate, including, but not limited to, attorney's fees and costs.

Q. If an agreement is reached at the conciliation conference, the Court will issue an Order to continue the case generally in the Program pending finalization of the agreement. Plaintiff shall prepare any documents necessary to implement the agreement within five business days of the date of the conciliation conference. If no agreement is filed with the Court within 90 days from the date of the general continuance order, then Plaintiff may make a request to the Diversion Program Coordinator that the case be released from the Program to be further litigated. If an agreement is filed within 90 days from the date of the general continuance order, the case shall be automatically released from the Program on the date the agreement is filed so that Plaintiff may enforce the

agreement if necessary.

R. Conciliation must be completed within 30 days of the conciliation conference, unless extended by Order of the Court or by stipulation of the parties.

S. Absent good cause, as determined by the Court, conciliation must be completed within 180 days after suit is filed. If conciliation fails to be completed within 180 days after suit is filed, and the Court makes the determination that such failure is attributable to either party, and that party is unable to show good cause as to why conciliation could not be completed within the specified time, the Court may dismiss the action with or without prejudice or impose such other sanctions as the Court deems appropriate.

T. Any plaintiff who files a motion for summary judgment or a motion for judgment on the pleadings in any consumer credit card collection case that was commenced on or before December 31, 2021, must also serve on the defendant: (a) a copy of the Notice of Consumer Credit Card Collection Diversion Program and Certification Regarding Eligibility of Action, in the form attached hereto as Form "5," giving the defendant in that pending action notice of the availability of the Program; and (b) an Application for Entry, in the form attached hereto as Form "6," allowing the defendant to request placement in the program and a stay of proceedings. The defendant may seek participation in the Program by filing with the Court, within 20 days of receipt of the Notice, an Application for Entry.

The motion for summary judgment or motion for judgment on the pleadings shall have attached to it a "Statute of Limitations and Documentation of Debt Certification" in the form attached hereto as Form "4." The Court may deny the motion for failure to comply with the requirements of this paragraph.

U. In any consumer credit card collection case that commenced on or before December 31, 2021, in which there are outstanding preliminary objections, the Court, in its discretion, may refer the case to the Program.

V. Any plaintiff who files a Praecipe for judgment by default in any consumer credit card collection case that was commenced on or after January 1, 2022, that is governed by these rules, must attach an "Affidavit of Compliance and Entitlement to Default Judgment" in the form attached hereto as Form "7."

If the plaintiff has not complied with the requirements of the local rules, the Prothonotary shall automatically enter a default judgment against the defendant and shall forward the filing to the Program Coordinator. No judgment by default against the defendant shall enter unless the Court determines the documentation filed by the plaintiff establishes the plaintiff's entitlement to judgment in the amount claimed by the plaintiff.

W. Any plaintiff who files a motion for summary judgment or a motion for judgment on the pleadings in any consumer credit card collection case that was commenced on or after January 1, 2022, must attach an Affidavit of Service indicating the manner and date of service of the “Notice of the Consumer Credit Card Collection Diversion Program,” in the form attached hereto as Form “1,” upon the defendant.

X. At the discretion of the presiding judge, a defendant who has previously participated in, and been removed from the Program may request the Court to re-admit the case to the Program for good cause shown by presenting an “Application for Re-Entry,” substantially in the form attached hereto as Form “8,” or such later court-approved form. If the defendant’s request is granted, the Court will issue a CMO to schedule a conciliation conference.

Y. Sanctions may be imposed by the Court at any time for lack of good faith participation and/or noncompliance with any aspect of the Program.

Z. All information submitted to the Diversion Program Coordinator that is not filed with the Court shall be confidential and inadmissible in any subsequent legal proceeding, unless otherwise provided by law.

AA. The Diversion Program Coordinator may assist with enforcing compliance with these rules.

BB. These rules are effective for all consumer credit card collection actions filed on or after January 1, 2022.

CC. These local rules shall remain in effect unless and until they are rescinded by the Court.

## FORM LIST

1. Notice of Consumer Credit Card Collection Diversion Program
2. Case Management Order (with attached Forms A-B-C)
3. Defendant's Election of Nonparticipation
4. Statute of Limitations and Documentation of Debt Certification
5. Notice of Consumer Credit Card Collection Diversion Program and Certification  
Regarding Eligibility of Action
6. Application for Entry
7. Affidavit of Compliance and Entitlement to Default Judgment
8. Application for Re-Entry

# **NOTICE**

Through the Lancaster County Consumer Credit Card Collection Diversion Program, you may be able to get help with resolving your Credit Card Debt

A credit card debt collection action has been filed against you. This court program will allow you to participate in a court-supervised conciliation conference to resolve this matter with your debt holder.

As a result of your eligibility for this FREE Program:

- The Court will pause the action while you participate in the Program
- You are eligible to meet with a credit counselor who will work with you FREE OF CHARGE to review your finances and help you resolve the claims in this lawsuit
- You MUST attend the Conciliation Conference, as scheduled by future Court Order, where under the Court's supervision a reasonable payment arrangement can be arranged. *If you do not appear at the conference, a judgment could be entered against you!*

Once entered, a judgment may create a lien on real estate, and your personal property and assets, including a portion of your paycheck and/or bank account, may be taken from you. Also, a judgment will affect your credit score and can affect your ability to rent a home, find a job, or take out a loan. You cannot be arrested or sent to jail for owing credit card debt.

**For additional information about this FREE Program**  
**call 717-209-3290 Mon-Fri 9:00 am to 4:00 pm**  
**or email [cddp@lancastercountypa.gov](mailto:cddp@lancastercountypa.gov)**  
**or go to the Court's website at**  
**<https://court.co.lancaster.pa.us/CCCDP>**

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

Plaintiff	:	CI-____-____
	:	
v.	:	CONSUMER CREDIT CARD
	:	COLLECTION ACTION
	:	
Defendant(s)	:	

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**CASE MANAGEMENT ORDER**

AND NOW, this \_\_\_\_ day of 202\_, a complaint having been filed to collect on a consumer credit card debt, and the case being eligible for participation in the Lancaster County Consumer Credit Card Collection Diversion Program (“Program”), it is hereby ORDERED as follows:

1. **All proceedings and further pleading deadlines in this matter are suspended** until completion of the conciliation process, and no judgment by default may be entered until and unless the case is removed from the Program by further Order of Court.
2. *However, certain settlement agreements signed by the parties may be filed and entered by the prothonotary notwithstanding the stay placed on the case.* A stipulation to payment agreement in lieu of judgment, a consent judgment, or a judgment by agreement may be filed and entered prior to completion of the conciliation process. Upon any of these three types of agreement of the parties being entered by the Court, the conciliation conference will be cancelled, the conciliation process deemed complete, and the case will be automatically released from the Program so that these agreements may be enforced by Plaintiff, should that become necessary.
3. A *virtual*, court-supervised conciliation conference is scheduled on \_\_\_\_\_, 202\_, at 1:30 p.m. Plaintiffs must connect to the conference by the internet link unless special permission to participate by telephone is granted by the Court. Defendants may participate by internet link or by telephone without exception.
4. To connect to the conference via internet using a computer or mobile device, use this link: **https://co-lancaster-pa-us.zoom.us/j/\_\_\_\_\_**. To connect by telephone, dial: **+1 309 205 \_\_\_\_\_**, and when prompted, enter the meeting ID: **898 0317 \_\_\_\_\_#**. All parties or their respective counsel are directed to appear. Continuances will NOT be granted, absent good cause shown.



5. **Defendants** may receive an email reminder for the conference by providing the **Defendant's name, case number** (i.e., CI-23-xxxxx), and **primary email address** to: cddp@lanastercountypa.gov.
6. **Plaintiff's and Defendant's Attorney of Record**, either the attorney who filed the complaint or an attorney who has entered his or her appearance with the Court prior to the conciliation conference, **must appear**. Use of "appearance" counsel to attend the conciliation conference for the Program is no longer permissible.
7. The failure of Defendant or their attorney to attend the conference, absent good cause shown, shall result in removal from the Program, the lifting of the stay, and in the matter proceeding to judicial disposition.
8. **Within thirty (30) days of the date of this Order**, Plaintiff shall **electronically** file ("e-file") with the Court, along with supporting documentation<sup>1</sup>, the Statute of Limitations and Documentation of Debt Certification in the form attached hereto.<sup>2</sup>
9. **In addition, within thirty (30) days of the date of this Order**, Plaintiff shall **e-file** a demonstrative exhibit which outlines the final statement balance and lists by category, as applicable, the total dollar amounts contained within the supporting documentation e-filed for any: **(1) purchases, (2) balance transfers, (3) cash advances, and (4) deferred interest accrual charges**. The exhibit shall include a citation to each credit card statement utilized in calculating the total dollar amount for each category above, by its closing or ending date. *See* the example demonstrative exhibit attached to this order.
10. If an agreement is reached by the parties through pre-conference negotiations, Plaintiff shall prepare any documents necessary to implement the agreement and promptly notify the Diversion Program Coordinator at cddp@lanastercountypa.gov so the conference may be cancelled. If no agreement is reached, the case shall proceed to the scheduled court-supervised conference.
11. Although an attorney is not required, Defendant may work with an attorney to prepare the case for conciliation. If Defendant does not have an attorney, Defendant may contact MidPenn Legal Services by calling 717-299-0971 or by visiting: <https://palegalaid.net/find-legal-help/apply>, or contact the Lancaster Bar Association Lawyer Referral Service by calling 717-393-0737. Free

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<sup>1</sup> Supporting documentation of the debt filed shall be sufficient to permit the Defendant to calculate the total amount of damages that are allegedly due. Any credit card statements that are filed shall be filed in chronological order.

<sup>2</sup> The Statute of Limitations and Documentation of Debt Certification and supporting documentation shall be filed with the appropriate Confidential Document/ Information forms in accordance with the Case Records Public Access Policy of the Pennsylvania Courts.

virtual legal advice for civil matters may be available through the American Bar Association for those who qualify by visiting: <https://pa.freelegalanswers.org>.

12. If Defendant desires to participate in FREE credit counseling prior to the conciliation, Defendant may contact Tenfold directly at 717.397.5182 or visit: <https://wearetenfold.org/>. Please mention to Tenfold that this case is enrolled in the Court's credit card diversion program.
13. Defendant shall have the option to withdraw from the Diversion Program at any time by filing with the Court an Election of Nonparticipation.
14. For more information on the consumer credit card diversion program, please visit <https://www.court.co.lancaster.pa.us/265/Consumer-Credit-Card-Diversion-Program#forms>

BY THE COURT:

---

J.

ATTEST:

Encls: (A) Statute of Limitations and Documentation of Debt Certification  
(B) Notice of Language Rights  
(C) Example Demonstrative Exhibit

Copies to: (Service by First-Class Mail)  
(Service by the Lancaster County Sheriff)

**Form A**

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

Plaintiff

v.

Defendant

:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:

CI- \_\_\_\_\_

**STATUTE OF LIMITATIONS AND DOCUMENTATION OF DEBT CERTIFICATION**

As required by Local Rule 205.2(d), the undersigned verifies that:

1. *Statute of Limitations*: Based on reasonable inquiry, the applicable limitations period has not expired as of the date of the filing of the complaint.
2. *Documentation of Debt*: The name of the current debt holder: \_\_\_\_\_  
\_\_\_\_\_
3. The name of the original creditor, and for debt arising from a credit card sponsored or co-sponsored by a retailer, the name of the sponsoring or co-sponsoring retailer:  
\_\_\_\_\_
4. The last four digits of the social security number for the defendant appearing on the original account: \_\_\_\_\_
5. The date the original credit agreement was entered into by the defendant:  
\_\_\_\_\_
6. The date the defendant defaulted and the basis for the default: \_\_\_\_\_  
\_\_\_\_\_
7. Documents establishing the existence, amount, and terms and conditions applicable to the debt that is the subject of this action, including:

[ ] A. A copy of the credit card agreement in effect at the time the credit card was issued establishing the original terms and conditions applicable to the debt or the original credit card application, and applicable subsequent amendments; but if the writing(s) is/are not accessible to the plaintiff, it is sufficient so to state, together with the reason, and to set forth the substance of the writing(s).

[ ] B. Sufficient documentation to permit the defendant to calculate the total amount of damages that are allegedly due.

8. Documents regarding ownership of the debt:

A. Each bill of sale, assignment, or other document evidencing the transfer of ownership of the debt, beginning with the original creditor. If the debt has been assigned more than once, then each assignment or other writing evidencing transfer of ownership must be attached to establish an unbroken chain of ownership. Such documentation must contain at least the last four digits of the original account number of the debt purchased or other identifying information uniquely associated with the account and must clearly show the debtor's name associated with that account number.

B. Not applicable – the plaintiff is the original creditor

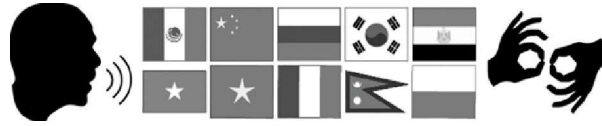
I verify that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Plaintiff or Plaintiff's Counsel

\_\_\_\_\_  
Date

Form B

Notice of Language Rights



Language Access Coordinator
Lancaster Cotmty Court of Common Pleas, 50 N. Duke St, Lancaster, PA 17602 717-295-3584 (office), 717-295-3625 (fax)
languageaccess@co.lancaster.pa.us

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informarse al personal judicial utilizando la información provista en la parte superior de este aviso.

Mandarin/Cantonese Simplified Chinese/Pinyin: ！, fHJt, iH HIJDwc.5U -%-. ;ff fM Dwceff, i HiJ2JR \$W hm -% gw I \*A .

Mandarin/Cantonese Traditional Chinese/iffi ls/ai\* nUlcpx: 1 W f > J < Jii @ UIY. Ji • tlai'i } .! .5.K1 @airnlia% • \* • m -M- -- B • R •

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Russian/Русский: Y Bae ecTb rpaBo tta 6ecmiaTttb1e yccprrH rpepeB0.!!'HKa. 3a,mKa tta rpepeB0.!!'HIKa rronacTc.sr B cyn rro anpecy, Terrecpmzy HHH lrr. IIOLJTe, yKaJaHHI,IM Bhime B JarorroBKe 3Toro yBenm,memm.

Vietnamese/Ti ng Viet: Quy vi co quy6n dugc mqT thong dich vien gillp ma khong t6n chi phi nao Ca, xin hay bao cho nhan vien toa an dung thong tin lien k,lc coo tren d u thong bao nay.

epal : ::ilolcf:l:fl SIn :TIT'IT mr m 3lai.ctlacf>cf> zj-, m' ti. ilcricf>)

Korean/ :71'o} l:l}4<0ll -cTI -f'a" 'ict01 % }7l:l--" 'i:le-17}%1..-]t:l-. % }7l:ll6 .B\_..;a'o}3j1B\_ %Al }7 2-1 J.-It!<0ll 7];; 't! 1 \_ %"6"TI 1Hl 31 <0]7ll e-1-1.1 Al 2.

Polish/Polski: Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrocic sii, o wsparcie ze strony tłumacza ustnego, proszly skontaktowac siy z pracownikami s,idu, korzystaj<c z danych znajduj,icych siiy w gomej czyisci niniejszego dokumentu.

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Punjab i /L.fii"l:ft /India: :lel'Q fu;r eJ'l'R', c@?i era'a!- - fi::n. -el :lel'Q wos ?5clT fffiffil B-et ao::ft cRJo - ro@l.f'cract -e 3 fuff w,?)ia,eP,l:@ " re::rrJ=fI@o! i-1'Eot-d1 c< ora l

Portuguese/Portugues: Voce tern direito a um interprete gratuitamente. Para solicitar um interprete, informe a nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

Somali/Somaali: Waxaad xaq u leedahay in lagu tuijumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

Haitian Creole/Kreyol Ayisyen: Ou gen dwa resevwa sevis yon entepret gratis. Pou mande pou yon entepret, tanpri fe manm pesonel tribinal la konnen le ou sevi avek enfomasyon an yo te bay ou nan tet avi sa a.

French/Francais: Vous avez le droit de beneficier gratuitement de l'assistance d'un ioterprete. Pour en faire la demande, veuillez en informer le personnel du tribunal a l'aide des coordonnees indiquees en haut de page.

**Form C**

**Demonstrative Exhibit – Summary of Charges Incurred on Credit Card**

**Final Statement Balance: \$ \_\_\_\_\_**

List charges incurred by category **as contained within the e-filed supporting documentation only** (use additional pages, if necessary):

Total Purchases: \$ \_\_\_\_\_

*See credit card statements, by closing or ending date:* \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
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\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
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\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_.

Total Balance Transfers: \$ \_\_\_\_\_

*See credit card statements, by closing or ending date:* \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
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Total Cash Advances: \$ \_\_\_\_\_

*See credit card statements, by closing or ending date:* \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
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Total Deferred Interest Accrual Charges: \$ \_\_\_\_\_

*See credit card statements, by closing or ending date:* \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_,  
\_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_, \_\_\_/\_\_\_/\_\_\_.

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

**DEFENDANT'S ELECTION OF NONPARTICIPATION IN THE  
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

After receiving notice of the above-captioned credit card debt collection action, after being served with a "Notice of Consumer Credit Card Collection Diversion Program" and Case Management Order, and understanding that the above-captioned action is eligible to participate in said Consumer Credit Card Collection Diversion Program:

- Defendant elects not to participate in the Diversion Program with the knowledge and understanding that the stay of proceedings will be lifted, the action will go forward, and the plaintiff may be permitted to seek judgment against the defendant if he/she does not file a responsive pleading with the Court, such as an answer to the complaint
  
- Defendant elects not to participate in the Diversion Program with the knowledge and understanding that the stay of proceedings will be lifted, and the action will go forward, to allow Defendant to raise a legal defense(s) in response to Plaintiff's complaint

\_\_\_\_\_  
Defendant/Defendant's Counsel

\_\_\_\_\_  
Date

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

Plaintiff

CI- \_\_\_\_\_

v.

Defendant

STATUTE OF LIMITATIONS AND DOCUMENTATION OF DEBT CERTIFICATION

As required by Local Rule 205.2(d), the undersigned verifies that:

9. *Statute of Limitations*: Based on reasonable inquiry, the applicable limitations period has not expired as of the date of the filing of the complaint.

10. *Documentation of Debt*: The name of the current debt holder: \_\_\_\_\_

11. The name of the original creditor, and for debt arising from a credit card sponsored or co-sponsored by a retailer, the name of the sponsoring or co-sponsoring retailer: \_\_\_\_\_

12. The last four digits of the social security number for the defendant appearing on the original account: \_\_\_\_\_

13. The date the original credit agreement was entered into by the defendant: \_\_\_\_\_

14. The date the defendant defaulted and the basis for the default: \_\_\_\_\_

15. Documents establishing the existence, amount, and terms and conditions applicable to the debt that is the subject of this action, including:

[ ] A. A copy of the credit card agreement in effect at the time the credit card was issued establishing the original terms and conditions applicable to the debt or the original credit card application, and applicable subsequent amendments; but if the writing(s) is/are not accessible to the plaintiff, it is sufficient so to state, together with the reason, and to set forth the substance of the writing(s).

[ ] B. Sufficient documentation to permit the defendant to calculate the total amount of damages that are allegedly due.



16. Documents regarding ownership of the debt:

A. Each bill of sale, assignment, or other document evidencing the transfer of ownership of the debt, beginning with the original creditor. If the debt has been assigned more than once, then each assignment or other writing evidencing transfer of ownership must be attached to establish an unbroken chain of ownership. Such documentation must contain at least the last four digits of the original account number of the debt purchased or other identifying information uniquely associated with the account and must clearly show the debtor's name associated with that account number.

B. Not applicable – the plaintiff is the original creditor

I verify that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Plaintiff or Plaintiff's Counsel

\_\_\_\_\_  
Date

Form 5

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA CIVIL ACTION

[CAPTION]

NOTICE OF CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM AND  
CERTIFICATION REGARDING ELIGIBILITY OF ACTION

CERTIFICATION

Pursuant to Lancaster County Rule 205.2(d), establishing the Consumer Credit Card Collection Diversion Program, I hereby certify that

1. This action was commenced on \_\_\_\_\_
2. Had this action been commenced on or after January 1, 2022, the effective date of the Administrative Order, the action would have been eligible for the Diversion Program.

NOTICE TO THE DEFENDANT

The Defendant in this action may apply for entry into the Diversion Program by filing with the Court, within the next 20 days, the "Application for Entry," that is attached to this document.

If your application is granted by the court

- Legal proceedings will be paused
- You will receive a Court Order outlining the Program requirements and what you must do to participate
- You have the option to meet with a credit counselor who will help you FREE OF CHARGE prepare a proposal to resolve your debt
- You MUST attend the Conciliation Conference as scheduled by subsequent Court Order

\*\*\*If you do not appear at the conference, a judgement may be entered against you\*\*\*

For additional information about the Consumer Credit Card Collection Diversion Program, go to:

[www.court.co.lancaster.pa.us/CCCDP](http://www.court.co.lancaster.pa.us/CCCDP)

or call 717-209-3290 or email [cddp@lancastercountypa.gov](mailto:cddp@lancastercountypa.gov)

The undersigned verifies that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 PA. C.S.A. § 4904 relating to unsworn falsification to authorities.

Signature of Plaintiff/Counsel \_\_\_\_\_ Date: \_\_\_\_\_

Encl. Application for Entry

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**APPLICATION FOR ENTRY INTO THE LANCASTER COUNTY  
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

I, \_\_\_\_\_, wish to participate in the Lancaster County Consumer Credit Card Collection Diversion Program.

I understand the following:

1. If I am accepted into the Program, a stay of this action will be entered, and a conciliation conference will be scheduled;
2. I may have an attorney assist me in defending this action and, if I do not have an attorney, I may contact MidPenn Legal Services by calling 717-299-0971 or the Lancaster Bar Association Lawyer Referral by calling 717-393-0737, to determine eligibility;
3. If I do not obtain legal representation, I have the option to meet with a credit counselor from one of the approved credit counseling agencies in Lancaster, who will assist me through the conciliation process. I understand that these services are FREE; and
4. I must appear at the conciliation conference and participate in good faith, or a judgment may be entered against me.

The undersigned verifies that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Name [Printed]: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM  
AFFIDAVIT OF COMPLIANCE AND ENTITLEMENT TO DEFAULT JUDGMENT**

Please check one:

I am an unrepresented plaintiff

I am counsel for the plaintiff

The undersigned hereby states that:

1. I have personally reviewed the documentation filed and served in this action pursuant to Local Rule 205.2(d) (as may be amended).
2. The documentation meets all requirements of Lancaster County Local Rule 205.2 (d) (as may be amended), with any exceptions specifically stated here:  
\_\_\_\_\_  
\_\_\_\_\_.
3. The documentation establishes the plaintiff's entitlement to judgment in the amount claimed.

\_\_\_\_\_  
Plaintiff / Counsel for Plaintiff

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Email Address, Telephone Number]

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION

[CAPTION]

APPLICATION FOR RE-ENTRY INTO THE LANCASTER COUNTY  
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM

1. Plaintiff filed a debt collection action against Defendant on \_\_\_\_\_.
2. Defendant participated in the Consumer Credit Card Collection Diversion Program and was removed from the Program on \_\_\_\_\_ for the following reason(s):  
\_\_\_\_\_.
3. Defendant desires to be readmitted into the Diversion Program.
4. No judgment has been entered against Defendant.
5. Defendant is requesting re-entry into the Diversion Program due to: (check all that apply)  
\_\_\_\_\_ change in economic circumstances  
\_\_\_\_\_ change of employment status  
\_\_\_\_\_ other (explain):  
\_\_\_\_\_  
\_\_\_\_\_
6. Defendant was not removed from the Diversion Program as a result of failure to participate in the Program.
7. Defendant agrees that if the Court permits Defendant to re-enter the Diversion Program, Defendant will comply with all aspects of the Program, attend the scheduled conciliation conference and participate in good-faith negotiations with Plaintiff.

Respectfully submitted:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant

## **RULE 205.4. Electronic Filing and Service of Legal Papers**

A. “Electronic Filing” (E-Filing) means the electronic transmission of documents to the court under these rules. Electronic filing does not include service of any documents.

1. All Civil Actions (including Family Actions) filed in the Court of Common Pleas of Lancaster County may be filed by E-Filing.

2. Registration. Any person intending to use E-File must register with Teleosoft CountySuite Portal. All use of the CountySuite Portal shall be in accordance with the CountySuite Portal user manual. All registered users shall be individuals, not law firms, agencies, corporations or other groups.

3. Original document. A legal paper filed electronically shall be deemed the original document, but copies of exhibits electronically filed do not constitute the original of the exhibit for evidentiary purposes.

B. Form of Documents Electronically Filed.

1. Format. To the extent practicable it shall be formatted in accordance with the applicable rules governing formatting of paper documents, and in such other and further format as the Court may require from time to time. All electronic filings shall be in PDF format. A document may exceed page limitation rules to a maximum of two (2) additional pages when the additional pages are attributed to the electronic conversion of filing process. The e-File system will automatically convert any filing to PDF/A format.

2. Title of Documents. The title of each electronically filed document shall include:

- a. Descriptive title of the document
- b. Party or parties filing the document
- c. Party or parties against whom relief, if any, is sought; and
- d. Nature of the relief sought (e.g. Defendant ABC Corporation’s Motion for Summary Judgement Against Plaintiff Jones).

3. Signature.

a. Each electronically filed document shall be deemed to have been signed by the attorney or party represented by an attorney authorizing such filing and shall bear a facsimile or typographical signature of such person, e.g. “/s/Adam Attorney”. Each document e-Filed by an attorney shall also include the typed name, address, and

telephone number of the attorney or unrepresented party filing such document. Attorneys shall include their Pennsylvania bar number. Each electronically filed declaration and affidavit shall be deemed to have been signed by the declarant or affiant if an attorney or party not represented by an attorney has authorized such filing. Documents containing signatures of third-parties (i.e., unopposed motions, affidavits, stipulations, etc.) may also be filed electronically by indicating in the original signatures are maintained by the filing party in paper format.

b. The electronic filing of a legal paper constitutes a certification by the filing party that the original hard copy was properly signed and, where applicable, verified; and a certification as provided by the signature to a legal paper under Pa.R.Civ.P. 1023.1(c), the violation of which shall be subject to the sanction provided in Pa.R.Civ.P. 1023.1(d). The filing party shall maintain the original hard copy of the document for two years after the later of: the disposition of the case; the entry of an order resolving the issue raised by the legal paper; or the disposition by an appellate court of the issue raised by the legal paper. Any other party at any time may serve upon the filing party a notice to produce for inspection the signed hard copy within fourteen days of the service of the notice. The court upon motion may grant appropriate sanctions for failure to produce the signed hard copy pursuant to the notice.

C. Public Access to the Docket.

1. Public Access to the Prothonotary's docket is available on the Internet at [www.lancastercountypa.gov/Prothonotary](http://www.lancastercountypa.gov/Prothonotary)

2. The Prothonotary shall make a Public Access Terminal available to the general public to allow access to the Court's electronic case record in all E-Filed cases.

D. Filing Fees.

1. All filing fees and payments shall be made at the time of filing with an authorized credit card through the CountySuite Portal. Authorized cards shall include Visa, MasterCard, American Express and Discover. Filing fees and payments may not be deposited in advance with the Prothonotary.

2. Filing fees billed by CountySuite Portal shall include the Prothonotary's statutory filing fees.

3. The Prothonotary is authorized to charge a convenience fee for E-Filing as set forth in the Prothonotary's fee schedule.

E. Sealed Documents.

1. Documents intended to be filed under seal shall be designated by the filing party as “sealed” in the CountySuite Portal. However, designation of documents as “sealed” does not seal the document. The filing party must submit a proper request for sealing documents in addition to making the designation in the CountySuite Portal.

2. The filing details and document title will appear in the e-File system. The document can be viewed only by the Court, the Prothonotary staff, and case participants.

F. Time of E-Filing

1. The CountySuite Portal shall provide to the filer, using the email addressed registered by the filer, a courtesy email acknowledging that the E-filing was received. An official notification will be displayed in the CountySuite Portal, which includes the time and date, as a pending filing awaiting approval by the Prothonotary. The Prothonotary shall provide the filer with notification through the CountySuite Portal that the legal paper has been either accepted or rejected.

2. If a legal paper is accepted, it shall be deemed to have been filed as of the date and time it was received by the CountySuite Portal; however, if a legal paper is submitted without the requisite filing fee, the legal paper shall be deemed to have been accepted for filing as of the date payment is received pursuant to 42 P.S. Section 21073(b). The Prothonotary may maintain an electronic file only and no paper file, with the approval from the Court.

*(Comment: As required by PA.r.Civ.P. No. 205.4(c)(1) access to the countySuite Portal shall be available at all times, except for routine maintenance; however, legal documents can only be reviewed by the Prothonotary staff during normal office hours. Therefore, filers are cautioned to file required legal papers well in advance of any filing deadlines to enable timely correction and resubmission in the event a legal paper is not acceptable for filing.)*

G. Service of Legal Papers

Once an E-Filing has been accepted by the Prothonotary it shall be the responsibility of the filing party to provide to the sheriff the proper service fee and documents for original service and writs. The CountySuite Portal does not include legal service.

H. Obligation of registered E-File Users to Maintain Proper Deliver Information



Parties or attorneys who register to use the CountySuite Portal system shall notify CountySuite Portal within ten days of any change in firm name, delivery address, fax number or e-mail address.

Revised 9-19-23

Effective 10-30-23

**RULE 206.1(a). Petition. Definition. Stipulation**

A. Petition Defined.

A petition is a request which seeks relief ancillary to a given cause of action and which avers facts not of record. Petitions include, but are not limited to:

1. Petitions to open or strike judgment.
2. Petitions to transfer venue.
3. Preliminary objections filed pursuant to Pa.R.Civ.P. No. 1028(a)(1), (5) or (6).
4. Petitions which seek the issuance of a rule to serve the interests of justice.

B. Stipulated Matters.

If the parties agree to the relief sought, the petition shall be accompanied by a stipulation signed by all affected counsel or unrepresented parties and a proposed order.

Revised 12-5-2024

Effective 3-10-2025

**RULE 206.4(c). Petition. Rule to Show Cause**

A. The procedure of Pa.R.Civ.P. No. 206.6 is adopted, and a rule shall issue as a matter of course pursuant to that Rule.

B. The petitioner shall attach to the petition a proposed order substantially in the following form:

ORDER

Upon consideration of the attached petition, it is hereby ordered that:

1. A rule is issued upon the respondent to show cause why the petitioner is not entitled to the relief requested.

2. The respondent shall file an answer to the petition within twenty days of service.

3. The petition shall be decided under Pa.R.Civ.P. No. 206.7.

4. Discovery shall be completed within forty-five days of service of the answer.

5. The petitioner shall file a brief in support of the petition within twenty days after the discovery deadline. Any party opposing the petition shall file a responsive brief within ten days of service of the petitioner's brief. The petitioner may file a reply brief within five business days of service of a responsive brief. Any party may request oral argument by filing a praecipe requesting it when filing their brief. When the petition is ready for disposition, any party may file a praecipe for disposition and the Prothonotary will then send the petition and briefs to Chambers. The praecipe shall include the filing dates of the petition, brief, responsive brief and reply brief (if any).

6. The petitioner shall provide notice of the entry of this Order to all parties.

BY THE COURT:

J.

\_\_\_\_\_  
DATE

C. When the petitioner requests a hearing or argument date, the form of the order may be modified accordingly.

D. When the petitioner requests a stay, the form of the order may be modified accordingly.

E. All petitions, except as provided in F, shall be filed with the Prothonotary. The Prothonotary shall forward such petitions to the assigned judge for entry of the Order.

F. A petition which requests a stay, the filing of an answer in fewer than twenty days or other substantive relief shall be presented in person to the assigned judge. For such petitions, the Court shall not issue the rule to show cause unless:

1. It appears from the petition that reasonable notice has been given to all affected parties of the date, time and place of the presentation; or
2. It appears from the petition that there is an agreement of all affected parties; or
3. The Court in its discretion shall determine that there are extraordinary circumstances justifying immediate relief.

Revised 12-5-2024      Effective 3-10-2025

#### **RULE 206.7. Procedure after Issuance of Rule to Show Cause**

If an answer is not filed, the petitioner may submit a proposed order and file a praecipe to forward the petition to the assigned judge for disposition.

Revised 1-18-17      Effective 3-20-17

#### **RULE 208.1. Motion. Definition. Scope**

A. Motion means any application to Court for an order made in any action or proceeding that is not excluded by Pa. R.Civ.P. No. 208.1.

B. If the parties agree to the relief sought a motion shall be accompanied by a stipulation signed by all affected counsel or unrepresented parties, a prepared order and a praecipe to assign the stipulated matter for disposition.

Revised 12-5-24      Effective 3-10-25

#### **RULE 208.2(c). Motion. Form. Content**

A motion shall be in the form required by Pa.R.Civ.P. 208.2.

Revised 12-5-24      Effective 3-10-25

#### **RULE 208.2(e). Motion. Form. Content**

Every motion relating to discovery shall contain a certification that the parties, after reasonable effort, are unable to resolve the dispute.

#### **RULE 208.3(a). Procedure for Disposition of Motion**

A. Praecepte for Disposition. Motions will be sent to the assigned judge for disposition upon completion of the briefing schedule pursuant to L.C.R.C.P. 208.3(b) below or by praecipe of any party, unless the parties agree to extend the briefing schedule. If the parties agreed to extend the briefing schedule, the parties shall file a Notice of Extension of Briefing Schedule setting forth the agreed upon extension. The motion(s) at issue will be sent to the assigned judge for disposition upon the filing of a praecipe for disposition of any party. The praecipe shall include the filing dates of the motion, brief, responsive brief and reply brief (if any).

B. Oral Argument. Any party may request oral argument by filing a praecipe at the time a brief is filed pursuant to Local Rule 208.3(b)A., B., or C.

C. Emergency Motions. Emergency motions must be presented to the assigned judge, or in the assigned judge's absence the business judge who will advise the parties how to proceed.

Revised 12-5-24

Effective 3-10-25

#### **RULE 208.3(b). Briefing Schedule**

A. Motion and Brief. The moving party shall file a motion, proposed order and supporting brief concurrently. If a brief is not filed with the motion, the motion shall be deemed withdrawn, without prejudice, upon praecipe of an opposing party.

B. Responsive Brief. Within twenty days after service of the moving party's motion and brief, any party opposing the motion shall file a responsive brief, together with any opposing affidavits, depositions, transcripts or other documents. Any party who fails to file a responsive brief shall be deemed not to oppose the motion.

C. Reply Brief. The moving party may file a brief in reply to the responsive brief within five days after service of a responsive brief.

D. When all briefs have been filed, either party may file praecipe for disposition. The prothonotary shall then forward the motion, brief, responsive brief and reply brief (if any) to chambers.

Revised 12-5-24

Effective 3-10-25

#### **RULE 208.3(c). Discovery Motions Court**

A. Purpose of Rule. It is the intention of this Rule that discovery motion practice be expedited and that discovery motions and responses be concise.

B. Discovery Motions Judge. Every discovery motion shall be presented to

the Discovery Motions Judge. Discovery Motions Court shall be held at 1:30 p.m. on Friday afternoons or as scheduled by the Discovery Motions Judge.

C. Contents of Motion. Every discovery motion shall contain the following:

1. A concise statement describing the nature of the case.
2. A concise statement of the status of any discovery procedure involved.
3. A copy of the specific discovery request and response, if any, in dispute.
4. A statement of the relief requested and a citation to the statute, procedural rule or other authority for the relief requested.
5. A statement identifying all other parties and their counsel, with mailing addresses, telephone numbers and email addresses.
6. If necessary, a request for the suspension of discovery until the dispute is resolved.
7. A certification that the parties, after reasonable effort, are unable to resolve the dispute.
8. A proposed rule or order.

D. Notice and Service.

1. A copy of the discovery motion, along with notice of when it will be presented, shall be served upon all parties no later than 5:00 p.m. on the Tuesday preceding the scheduled court date. Discovery motions shall not be filed or presented to the Court in any fashion other than to the Discovery Motions Judge. The moving party shall present an original and one copy of the motion to the Court.

2. If service of the motion is made by first class mail, the mailing must be postmarked no later than Friday preceding the scheduled court date. In the event of a Monday holiday, service, if sent by mail, shall be postmarked by the preceding Thursday. Hand delivery of the motion may be made until 5:00 p.m. on the Tuesday preceding the scheduled court date. The parties may serve discovery motions by email, provided that receipt of the email by all other parties is confirmed by the serving party. The serving party shall attach proof of service to the discovery motion. Failure to serve the motion and notice shall be grounds for dismissal.

E. Briefs. Briefs are not permitted unless directed by the Court.

F. Responses. Any party may submit a response to the discovery motion. The response shall not exceed five pages. The response shall be provided to Chambers by 5:00 p.m. on the Thursday preceding the scheduled court date. Affidavits, discovery responses, references to depositions, transcripts or other documents responsive to the discovery motion shall not be included in the response but may be referenced during oral argument.

G. Scheduling. Arguments on discovery motions shall be scheduled at ten minute intervals. Counsel seeking to list a motion for argument shall contact the Discovery Motions Judge chambers no later than noon on the Tuesday immediately preceding the requested court date by telephone or email to [dmc@co.lancaster.pa.us](mailto:dmc@co.lancaster.pa.us). The assignment of all discovery motions to an argument date and time will be made by the Discovery Motions Judge. A list of cases scheduled for argument may be viewed on the Court's online Case Scheduling Calendar (<http://courtcal.co.lancaster.pa.us/CourtAdmin.Public/>).

H. Filing. All orders signed in the courtroom shall be returned to counsel for filing with the Prothonotary. It shall be the responsibility of the attorney receiving the order to promptly file the order and receive a date stamped copy. Orders shall not be effective and enforceable until they are clocked in and docketed by the Prothonotary. If the discovery motions court does not rule on a matter in the courtroom but instead chooses to take the matter under advisement, chambers shall ensure the filing of any subsequent order.

Revised 12-5-24

Effective 3-10-25

## **RULE 210. Form of Briefs**

- A. Briefs shall contain complete and accurate citations of all authorities.
- B. The brief of the moving party shall contain: all relevant facts; a procedural history; the questions involved; the argument; and a conclusion.
- C. The brief of the opposition need contain only an argument and a conclusion. If a counter statement of the case or the questions involved is not filed, the statement of the moving party shall be deemed adopted.
- D. Briefs shall be submitted on 8 ½ x 11 inch paper and shall be double-spaced.
- E. Any brief more than fifteen pages shall contain a table of contents and a table of citations.
- F. A party shall file a brief with the Prothonotary and shall serve copies

pursuant to Pa. R.Civ.P. No. 440 and Local Rule 440.1.

Revised 12-5-24      Effective 3-10-25

### **Rule 212.1. When an Action is at Issue.**

A. When an action is at issue the Prothonotary shall notify the assigned judge and forward the file to chambers.

An action is at issue as follows:

1. Expedited track: All Magisterial Judges and Arbitration appeals. Any case in the expedited track will be deemed at issue 120 days after the close of the pleadings.

2. Standard track: All other cases that are not in the expedited track or complex track. Any case in the standard track will be deemed at issue 180 days after the close of the pleadings.

3. Complex track: Cases will be considered complex if all parties agree or by order of Court.

a. If all parties agree that the case is complex, they shall file with the Prothonotary a certification signed by all parties.

b. If the assigned judge deems that the case is complex an appropriate order shall be filed.

c. Any case in the complex track will be deemed at issue 365 days after the close of pleadings.

B. Absent compelling reasons, an action that is at issue must have all discovery completed, except for the exchange of expert reports.

C. When an action is at issue the trial judge shall give notice to the parties in conformance with Pa.R.Civ.P. 212.1 (a). Thereafter, the parties shall proceed in accordance with the time periods of Pa.R.Civ.P. 212.1 (b).

Revised 12-5-24      Effective 3-10-25

### **Rule 212.2. Pre-Trial Statement**

The pre-trial statement shall be in the form prescribed by Pa.R.Civ.P. No. 212.2.

Revised 12-5-24      Effective 3-10-25

### **Rule 212.3. Pre-Trial Conference**

A pre-trial conference may be scheduled at the discretion of the assigned judge.

Adopted 2-10-16            Effective 4-4-16

### **RULE 212.4 Conferences**

Upon the conclusion of the pleadings, any party may file a praecipe for a status conference, a case management conference or a settlement conference.

Revised 12-5-24            Effective 3-10-25

### **RULE 225.1. Opening and Closing Statements**

Plaintiff shall open first and close last, and Defendant shall open second and close first.

Revised 2-10-16            Effective 4-4-16

### **RULE 226. Points for Charge**

Points for charge shall be submitted to the trial judge as directed by the certification order.

Revised 2-10-16            Effective 4-4-16

### **RULE 227.1. Post Trial Relief**

The party filing a post-trial motion shall serve a copy of the motion on the trial judge on the same day the motion is filed. That party shall also deliver to the trial judge the original and necessary copies of a proposed order for the transcription of the record. The trial judge shall enter an order addressing the transcription of the record and a briefing schedule.

### **RULE 236. Notice by Prothonotary of Entry of Order, Decree or Judgment**

The moving party shall provide sufficient copies of all orders, decrees or judgments, together with addressed, stamped envelopes, necessary for the Prothonotary to comply with Pa.R.Civ.P. No. 236.

Revised 12-5-24            Effective 3-10-25



## **RULE 257. Money Paid Into Court**

Unless otherwise provided by the Pennsylvania Rules of Civil Procedure, a local rule or order of Court, a party seeking to pay money into Court shall file a petition which conforms to Pa. R.Civ.P. 2303(a)(1)-(4). Service shall be pursuant to Pa. R.Civ.P. 440, and proof of service shall be pursuant to Local Rule 440.1. A petition shall be governed by Pa. R.Civ.P. 206.6 and 206.7.

Revised 12-5-24

Effective 3/10/25

## **RULE 260. Trial List**

When an action has been certified by the assigned judge as ready for trial the District Court Administrator shall place it on the trial list.

Revised 2-10-16

Effective 4-4-16

## **RULE 280. Costs**

### **A. Items of Allowable Costs**

Costs may include: fees of Court appointed examiners, masters, auditors, accountants or other experts; statutorily permitted costs for the attendance of witnesses; and such other costs permitted by statute or allowed by the Court.

### **B. Security for Costs**

The Court may require a party to post security for costs.

### **C. Interlocutory Orders for Costs**

A party directed by an interlocutory order to pay costs may not take any further action until such costs are paid.

### **D. Liability for Costs**

Costs shall follow the entry of judgment or decree unless the Court directs otherwise.

### **E. Time of Filing and Service**

Bills of costs must be filed and served within ten days after the entry of a judgment or decree.

## F. Exceptions

Exceptions may be filed within five business days of the date of service or shall be deemed waived.

## **RULE 285. Accounts and Inventories**

### A. Accounts

When an account is required in a civil action, the account shall proceed in accordance with the Lancaster County Rules of Orphans' Court, except that filings shall be with the Prothonotary.

### B. Inventories

Any fiduciary required to file an account shall file a signed and verified inventory within sixty days of appointment.

## **RULE 286. Sureties**

### A. General Requirements

Where security is required, a bond shall be filed and approved by the Prothonotary before any action is taken. One corporate surety or two individual securities shall be required.

### B. Corporate Requirements

A corporate surety, except as identified in Pa.R.Civ.P. No. 105, shall file with the Prothonotary evidence that it is authorized to do business in Pennsylvania and its current financial statement, sworn to by an officer or authorized agent. A new financial statement must be filed at least annually by the third Monday of January. No corporation will be accepted as sole security for an amount greater than half its paid-in capital and surplus. The Prothonotary shall keep a list of qualified companies.

### C. Individual Requirements

No bond shall be approved until each surety has filed an affidavit which states that the surety is the owner of real estate having a value in excess of the penalty of the bond and which lists the surety's debts, liabilities and all legal exemptions. The affidavit shall state whether the surety is also a surety on any other obligations, and, if so, what they are. Tenants by the entireties shall be considered a single surety. No person concerned in the execution of process shall become a surety.

D. Objections

Any party in interest may object to the security in accordance with Pa.R.Civ.P. No. 1535.

Revised 12-5-24

Effective 3-10-25

**RULE 430. Service Pursuant to Special Order of Court. Publication**

The Lancaster Law Review is designated as the legal publication for the publication of legal notices.

**RULE 440.1. Proof of Service**

A proof of service shall conform to Pa. R.A.P. No. 122.

Revised 1-18-17

Effective 3-20-17

**RULE 1018.1. Notice to Defend**

The following is designated to be named in the Notice to Defend as the organization from which information can be obtained:

Lancaster Bar Association  
Lawyer Referral Service  
Telephone: 717-393-0737

**RULE 1028(c). Preliminary Objections**

A. Preliminary Objections Pursuant to Pa. R.Civ.P. No. 1028(a)(2), (3) or (4).

1. Proposed Order. All preliminary objections shall be accompanied by a proposed order.

2. Stipulated Matters. If the parties agree to the relief sought, the preliminary objections shall be accompanied by a stipulation signed by all affected counsel or unrepresented parties, a proposed order and a praecipe to assign the stipulated matter for disposition.

3. Brief. The party filing preliminary objections shall file a supporting brief within ten days of the date of filing of the preliminary objections. If a supporting brief is not filed within ten days of the filing of the preliminary

objections, the preliminary objections shall be deemed withdrawn upon praecipe of the respondent. In that event, the objecting party shall file an answer to the complaint within twenty days of the date the praecipe is filed.

4. Responsive Brief. If a supporting brief is filed, the respondent shall file a responsive brief within twenty days after service of the supporting brief.

5. Reply Brief. The moving party may file a reply brief within five days after service of the responsive brief.

6. Assignment. After all briefs are filed any party may make a request to Chambers for disposition by filing a praecipe for disposition. The praecipe shall include the filing dates of the preliminary objections and brief, the responsive brief and the reply brief (if any). The prothonotary shall then forward the preliminary objections, brief, responsive brief and reply brief (if any) to chambers for disposition.

7. Oral Argument. Any party may request oral argument by filing a praecipe at the time of the filing of their brief. Oral argument shall be at the discretion of the judge.

B. Preliminary Objections Pursuant to Pa. R.Civ.P. No. 1028(a)(1), (5) or (6).

C. If the parties agree to extend the briefing schedule, the parties shall file a Notice of Extension of Briefing Schedule settling forth the agreed upon extension. The Objection(s) at issue will be sent to the assigned judge for disposition by the filing of a praecipe for disposition of any party.

Any party filing preliminary objections pursuant to Pa. R.Civ.P. No. 1028(a)(1), (5) or (6) shall attach a notice to plead. Such objections are governed by Local Rules 206.1(a), 206.4(c) and 206.7.

Revised 12-5-24

Effective 3-10-25

#### **RULE 1034(a). Motion for Judgment on the Pleadings**

A. Proposed Order. All motions shall be accompanied by a proposed order.

B. Stipulated Matters. If the parties agree to the relief sought, the motion shall be accompanied by a stipulation signed by all affected counsel or unrepresented parties, a proposed order and a praecipe to assign the stipulated matter for disposition.

C. Motion and Brief. The moving party shall file the motion, proposed order and a supporting brief concurrently. If a brief is not filed with the motion, the motion shall be deemed withdrawn, without prejudice, upon praecipe of an opposing party.

D. Responsive Brief. Within twenty days after service of the moving party's motion and brief, any party opposing the motion shall file a responsive brief.

E. Reply Brief. The moving party may file a brief in reply to the responsive brief within five days after service of the responsive brief.

F. Disposition. After all briefs are filed any party may make a request to Chambers for disposition by filing a praecipe for disposition. The praecipe shall include the filing dates of the motion and brief, the responsive brief, and the reply brief (if any). The Prothonotary shall deliver the motion and brief, the responsive brief, the reply brief (if any) to the assigned judge for disposition.

G. Oral Argument. Any party may request oral argument by filing a praecipe, at the time of the filing of their brief. Oral argument shall be at the discretion of the judge.

Revised 12-5-24

Effective 3-10-25

#### **RULE 1035.2(a). Motion for Summary Judgment**

A. Proposed Order. All motions shall be accompanied by a proposed order.

B. Stipulated Matters. If the parties agree to the relief sought, the motion shall be accompanied by a stipulation signed by all affected counsel or unrepresented parties, a proposed order and a praecipe to assign the stipulated matter for disposition.

C. Motion and Brief. The moving party shall file the motion, a proposed order and a supporting brief concurrently. If a brief is not filed with the motion, the motion shall be deemed withdrawn, without prejudice, upon praecipe of an opposing party.

D. Responsive Brief. Within thirty days after service of the moving party's motion and brief, any party opposing the motion shall file a responsive brief, together with any opposing affidavits, depositions, transcripts or other documents. Any party who fails to file a responsive brief shall be deemed not to oppose the motion.

E. Reply Brief. The moving party may file a brief in reply to the responsive brief within five days after service of the responsive brief.

F. Disposition. After all briefs are filed any party may make a request to Chambers for disposition by praecipe. The praecipe shall include the filing dates of the motion and brief, the responsive brief and the reply brief (if any). The Prothonotary shall

deliver the motion and brief, the responsive brief and the reply brief (if any) to the assigned judge for disposition.

G. Oral Argument. Any party may request oral argument by filing a praecipe, at the time of the filing of their brief. Oral argument shall be at the discretion of the judge.

Revised 12-5-24

Effective 3-10-25

### **RULE 1301. Compulsory Arbitration. Scope**

A. All civil suits or actions and landlord tenant disputes, where the amount in controversy is \$50,000.00 or less, when at issue, shall first be submitted to arbitration. In all landlord tenant disputes where the amount of alleged damages in controversy is \$50,000 or less, the arbitrators may award possession of the property in addition to any damages proven.

B. This Rule shall not apply to cases involving title to real estate, cases which have been consolidated for trial with cases involving more than \$50,000.00 or cases requiring equitable or declaratory relief.

C. A case is at issue 120 days after the filing of the answer.

D. When the case is at issue, the Prothonotary shall notify the District Court Administrator.

Revised 7-12-17

Effective 10-30-17

### **RULE 1302. List of Arbitrators. Appointment to Board**

The President Judge shall appoint attorneys to serve as arbitrators and as chairpersons of boards of arbitrators. The District Court Administrator shall maintain the lists of attorneys so appointed and shall assign the attorneys to serve from those lists.

### **RULE 1303. Hearing. Notice**

The District Court Administrator shall fix the date, time and place of the hearing, assign the arbitrators and give notice to the parties not less than sixty days before the hearing.

### **RULE 1308. Arbitrators' Compensation**

Arbitrators and chairpersons shall be compensated at rates established by the President Judge.

**RULE 1507. Notice Pursuant to Pa. R.Civ.P. No. 1507**

When notice is required pursuant to Pa. R.Civ.P. No. 1507:

A. The notice shall be given by publication pursuant to Pa. R.Civ.P. No. 430 and Local Rule 430.

B. The notice shall state:

1. That an action has been filed.
2. The caption of the case as defined in Pa. R.Civ.P. No. 1018.
3. The nature of the action and the relief sought.
4. The nature of the noticed party's interest in the property.

C. The notice shall also state that the noticed party may appear in the action and that, if the party fails to do so within thirty days of the publication, a decree which may bind the party's interests may be entered.

Revised 12-5-24

Effective 3/10/25

**ACTIONS FOR SUPPORT**

**RULE 1910.11(a). Hearings before the Court. Scheduling. Responsibilities of Counsel**

A. Upon motion of a party, the Court may approve a special listing. Upon approval, counsel shall contact the District Court Administrator to schedule a hearing. The scheduling shall not occur unless the District Court Administrator is notified of the Court's decision by counsel.

B. The scheduling of a special relief hearing must be approved by the assigned Judge.

**ACTIONS FOR CUSTODY, PARTIAL CUSTODY AND VISITATION OF MINOR CHILDREN**

**RULE 1915.1. Scope. Definitions**

Local Rules 1915.1 through 1915.19(a) govern all actions for custody, partial

custody and visitation, including original actions, contempt proceedings and petitions to modify orders.

**RULE 1915.3. Commencement of Action. Complaint. Order. Service**

A. Except as provided in subdivisions F and G, all custody complaints shall be filed with the Prothonotary.

B. In addition to fees assessed for filing a complaint, an additional administrative fee shall be assessed by order of Court and shall be paid to the Prothonotary at the filing of the custody complaint.

C. When a custody claim is asserted in a divorce action, either party may request a date and time for a conference on the custody issue by filing an order with the complaint or with a motion. The administrative fee must be paid to the Prothonotary when the conference is requested.

D. After filing, all complaints or motions for conferences shall be forwarded to the District Court Administrator, who shall set the time, date and place for a custody conference.

E. The moving party shall serve the complaint and order or motion in accordance with the Pennsylvania Rules of Civil Procedure and shall file a proof of service.

F. Any complaint seeking custody of a child within the jurisdiction of the Juvenile Court pursuant to any proceeding under the Juvenile Act shall be presented to the assigned Judge who will determine how the matter will proceed.

G. Any complaint seeking custody of a child within the jurisdiction of the Orphans' Court pursuant to a petition for voluntarily relinquishment of parental rights, confirmation of consent to adoption, involuntary termination of parental rights or adoption shall be presented to the Orphans' Court Judge who will determine how the matter will proceed.

H. All filings requesting custody of a child shall contain a Criminal Record/Abuse History Verification in accordance with Rule 1915.3-2 and, if applicable a claim of paternity in accordance with Rule 1915.3(d).

Revised 2-10-16

Effective 4-4-16

**RULE 1915.3-2. Criminal Record/Abuse History Verification**

A. All filings requesting custody of a child shall include a Criminal Record/Abuse History Verification



B. Initial evaluations may be conducted by custody conference officers for the following offenses:

1. A first offense DUI(s);
2. A first offense drug possession; and,
3. A first Indirect Criminal Contempt.

C. Those enumerated offenses on the Criminal Record/Abuse History Verification not contained in B. above, or those in B. above not resolved at the custody conference shall be scheduled before the assigned judge for a hearing pursuant to 23 Pa.C.S.A. §5329.

Adopted 2-10-16                      Effective 4-4-16

**RULE 1915.5 (a). Jurisdiction. Contempt. Continuances. Emergency Relief**

A. A party objecting to jurisdiction or venue before the custody conference shall present the objection to the Court and present a request for a continuance to the District Court Administrator.

B. A contested request for a continuance of a scheduled custody conference shall be presented to the Court for decision. A request for continuance shall be filed with the District Court Administrator in accordance with local procedure. In all requests for a continuance, no continuances will be granted within 14 days of the conference without an order of Court and payment of the conference fee.

C. Any complaint for custody, petition for modification, request for special relief or contempt petition containing a request for interim relief must be presented to the assigned Family Court Judge in Family Business Court.

D. Where the parties are in agreement for a continuance, they shall file an Uncontested Motion for Continuance and Waiver of Custody Case Time Requirements in the form provided in Local Rule 1915.19(a).

**RULE 1915.5(b). Custody Conference Officer. Conferences. Procedure**

A. The Court shall appoint members of the Lancaster County Bar or other appropriate persons as custody conference officers to conciliate custody cases filed with the Court and to recommend temporary custody orders.

B. All custody matters shall be scheduled for conference before a custody conference officer no sooner than ten days after the filing of a request for conference.

All parties shall be present at such conference unless excused by the custody conference officer. Failure of a party to appear at the conference may result in the entry of a temporary or permanent order without information from that party.

B.1 The conference officer shall resolve any risk of harm issues in accordance with Rule 1915.3.H above.

C. A child shall not be brought to the conference except by order of Court. If a child, who is the subject of an action, attends a hearing or conference pursuant to Pa. R.C.P. No. 1915.11(c) or other rule, the party bringing the child shall be responsible for supplying a person to supervise the child while the parties are in the custody conference or in Court.

D. To facilitate conciliation and to encourage frank exchanges between the parties and their respective counsel, statements made by the parties at the custody conference shall be inadmissible as evidence at a later custody hearing. The custody conference officer shall not be a witness for or against any party at any subsequent custody hearing.

#### E. Post-conference Procedure

1. **Settled Case.** If an agreement is reached during the conference, the custody conference officer shall record the agreement on a memorandum of agreement form supplied by the Court. All parties shall sign the memorandum, and the custody conference officer shall prepare and present a proposed order to the assigned Family Court Judge. Any party who has not filed a certificate of completion for Focus on Children with the Prothonotary shall do so within sixty (60) days of the Order. If an agreement is reached within twenty four hours before a scheduled conference, the parties shall submit a stipulation signed by all parties and a proposed order to the custody conference officer, who shall submit them to the assigned Family Court Judge.

2. **Contested Case.** If the parties fail to reach an agreement before the conclusion of the custody conference, within ten days of the conference the custody conference officer shall submit to the assigned Family Court Judge a conference summary report and recommended temporary order. The recommendation may propose a follow-up custody conference with or without consent of the parties. The order will schedule a follow-up custody conference or a hearing.

#### F. Pre-trial Conference

1. **Scheduling.** Upon recommendation of a conference officer, a motion of counsel, or sua sponte by the Court, the Court may schedule a custody pre-trial conference.

2. Attendance. The conference shall be attended by each party or if a party is represented by counsel, then by counsel. Counsel, shall have authority to bind the client.

3. Preparation. The parties shall comply with Pa.R.C.P. 1915.4-4 and the parties or parties' counsel shall disclose to the Court any use of general or child protective services or any allegations of child abuse by a party or member of their household in accordance with 23 Pa.C.S. § 5329.1. At least five business days before the conference, counsel or the unrepresented party shall file a pre-trial statement containing:

- a. A concise statement of the issues and proposed resolution;
- b. A list of any contempt issue;
- c. A list of fact and expert witnesses, their relationship to the party along with their addresses;
- d. A statement by the party of the party's counsel that he or she has communicated with each listed witness;
- e. A list of exhibits;
- f. A list of deposition transcripts to be used in lieu of testimony and a statement of all known objections;
- g. A statement of stipulations sought;
- h. A statement of requests such as a special time for a witness, courtroom needs etc.; and,
- i. A proposed order setting forth the custody schedule requested by the party.

4. Any reports of experts and other proposed exhibits shall be included as part of the pre-trial statement served upon the other party or opposing counsel, but not included with the pretrial statement served upon the court. No exhibit containing private medical or psychological information shall be filed with the Prothonotary.

Revised 2-10-16

Effective 4-4-16

#### **RULE 1915.7. Consent Order**

If an agreement is reached regarding custody, partial custody or visitation at least twenty four hours prior to the scheduled conference, the parties may submit a stipulation,

with attached custody education seminar completion certificates, and proposed order to the Family Court Judge for disposition. An agreement reached within twenty four hours of the scheduled conference shall be governed by Local Rule 1915.5(b)(E)(1).

**RULE 1915.15. Form of Order**

The order to be attached on top of a complaint for custody or petition for visitation or to modify custody shall be in substantially the following form:

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION LAW

\_\_\_\_\_, :  
Plaintiff :  
v. : No.  
\_\_\_\_\_, :  
Defendant :

**ORDER**

You, \_\_\_\_\_, (Plaintiff) (Defendant), have been sued in Court to (OBTAIN)(MODIFY) (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the following child/children: (names)

1. **You are ordered** to appear in person at 50 North Duke Street, Lancaster County Courthouse, Lancaster, Pennsylvania, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_ o'clock \_\_.m. for a conciliation conference to be held in room number \_\_\_\_\_ before Custody Conference Officer \_\_\_\_\_.

2. **Pending the custody conference:**  
(Court selects option)

- No temporary order is requested.
- The Court issues no temporary order.
- The custody Order \_\_\_\_\_ (date and reference No.) \_\_\_\_\_

remains in effect.

With the following revisions (if applicable)

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The Court enters the following Temporary Order

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**3. Required Education Seminar:**

b. All parties named in the caption of the case **MUST** participate in the custody education seminar approved by the Court at the time the custody action was filed.

c. Unless specifically directed by order of Court, no children shall be present at either the custody education seminar or the conciliation conference. For those cases in which the Court directs the party to bring a child or children to the conference, the supervision requirements of Local Rule 1915.5(b)C apply.

d. Attendance at the custody education seminar will be verified by a certificate which must be presented to the Conference Officer at the beginning of the conciliation conference.

e. A brochure and registration form identifying the seminar and giving the dates, times and location of the seminar is attached. The registration form and fee **MUST** be returned promptly to assure timely attendance. All parties must attend the required seminar even if the seminar information was omitted from the attached complaint or petition.

f. If a brochure and registration form are not attached, call the District Court Administrator at 717-299-8041 or access the form on the County website which is [www.co.lancaster.pa.us/Courts](http://www.co.lancaster.pa.us/Courts).

g. If you fail to attend the custody education seminar without being excused by order of Court, you **WILL** be subject to contempt proceedings.

**4. If you fail to appear** as provided by this order, an order for custody, partial custody or visitation may be entered against you or the Court may issue a warrant for your arrest.

**5. You must file** with the court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial

in-person contact with the court (including, but not limited to, a conference with a conference officer or judge or conciliation) but no later than 30 days after service of the complaint or petition.

6. No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. §5337 and PA.R.C.P. No. 1915.17 regarding relocation.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

OFFICE OF THE DISTRICT COURT ADMINISTRATOR  
LANCASTER COUNTY COURTHOUSE  
50 NORTH DUKE STREET  
LANCASTER, PA 1760  
(717) 299-8041

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Lancaster County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact the District Court Administrator. All arrangements must be made at least seventy two hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT:

\_\_\_\_\_  
JUDGE

DATE:

ATTEST:

**1915.15.1. Form of Criminal Record/Abuse History Verification**

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION - LAW

\_\_\_\_\_ :  
vs. : No. CI- :  
\_\_\_\_\_ :

**CRIMINAL RECORD/ABUSE HISTORY VERIFICATION**

I \_\_\_\_\_, hereby swear or affirm, subject to penalties of law including 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. §6307 to any of the following crimes in Pennsylvania or a substantially equivalent crime in any other jurisdiction, including pending charges:

<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Date Conviction, guilty plea, no contest plea, or pending charges</u>	<u>Sentence</u>
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Date of Conviction, guilty plea, no contest plea, or pending charges</u>	<u>Sentence</u>
<input type="checkbox"/>	18 Pa.C.S. §2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____



<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Date of Conviction, guilty plea, no contest plea, or pending charges</u>	<u>Sentence</u>
<input type="checkbox"/>	18 Pa.C.S. §4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §5902(b) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §5903(c) or (d)(relating to obscene and other sexual materials and performances)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	23 Pa.C.S. § 6114 (relating to contempt for violation of protection order or agreement)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Date of Conviction, guilty plea, no contest plea, or pending charges</u>	<u>Sentence</u>
<input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct including the following:

<u>Check all that apply</u>		<u>Self</u>	<u>Other Household Member</u>	<u>Date</u>
<input type="checkbox"/>	A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another Jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Involvement with Children & Youth Agency or similar agency in Pennsylvania or another Jurisdiction Where? _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

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4. If any conviction above applies to a household member, not a party, state

that person's name, date of birth and relationship to the child.

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5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

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I verify that the information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Adopted 2-10-16

Effective 4-4-16

**RULE 1915.15(a). Form of Motion**

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION - LAW

Plaintiff

:

v.

:

Docket Number: CI-\_\_\_\_\_

:

Defendant

:

**UNCONTESTED MOTION FOR CONTINUANCE AND WAIVER  
OF CUSTODY CASE TIME REQUIREMENTS**

Motion is hereby made to continue the above captioned case scheduled on \_\_\_\_\_ [date] \_\_\_\_\_, \_\_\_\_\_ [time] \_\_\_\_\_, \_\_\_\_\_ [place] \_\_\_\_\_, \_\_\_\_\_ [Officer/Judge] \_\_\_\_\_,

for a \_\_\_\_\_ conference \_\_\_\_\_ hearing, for reason(s) as follows:

---

Signature of Applying Counsel or Pro se Party Representing                      Date

---

Signature of Opposing Counsel or Pro se Party Representing                      Date

By signature of both parties, this is a waiver of the time requirements of Pa.R.C.P. No. 1915.4 for

\_\_\_\_\_ Initial custody conference

\_\_\_\_\_ Start of hearing

\_\_\_\_\_ Completion of hearing

### Order

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the Motion is granted. The custody \_\_\_\_\_ conference \_\_\_\_\_ hearing, (date) \_\_\_\_\_ is rescheduled to time \_\_\_\_\_ Place: \_\_\_\_\_, Officer/Judge: \_\_\_\_\_.

BY THE COURT

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Judge

## **ACTIONS FOR DIVORCE OR ANNULMENT OF MARRIAGE**

### **RULE 1920.42(a). Praecepte to Transmit Record**

Any party filing a praecipe to Transmit Record shall give notice to the opposing party and shall file proof of service of that notice within five days of filing. Failure to give such notice shall be grounds to strike the Praecepte to Transmit Record at the request of any party not given such notice.

### **RULE 1920.51. Hearing by the Court. Appointment of Master. Notice of Hearing**

A. Master's Authority. A master shall hear claims in an action of divorce under Section 3301(a), (b) and (d)(1)(ii) of the Divorce Code, in an action for annulment and in

claims for alimony, equitable distribution of marital property, counsel fees, costs and expenses.

B. Filing Fees and Costs. The party filing a Motion to Appoint Master pursuant to this rule shall pay the sum required by the Prothonotary's fee bill, in addition to any normal filing fees. This sum is not refundable. If a hearing requires more than one-half day, an additional fee will be due for each one-half day or part thereof and paid for as directed by the Divorce Master.

C. Motion for the Appointment of a Master. Once a party has complied with Pa.R.C.P. 1920.31(a)(1) and 1920.33(a), a party may file a motion and proposed Order to Appoint Master. The motion and proposed order shall be in conformity with Pa.R.C.P. No. 1920.74 and L.C.R.C.P. No. 1920.74.

D. Actions Not Requiring a Hearing or a Master In the following cases, neither a master nor a hearing will be required:

1. No hearing will be required in an action which is filed under Section 3301(c) or Section 3301(d) of the Domestic Relations Code and in which an agreement is to be incorporated into the divorce decree relative to claims for equitable distribution, alimony, counsel fees, costs and expenses. Instead, the master shall review the record and file a recommendation with the Court within twenty days after receipt of the record.

2. Pursuant to Pa.R.C.P. No. 1920.51(a)(2)(ii), no master will be appointed where a divorce action contains a claim for divorce under Section 3301(c) or Section 3301(d) of the Domestic Relations Code and there are no claims for equitable distribution, alimony, counsel fees, costs and expenses or there are no other factual disputes and there is no agreement to be incorporated into the divorce decree. Instead, after all pleadings and other documents have been filed, either party may file with the Prothonotary a praecipe in the form prescribed by Pa.R.C.P. No. 1920.73, and the Prothonotary shall transmit the record to the Court, which shall review the record and enter an appropriate decree.

E. Hearing Pursuant to Local Rule. In all other actions for divorce in which there are no claims for alimony, counsel fees, costs, expenses, or equitable distribution or if all such claims have been resolved by an agreement which is to be made a part of the Court order, the master may conduct a hearing in the manner set forth in Paragraph M.

F. Hearing Pursuant to Pa.R.C.P. No. 1920.53. In all other cases, the master shall take testimony and file a report which complies with the requirements of Pa.R.C.P. No. 1920.53.

G. Special Relief Hearings. Any request for a special relief hearing is subject to approval by the assigned Family Court Judge.

H. Telephonic Conference before Pre-hearing Conference. There shall be a telephonic conference between the parties and the master before any pre-hearing conference to discuss the status of discovery, the need for appraisals, general issues and the scheduling of a pre-hearing conference by the master.

I. Pre-hearing Conferences and Pre-trial Statements. Pre-hearing conferences shall be held in a Court facility designated by the District Court Administrator. Each party shall attend the pre-trial conference prepared to stipulate to items not in dispute. The master shall have the discretion to require the attendance of the parties, if necessary. Clients shall be consulted by counsel in advance of the pre-hearing conference as to authority respecting stipulations as to items not in dispute and settlement, including definite maximum or minimum limits, as appropriate, and regarding such other questions as may reasonably be anticipated to be relevant. The parties shall also prepare and furnish to the master and other party, at least five business days prior to the date scheduled for conference, a pre-trial statement as described in Pa.R.C.P. No. 1920.33(b). At the hearing, the parties will be limited to those witnesses, exhibits and documents set forth in their pre-trial report unless:

1. All parties affected by any changes agree in a writing which shall be filed with the Court.

2. Prompt notice of changes in the list of witnesses, exhibits or documents is made by filing with the master and by serving the other party with a supplemental pre-trial statement. A proof of service shall be filed with the supplemental pre-trial report pursuant to Local Rule 440.

3. Supplemental pre-trial statements will be liberally received by the master, absent a showing of failure to give prompt notice, undue inconvenience, expense or prejudice. Any objections shall be ruled on by the master or the Court. If no pre-hearing conference is required by the master, a pre-trial statement, as set forth herein, shall be furnished to the master and opposing party at least five business days before the hearing.

J. Scheduling and Notice of Hearing. The master shall give at least twenty days written notice of the time and place of the hearing to all parties unless waived in writing by all parties. All hearings shall be held in a facility designated by the District Court Administrator.

K. Evidence in Uncontested Cases. A plaintiff who believes the action will be uncontested shall submit to the master at the hearing the following:

1. Plaintiff's Record of Testimony in question and answer or narrative form, signed and verified by plaintiff;

2. The testimony of each of plaintiff's witnesses, in question and answer

or narrative form, signed and verified by the witness; and

3. Any exhibits identified in the testimony.

L. Uncontested Hearings Using Plaintiff's Record of Testimony. The master shall conduct the hearing in an uncontested hearing as follows:

1. The plaintiff and all witnesses whose evidence has been prepared in advance shall attend the hearing, and shall swear to or affirm their prerecorded evidence.

2. The master may examine the plaintiff and the witnesses with respect to the evidence prepared in advance in order to evaluate the credibility of those offering pre-recorded evidence, and, to this end, may interrogate the plaintiff and the witnesses as to any relevant matters, including any post-nuptial agreement, whether or not included in the prepared Record of Testimony,

3. The master, upon being satisfied that the Plaintiffs Record of Testimony is credible evidence, shall accept it and include it in the report in lieu of findings on the merits, provided, however, that, in the report, the master certifies:

a. That, at the hearing, the plaintiff and the witnesses offering pre-recorded testimony were placed under oath or affirmation and were examined and that they, by credible evidence, substantiated the facts set forth in the Plaintiff's Record of Testimony; and

b. That no witness, who was sworn or affirmed, presented testimony or evidence to the contrary of the facts set forth in such Record of Testimony.

M. Master's Report in Uncontested Cases. After the hearing wherein the Plaintiff's Record of Testimony has been accepted, the master shall prepare and file the report together with a recommendation in accordance with Pa.R.C.P. No. 1920.53.

N. Master's Status Report if Filing Not Timely. Masters shall submit a status report to the Court and the parties if the report is not timely filed.

Revised 2-10-16

Effective 4-4-16

## **RULE 1920.55-2. Exceptions to Master's Report**

A party filing exceptions to a master's report shall also file a praecipe in the Prothonotary's office to list the exceptions for argument and shall serve all parties with a copy. The Prothonotary shall list said matter in the Argument Watch Book and assign it to the appropriate judge. The assigned judge shall notify the parties by way of court order of the briefing schedule and of the date and time when argument shall be presented.

**RULE 1920.74. Form of Motion for Appointment of Master. Order**

The motion and proposed order, in addition to confirming to the requirements of Pa.R.C.P. No. 1920.74 shall also contain the following:

[Caption]

ORDER

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

\_\_\_\_\_ is appointed Master with respect to the following claims:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counsel and unrepresented parties are hereby directed to participate in a telephonic status conference with the divorce master on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock \_\_.m. The conference call shall be initiated by the counsel or unrepresented party who requested the master's appointment.

In the event that the status conference is required to be re-scheduled at the request of an unrepresented party or counsel, the unrepresented party or counsel requesting the change shall be responsible for promptly coordinating the new date and time with the divorce master and initiating the conference call.

BY THE COURT:

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

Copies To: Divorce Master  
All Parties

**Rule 1931. Family Court Rules**

A. Family Court motions and petitions for special relief or other contested matters or Family Court rulings must be in writing and must be presented in the Family Business Court session of the judge assigned to the case, as indicated in the Court's calendar, or, for urgent matters, to the assigned judge by appointment. A copy of the



motion or petition with proposed Order, as well as notice of when and where it will be presented, must be provided to all parties at least five days before presentation to the Court. A certificate of service of the proposed Order, notice of presentation, and the motion or petition must be attached.

B. The notice of presentation required by Local Rule 1931 shall be directed to the respondent(s) to the motion or petition and shall be in substantially the following form:

[Caption]

NOTICE OF FAMILY BUSINESS COURT PRESENTATION

To: [Name of Respondent]

You are hereby notified that the attached [Petition or motion] and the preceding proposed Order will be presented in Family Business Court before the Honorable Judge [Name of judge] on [Date] at [Time] in Courtroom Number [ ] of the Lancaster County Courthouse, 50 North Duke Street, Lancaster, Pennsylvania 17602.

You may appear in person or by a lawyer at the time and place set forth.

Your failure to appear in person or by a lawyer at the time and place set forth may result in the Court granting the relief requested in the attached [Petition or motion] in the form of the preceding proposed Order, or other relief, without further notice to you.

\_\_\_\_\_ [Name of Movant or Petitioner]

\_\_\_\_\_ [Attorney for Movant or Petitioner]

C. The document shall be assembled so that the proposed Order is on top, followed by the notice of presentation, next by the petition or motion with any supporting exhibits, next by the verification, and finally by the certificate of service.

D. Prior to presentation to Court, any motion or petition must be filed with the Prothonotary.

Revised 2-10-16      Effective 4-4-16

**RULE 2039. Compromise, Settlement, Discontinuance and Distribution**

A. Contents of Petition

A petition for leave to compromise, settle or discontinue an action in which a minor is a party or an action for wrongful death in which a minor is interested shall set forth:

1. The amount of the proposed settlement
2. The facts of the case
3. The damages sustained.
4. All expenses incurred or to be incurred, including counsel fees.
5. Any other relevant information.

B. Hearing

The Court may require a hearing to determine whether the proposed compromise, settlement or discontinuance should be approved.

C. Appearance at Hearing

Necessary parties and witnesses shall appear at the hearing unless excused for cause shown.

Revised 12-5-24            Effective 3-10-25

**RULE 2064. Compromise, Settlement, Discontinuance and Distribution**

A petition for leave to compromise, settle or discontinue an action in which an incapacitated person is a party shall be governed by Local Rule 2039.

**RULE 2206. Settlement, Compromise, Discontinuance and Judgment**

A petition filed pursuant to Pa. R.Civ.P. No. 2206 shall be governed by Local Rule 2039.

Revised 12-5-24            Effective 3-10-25

**RULE 3252. Writ of Execution**

The following is designated to be named in the Writ of Execution Notice as the organization from which information can be obtained:

Lancaster Bar Association  
Lawyer Referral Service  
Telephone: 717-393-0737

**RULE 4007.1. Procedure in Deposition by Oral Examination**

A. A period of at least ten days is deemed reasonable notice as required by Pa.R.Civ.P. No. 4007.1(a).

B. Depositions shall be taken in Lancaster County unless the Court directs otherwise.

Revised 12-5-24

Effective 3-10-25