

Bucks County
Court of Common Pleas
Civil Division
Rules and Administrative Orders



Appeals from Certain Administrative Agencies

Rule *27 *Appeals from Zoning Hearing Boards*

- (a) Upon the filing of a praecipe for the entry of appearance and a declaration of position in which shall be set forth the side of the appeal to be supported, and extent of the participation and the nature of the interest involved, the following may also become parties to the appeal:
- (1) the municipality; or
 - (2) the applicant before the Zoning Hearing Board or the municipality; or
 - (3) any property owner, whether real or equitable, whose land is the subject matter of the application.
- (b) Any other person desiring to become a party shall make written application to the Court in conformity with the provisions of the procedural rules relating to intervention.
- (c) No person may become a party more than 30 days after the filing of a zoning appeal except by leave of court upon cause shown.
- (d) Any party may move the Court to fix a date for a conference to determine the necessity for, the nature of, the extent to which, and manner in which, the record may require supplementation. At such conference the Court may, inter alia:
- (1) approve a stipulated supplementation of the record; or
 - (2) fix a time for a de novo hearing before the Court; or
 - (3) appoint a referee for the purpose of conducting a hearing and reporting thereon to the Court (in which case the Court may direct the posting of security for the purpose of defraying the costs incident to such hearing, including the compensation of the referee); or
 - (4) remand the record to the Zoning Hearing Board; and
 - (5) direct the manner in which disposition shall be made of exceptions to the action of the Court or to the referee's report.
- (e) When the matter is listed for argument, all briefs shall comply with the provisions of Bucks County Rule of Civil Procedure 210(a). The appellant as the moving party, together with any other parties to the appeal, shall file briefs within 15 days after notice of the listing for argument. Reply briefs shall be filed in accordance with Bucks County Rule of Civil Procedure 210(d).

- (f) After final disposition of the appeal, and after the expiration of any applicable appeal period, the prothonotary shall return the record of the proceeding below to the fact-finder below.

Editor's note: Adopted November 26, 1967; amended October 24, 1988, effective December 19, 1988.

Rule *28 *Appeals from the Bucks County Board of Assessment and Revision of Taxes*

- (a) Appeals from orders of the Bucks County Board of Assessment and Revision of Taxes should be by petition which shall be in substantially the following form:

See Forms Index

- (b) The Petition shall contain inter alia the following information:
- (1) Identification and address of appellant.
 - (2) Date of filing appeal to Board of Assessment and amount of assessment originally fixed by the Board.
 - (3) The date of final decision of Board of Assessment and amount of assessment finally fixed by the Board.
 - (4) Reasons for appeal.
- (c) The appellant shall attach to the appeal Petition a proposed form of Court Order fixing, for record purposes only, a date and place for hearing. Said Order shall also contain substantially the following language:
- “The foregoing hearing date is fixed for record purposes only. Actual trial date is to be fixed subsequently pursuant to a request of a party or parties to this action.”
- (d) Within 20 days after the date of entry by the Court of the Order fixing the hearing date on the appeal, the appellant shall mail, by certified mail, a copy of the Petition and Order to the following: the Board of Assessment; 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 thirty days after the date of the Order of Court, the appellant shall file an affidavit of service with the prothonotary.
- (e) Any person or governmental agency upon whom a copy of the Petition and Order is required to be served under paragraph (d) hereof, may intervene in the appeal proceedings as a matter of right by filing with the prothonotary within twenty days after receipt of the copy of the Petition and Order, a praecipe directing

intervention either as an appellant or appellee. If such praecipe has not been filed by said person or governmental agency within the said 20-day period, intervention thereafter shall be governed by Pennsylvania Rules of Civil Procedure 2326 through 2350 inclusive.

Editor's note: Adopted May 13, 1968, to apply to all appeals filed after July 1, 1968.

Business of Courts

Rule *200 *Attorneys*

(a) *Rolls of Attorneys.*

There shall be two separate rolls of attorneys in Bucks County. One shall consist of attorneys presently admitted to the Bar of Bucks County and those hereafter admitted to the Bar of Bucks County in conformity with these rules. The second roll shall consist of those attorneys who, although not admitted to the Bar of Bucks County, have been authorized to practice therein by virtue of their compliance with Rule 200(c) hereinafter set forth. These respective rolls of attorneys shall be maintained in the Office of the Prothonotary and copies thereof shall be furnished to and maintained by the clerk of court, Criminal Division, and the clerk of court, Orphans' Court Division.

(b) *Requirements for Admission to the Bar of Bucks County.*

- (1) Admissions to the Bar of this Court are always at the discretion of the Court and will be allowed only on motion of a member of the Bar of this Court in good standing, made in open Court, after the applicant has complied with the requirements of this rule.
- (2) Every applicant for admission to the Bar of Bucks County shall present to the Court at the time when his admission is moved, and thereafter file with the Prothonotary:
 - (A) A certificate as provided in Pennsylvania Bar Admission Rule 232(a) that he is a member in good standing of the Bar of the Supreme Court of Pennsylvania, or a certificate of the State Board of Law Examiners (for which a photostatic copy may be substituted, for the Prothonotary's file, after production of the original) that he is entitled to be admitted to the Bar of the Supreme Court.
 - (B) His affidavit setting forth that he is a citizen of the United States, 21 or more years of age, and of good moral character; that he intends to practice law permanently in this County; that he now maintains, or, within one month after his admission, will open or establish and thereafter maintain within this County his principal office as his place of law practice; that he fully understands that his principal office shall be the place where he spends the greater part of his working hours, whether in the practice of law or otherwise, during the usual

business day, except while in military, public office or governmental employment; that his principal office shall remain in this County; and that he thereby agrees that his failure to continue to comply with said declaration in any respect shall authorize the Court to strike his name from the roll of attorneys admitted to the Bar of Bucks County.

- (C) The form of oath of office as attorney duly signed by the applicant.
- (3) The failure of any attorney to comply with any of the requirements of the foregoing affidavit shall be considered sufficient cause, after reasonable notice and opportunity to be heard, for the Court to strike his name from the roll of attorneys admitted to the Bar of Bucks County.

Editor's note: Rule 200 amended November 10, 1971. Existing Rule 200(f) to remain in full force and effect; all other parts of existing Rule 200 were abrogated, superseded and repealed, effective as of that date. 200(b)(2)(a) and (c) were amended January 26, 1983, effective immediately.

Rule 205.2(a) *Physical Characteristics of Pleadings and Other Legal Papers.*

- (1) Legal papers in civil proceedings shall be filed in the Office of the Prothonotary.
- (2) All legal papers requiring action by a judge shall be backed with a backer at least 8 ½ inches by 11 inches in size.
- (3) All legal papers shall contain in their caption the docket number of the action, including the numerical identifier of the assigned judge.

Editor's note: Promulgated September 1, 2004, effective immediately.

Rule 205.2(b) *Cover Sheets on Pleadings and Other Legal Papers*

Every initial filing commencing an action, appeal or miscellaneous application in the civil division of the Bucks County Court of Common Pleas shall be accompanied by an informational cover sheet in such form as may be prescribed by the Prothonotary. This cover sheet may collect such information as the names of parties and counsel, the nature of the matter being filed, the amount in controversy and such other miscellaneous information as may assist the Court in the administration of its dockets.

The failure to file this form or the failure to file the form correctly or completely may result in an order imposing sanctions.

Note: This form can be found online at www.buckscounty.org/departments/prothonotary/pdf/CivilCourt.pdf. Copies may also be obtained by calling the Office of the Prothonotary at 215 348-6191.

Editor's note: Promulgated September 1, 2004, effective immediately.

Rule 205.4 ***Electronic Filing and Service of Legal Papers***

- (a) (1) Any legal paper permitted to be filed under the Pennsylvania Rules of Civil Procedure may be filed electronically under the procedures set forth in this rule.
- (b) (1) All legal papers to be electronically filed shall be presented in portable document format (".pdf") as authorized by Pa.R.C.P. No. 205.4(b)(1).
- (b) (2) Legal papers may be submitted to the Prothonotary in a hard copy format. In that event, the Prothonotary shall electronically scan such legal paper into .pdf format and maintain it in that format. Any hard copies filed under this subsection will be retained by the Prothonotary.
- (c) (1) All legal papers that are filed electronically shall be filed through the Prothonotary's Electronic Filing System ("Electronic Filing System"). General access to the Electronic Filing System shall be provided through a link appearing on the Prothonotary's website, at www.buckscounty.org/government/rowofficers/prothonotary/index.aspx.
- (c) (2) Parties who are not attorneys shall register with the Electronic Filing System in order to file legal papers electronically. Registrants shall provide their name, mailing address, e-mail address, phone number, and other identifying information as required by the Office of the Prothonotary.
- (d) (1) The Prothonotary shall accept the following credit and debit cards for payment of all filing fees: Discover, MasterCard and Visa. The Prothonotary shall not accept advance deposit on account of future filing fees.
- (e) (Reserved)
- (f) (1) Upon receipt of an electronically filed legal paper, the Prothonotary shall provide the filing party with an acknowledgement, which includes the date and time the legal paper was received by the Electronic Filing System. The Prothonotary shall also provide the filing party with notice

that the legal paper was accepted for filing. If the legal paper is not accepted upon presentation for filing or is refused for filing by the Electronic Filing System, the Prothonotary shall immediately notify the party presenting the legal paper for filing the date of presentation, the fact that the document was not accepted or refused for filing by the system, and the reason therefor. All acknowledgements and notices under this subsection will be sent to the e-mail address provided by the filing party.

- (f) (2) The Prothonotary shall maintain an electronic copy of all legal papers filed. In addition, the Prothonotary shall maintain a hard copy of any legal papers filed under subsection (b)(2) hereof.

Editor's note: Final written approval for implementation of the Electronic Filing System as described within Bucks County Rule 205.4 shall be issued by the Court. Adopted July 31, 2013, effective thirty days after publication of the *Pennsylvania Bulletin*.

Rule 205.4(f)(3) *Signature.*

- (a) The electronic filing of legal papers by a filing attorney or party ("the filing party") utilizing the user name and password associated with the filing party by the Electronic Filing System shall be deemed the filing party's signature on the legal papers submitted and shall constitute a certification by the filing party:
- (i) that the original hard copy of the legal paper was properly signed, and where applicable, verified pursuant to Pa.R.C.P. No. 205.4(b)(3)(i), subject to the sanctions provided by Pa.R.C.P. No. 205.4(b)(5);
 - (ii) that the original hard copy of the legal paper is being maintained as provided by Pa.R.C.P. No. 205.4(b)(4), subject to the sanctions provided by Pa.R.C.P. No. 205.4(b)(5);
 - (iii) as provided by Pa.R.C.P. No. 1023.1(c) governing Signing of Documents, violation of which shall be subject, pursuant to Pa.R.C.P. No. 1023.1(d), to the sanctions provided by Pa.R.C.P. No. 1023.4; and
 - (iv) if the filing party is an attorney, of the filing party's right to practice in the Commonwealth and of authorization to file the legal paper, as provided in Pa.R.C.P. No. 205.1.
- (b) All legal papers submitted for filing using the Electronic Filing System must identify the filing party by name in a signature block placed at the conclusion of the legal paper. Legal papers which identify the filing party as a person other than the registered filer

under whose user name the legal paper is submitted will not be accepted for filing by the Prothonotary.

- (c) Verifications, affidavits and any other documents included in an electronically filed legal paper that are signed by a person other than the filing party shall be manually signed, scanned in .pdf format, and attached to or included as part of the electronically filed legal paper.
- (d) Documents requiring the signatures of more than one party, including documents signed by more than one party in counter-parts (e.g., stipulations) shall be manually signed, scanned in .pdf format, and attached to or included as part of the electronically filed legal paper.

Note: For signature requirements for legal papers submitted for filing via mail or hand delivery, see B.C.R.C.P. No. 1023.1(b)(1).

Editor's note: Adopted June 17, 2016. Effective upon publication on the UJS Web Portal.

Rule 206.3*(a) *Canon of Ethics—Affidavits to Pleadings*

No attorney holding the office of notary public or district justice shall take an affidavit to any pleading, petition or other paper in any suit or court proceeding in which he or anyone in his firm is counsel.

Editor's note: Former Rule 206*(a) renumbered as Rule 206.3*(a) October 13, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 206.4(c) *Rule to Show Cause. Alternative Procedures*

- (1) The Prothonotary shall forward every petition bearing a rule to show cause to the Court for review. At its discretion, the Court may issue a rule to show cause and forward a copy of same to the petitioner for service on all respondents.
- (2) A rule to show cause shall be served upon the respondents at least ten days prior to the return date, unless the Court shall specially authorize service within a shorter time. If for any reason satisfactory to the Court the petition and rule shall not have been served ten days before the return day, or the length of time specially authorized, the Court may extend the return day thereof on motion of any interested party.
- (3) A stay of proceedings, including a stay of execution, may be granted by the court in its discretion. If a stay of proceedings is required, the moving party shall schedule a conference with the assigned judge. Unless waived by the court, notice of the conference shall be provided to opposing counsel and any unrepre-

sented parties. The application for stay shall be presented at the conference.

- (4) (a) When a rule has issued and been properly served on all interested parties and a response is filed in opposition, the petition shall be submitted to and decided by the court pursuant to Bucks County Rule of Civil Procedure No. 208.3(b)
- (4) (b) When a rule has issued and been properly served on all interested parties and no response in opposition has been filed, the moving party may file a motion and order to make the rule absolute any time after the return date.

Editor's note: Promulgated September 1, 2004, effective immediately.

Rule 206.7*(e)-(g) *Answers to Petition—Affidavits—Replications—Time for Filing*

- *(e) At or before the time fixed for the return on the rule, the respondent may file an answer thereto. If the answer shall contain any denial of the allegations of fact in the petition, or statement of new facts by way of defense, it shall be verified by affidavit.
- *(f) On the filing of the answer the petitioner may, within 10 days after notice thereof, file a replication thereto.
- *(g) The Court may, by special order, extend the time for filing of the answer or replication.

Editor's note: Former Rules 208*(a), *(b) and (c) renumbered as Rules 206.7(e), *(f) and *(g), October 13, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 208.2(c) *Statement of Authority*

Where the authority for a motion is not self-evident, the motion shall cite a rule, statute or case which supports the requested relief and justifies the procedure utilized.

Editor's note: Promulgated September 1, 2004, effective immediately.

Rule 208.2(e) *Proof of Notice of Efforts to Resolve Discovery Disputes*

All motions filed pursuant to Bucks County Rule of Civil Procedure 4019(g)(1)(c) shall specifically allege what good faith efforts were made in an attempt to resolve the discovery dispute without court action, and shall include as attachments copies of any and all writings sent to respondent(s) which evidence such efforts.

Editor's note: Adopted August 13, 2010, effective October 1, 2010.

Rule 208.2(e) *Affidavit of Good Faith Efforts to Resolve Discovery Disputes Prior to Court Action*

- (1) Any motion filed in a Civil or Family Court action based on a party's failure to fulfill obligations in discovery shall have attached thereto an affidavit taken by the filing counsel or unrepresented party that:
 - (a) certifies that filing counsel or unrepresented party has made "good faith efforts," *i.e.*, conferred or attempted to confer with all interested parties, in order to resolve the discovery dispute without Court action; and
 - (b) alleges with specificity the date and manner in which such good faith efforts were made.
- (2) Good faith efforts shall include at minimum an attempt to contact any interested parties by telephone, letter, and/or email, as appropriate. The required affidavit of good faith efforts shall have attached thereto documents evidencing such communication(s).
- (3) No Court action will be taken on any motion which fails to attach the required affidavit, which shall be in substantially the following form:

See Forms Index

Editor's note: Promulgated July 2020, effective thirty (30) days after publication in the *Pennsylvania Bulletin*.

Rule 208.3(a) *Scheduling and Hearing of Motions*

- (1) When a motion has been filed, the Court may take the following actions:
 - (a) Issue a rule to show cause and forward a copy thereof to the movant for service upon all respondents;
 - (b) Schedule a hearing;
 - (c) Enter an order disposing of the motion.
- (2) When the Court issues a rule on a motion, it shall be governed by the provisions of Pa. R. C. P. Nos. 206.5 and 206.7. When appropriate, the Court may refuse to issue a rule. If proper service has been made and no response has been filed, the rule may be made absolute by filing a motion and order for same. When a response is filed in opposition, the motion shall be submitted to and decided by the court pursuant to Bucks County Rule of Civil Procedure No. 208.3(b).

- (3) Applications which are deemed to be an emergency by the assigned judge may be presented to the Court at a conference or hearing. Notice of the scheduling of such conference or hearing shall be transmitted to all counsel and unrepresented parties as directed by the assigned judge.
- (4) A rule to show cause shall be served upon the respondents at least ten days prior to the return date, unless the Court shall specially authorize service within a shorter time. If for any reason satisfactory to the Court the petition and rule shall not have been served ten days before the return day, or the length of time specially authorized, the Court may extend the return day thereof on motion of any interested party.

Editor's note: Promulgated September 1, 2004, effective immediately.

Rule 208.3(b) *Alternative Procedures*

- (1) This rule shall govern disposition of:
 - (a) rules to show cause to which responses in opposition have been filed;
Note: See B.C.R.C.P. No. 208.3(a)(2) and 206.4(c)(4)(a).
 - (b) preliminary objections;
Note: See B.C.R.C.P. No. 1028(c).
 - (c) motions for judgment on the pleadings;
Note: See B.C.R.C.P. No. 1034(a).
 - (d) motions for summary judgment;
Note: See B.C.R.C.P. No. 1035.2(a).
 - (e) objections to written discovery requests; and
 - (f) such other miscellaneous applications as may be designated by the Court.
- (2) Subject to the requirements of Pa.R.C.P. No. 206.7, when the matter is at issue and ready for decision, the moving party on the application shall, by praecipe, order the same to be submitted for disposition pursuant to this rule. The praecipe shall be substantially in the form set forth in Bucks County Rule of Civil Procedure 208.3(b)(7).

No pleading requiring a response under Pa.R.C.P. 1026 shall be moved for disposition under this rule until the time for response has lapsed.

The following shall accompany the praecipe and pleading being submitted for disposition:

- (i) A proposed form of order;

- (ii) A brief or memorandum of law in support of each position taken with regard to the disposition of the matter; and
- (iii) A certificate establishing the date of service of the above documents on all counsel and unrepresented parties, and the addresses at which they were served.

Within ten days of the date of filing of the above praecipe and its accompanying documents, every party opposing the application of the moving party shall file a brief or memorandum of law with the clerk of the court, serving copies of same on all other parties. The Court, in its discretion, may extend the time for filing of briefs or memoranda of law.

- (3) If any party shall fail to file a brief or memorandum of law on any issue presented for disposition by the judge within the time provided by subsection (b) hereof, or within the time as extended by the Court, the Court, in its discretion, may consider that such party has abandoned his position with respect to such issue for disposition.
- (4) At the expiration of ten full days following the filing by the moving party of the praecipe mentioned in subsection (2) of this rule, the clerk shall forthwith deliver the whole record together with the file, the briefs or memoranda of law, to the judge to whom the case has been assigned.
- (5) Subject to the requirements of Pa.R.C.P. No. 206.7, any other party may by praecipe forward a matter to the Court for dismissal of the application at issue when the party who submitted it does not comply with the provisions of subsection (2) of this rule. Written notice of the intent to file under this subsection shall be given to the party whose application is at issue at least ten days prior to such submission, during which period of time the non-complying party shall have the opportunity to come into compliance with the requirements of subsection (2). An affidavit of service of such notice shall accompany the praecipe filed under this subsection. A proposed form of order shall also accompany the praecipe. For the purpose of Pa.R.C.P. No. 206.7, a party initiating action under this subsection shall be considered the petitioner.
- (6) Unless oral argument has been requested by the moving party in the praecipe, or by any other party within the 10-day period specified in subsection (2) hereof, the matter shall be disposed of by written order, forthwith or after such further proceedings including oral argument as may be required by the Court. If oral argument has been requested by a party or otherwise required by the Court, the Court may schedule the case for argument either by

telephone conference, argument in chambers or in open Court within thirty (30) days of the filing of the praecipe. Disposition of the matter shall then proceed pursuant to the provisions of Bucks County Rule of Civil Procedure *210(a) and (b), the Court fixing the time and order of filing of briefs. Argument before an en banc panel shall be at the sole discretion of the Court.

- (7) The praecipe shall be substantially in the following form:

See Forms Index

Editor's note: Promulgated September 1, 2004, effective immediately.

EXPLANATORY COMMENT TO BUCKS COUNTY
RULE OF CIVIL PROCEDURE 208.3(b)

This comment is not meant to be comprehensive, but is to be used as a guide to implementing Rule 208.3(b).

Rule 208.3(b)(1)

Rule 208.3(b) is to be used for matters that must be decided on the merits by the Court. Routine matters, such as issuing a Rule to Show Cause or fixing a hearing date, are not subject to Rule 208.3(b).

1. *Applications at Issue [when to file a 208.3(b) Praecipe]*

The following applications are at issue when noted, and require the filing of a Rule 208.3(b) praecipe to bring them before the Court for disposition:

- a. Preliminary Objections may be at issue when filed if no material facts not of record are alleged.

Preliminary Objections not at issue when filed, i.e., those raising material issues of fact not of record, require a Notice to Plead. The Rule 208.3(b) praecipe may not be filed until the time for a response under Pa.R.C.P. No. 1028 has lapsed or a timely response has been filed.

Examples of Preliminary Objections not at issue at the time of filing:

- i. Those raising a question of jurisdiction or venue, or attacking the form of service of a writ or complaint [Pa.R.C.P. No. 1028(a)(1)];
- ii. Those raising the defense of lack of capacity to sue, non-joinder of a necessary party or misjoinder of a cause of action [Pa.R.C.P. No. 1028(a)(5)];

- iii. Those raising the pendency of a prior action or agreement for alternate dispute resolution [Pa.R.C.P. No. 1028(a)(6)].
- b. Motions for Judgment on the Pleadings are treated as at issue when filed. However, the moving party may wait for a response, then file a Rule 208.3(b) praecipe.
- c. Motions for Summary Judgment are not at issue until the 30-day response period provided by Pa.R.C.P. No. 1035.3(a) has lapsed. When that period has expired, the moving party may file a Rule 208.3(b) praecipe.
- d. Objections to written discovery are considered at issue when propounded. For the purposes of Rule 208.3(b), the objecting party is the moving party. The proponent of the discovery to which the objection is made is the non-moving party, and may therefore use Rule 208.3(b)(5) to expedite the matter. A copy of the discovery and responses must be attached by the party moving the objections for disposition under Rule 208.3(b).
- e. Other applications upon which the Court issues a Rule to Show Cause are at issue when a response opposing the application is filed.

2. *Rules to Show Cause*

If the nature of the application is such that the moving party is not entitled to relief as a matter of course, the application will proceed by Rule to Show Cause.

If after the entry of a Rule to Show Cause a response is filed opposing the relief requested by the moving party, the petitioner may proceed under Pa.R.C.P. No. 206.7 to take depositions. If after service of the Rule in accordance with B.C.R.C.P. No. 206.4(c)(2) no response opposing the relief requested by the moving party is filed by the rule returnable date, a Motion to Make Rule Absolute may be filed by the moving party.

Examples of applications requiring a Rule to Show Cause:

- Petition to Open/Strike Judgment
- Petition to Open/Strike Confessed Judgment
- Motion to Amend
- Motion to Consolidate
- Motion to Join Additional Defendant
- Motion to Appoint Neutral Arbitrator
- Petition to Reactivate Case Marked Terminated
- Motion to Withdraw as Counsel

- Motion for Judgment Non Pros
- Petition for Interpleader

Generally, applications that are not at issue when filed will require a Rule to Show Cause. Exceptions to this general rule are motions for hearing, discovery motions, and applications governed by the provisions of specific statutes and rules. Some examples of applications governed by specific statutes and rules are Petitions for Judicial Change of Name (54 Pa.C.S.A. §701), Petitions for Supplementary Relief in Aid of Execution (Pa.R.C.P. No. 3118) and Petitions for Court Approval of Transfer of Structured Settlement Rights (40 P.S. §4000 et seq.).

See Forms Index

3. *Discovery Motions*

- a. Motion for Protective Order – proceed by Rule to Show Cause
- b. Objections to Discovery – proceed to disposition under Rule 208.3(b)
- c. Motion to Compel – proceed under Pa.R.C.P. No. 4019(g)(1) and B.C.R.C.P. No. 4019(g)(1)*(a)
- d. Motion for Discovery Sanctions – proceed under Pa.R.C.P. No. 4019(g)(1) and B.C.R.C.P. No. 4019(g)(1)*(b)

Rule 208.3(b)(2)

Rule 208.3(b) is subject to Pa.R.C.P. No. 206.7 and B.C.R.C.P. No. 206.7*(e). A record should be made as to any material issues of fact pursuant to Pa.R.C.P. No. 206.7 and B.C.R.C.P. No. 206.7*(e) before the matter is moved for disposition under B.C.R.C.P. No. 208.3(b).

Rule 208.3(b)(5)

An application at issue may be moved for disposition by the Court under Rule 208.3(b) only by the moving party on the application, not by the non-moving party. A non-moving party who wishes to expedite a decision on an application at issue must do so in accordance with the procedure set forth in Rule 208.3(b)(5).

Rule 208.3(b)(7)

Unless the praecipe refers specifically to Rule 208.3(b) or 208.3(b)(5) (as the circumstance dictates), the application will not be docketed and treated as a matter for disposition under Rule 208.3(b) or 208.3(b)(5). Further, attaching a Rule 208.3(b) praecipe to an application when one is not required or appropriate will delay processing of the attached motion in the Prothonotary's office.

	Praecipe	Rule	Proposed Order ¹	Order for Hearing	Rule 4019 (g)(1)*(a) Order	Motion/Petition ²	Brief	Certificate of Service	Affidavit of Service ³
208.3(b) (when at issue)	X		X			X	X	X	
208.3(b)(5) (when at issue)	X		X						X
Rule to Show Cause		X				X		X	
Motion for Sanctions				X		X		X	
Motion to Compel					X	X		X	
Motion for Rule Absolute			X			X		X	
Motion for Reconsideration			X			X		X	
Stipulations			X						

¹ Motion/Petition and Proposed Order refer to the application submitted for disposition. Under most circumstances they will be filed prior to the filing of a Rule 208.3(b) praecipe. If they have been filed previously, they need not be refiled with the praecipe.

³ See Pa.R.C.P. No. 76 for the definition of "affidavit."

Rule 209*(c) *Petitions and Answers—
Facts Not Denied Taken To Be Admitted
[Rescinded October 13, 1998, effective
December 7, 1998.]*

Editor's note: Rescinded October 13, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 210 *Form and Content of Briefs and Argument Procedures*

(a) Counsel for the moving party, at the time he files the praecipe moving the case for disposition, shall deliver to the Prothonotary one copy of his brief. Copies of the briefs shall be served on all opposing counsel and any unrepresented parties. The briefs shall

address the enumerated matters in substantially the following format:

- (1) **History of the Case.** A brief, informal statement of the facts material to the matter under consideration, by the party having the burden of the issue. The opposing side may also include a history of the case in its brief.
 - (2) **How the Question is Raised.** Refer to such pleadings, motions, etc., as will show how the matter comes before the Court for decision.
 - (3) **Questions Involved.** A succinct statement in separate, numbered paragraphs of the legal questions to be decided by the Court.
 - (4) **Argument.** This may contain the parties' argument of the law and testimony involved and citations of material decisions. Every verbatim quotation from a decision shall be immediately followed by the citation giving both the page of the decision and the page of the quotation.
 - (5) **Conclusion.** The form of order of the court that the respective parties contend should be made.
- (b) A party other than the moving party may order a matter on the argument list after having given the moving party and all other parties two weeks' written notice of his intention to do so. The moving party shall file his briefs with the clerk of the appropriate division of the court and serve copies thereof on all opposing counsel and any unrepresented parties within one week after the filing of the praecipe placing the case on the argument list. The failure of the moving party to so file his briefs may render him liable to have the application for relief denied by the Court at the opening of the next argument session immediately following the placing of the case on the argument list and on the motion of the party ordering the case on the argument list. After receiving notice of intention to order the case on the argument list, the moving party may apply to the judge to whom the case has been assigned for additional time within which to file his brief.
- (c) Reply briefs shall be filed with the Prothonotary and counsel for all other parties no later than one week prior to the date fixed for argument and shall be the same in number as the moving party's brief.
- (d) The Prothonotary shall, upon receipt of all briefs, cause the same to be delivered to the court, but shall not docket them.

Editor's note: Promulgated September 1, 2004, effective immediately.

**Rule 210*(a)-*(e) *Form and Content of Briefs—Service—
Filing of Briefs—Delivery to Court*
[Rescinded]**

Editor's note: As amended to June 2, 1972, effective July 1, 1972, further amended October 24, 1988, effective December 19, 1988; superceded by new Rule 210.

Rule 211*(a) *Oral Arguments*

At the discretion of the Court, argument may be held before a single judge in chambers or by telephone conference call. Public access must be provided to such argument sessions, but may be accomplished by the use of a telephone speaker. Telephone charges shall be billed directly to those parties or their counsel who do not participate in person.

Editor's note: Adopted October 24, 1988, effective December 19, 1988.

Rule 212.7 *Case Management Orders*

(a) Case Management Orders may be submitted for Court approval by agreement of all parties to a matter by filing with the Office of the Prothonotary. Such agreed Case Management Orders shall be substantially in the form approved by the Court and available at <http://buckscounty.org/Courts/DocketForms>. At a minimum, every agreed Case Management Order shall contain the following, subject to rejection from filing by the Office of the Prothonotary or the Office of the Court Administrator:

- (1) current contact information for all parties and counsel, including mailing address, telephone number, and email address;
- (2) the type of proceeding necessary, i.e., arbitration or trial;
- (3) the estimated amount of time, in days, necessary for such proceeding; and
- (4) the date on which the Office of the Court Administrator shall consider the matter ready for listing for arbitration or trial.

Note: This rule does not apply to cases requiring a date certain trial listing. A case management order in such cases will be entered only after a conference with the Office of the Court Administrator, Calendar, or other designated Court staff. See <http://buckscounty.org/Courts/CourtAdministration/Calendar> for more information regarding date certain listing.

A specific date, i.e., month, date and year, on which the case will be considered ready for listing is required to be included in an agreed Case Management Order. A general, indefinite or contingent time frame, e.g., “30 days from the disposition of any motion for summary judgment,” is not acceptable and will subject the order to rejection by the Prothonotary or the Office of the Court Administrator.

- (b) Amendments to Case Management Orders are discouraged, but may be submitted by agreement of all parties and shall meet the minimum requirements of subsection (a) above.
- (c) In the case that the parties are unable to reach agreement as to the terms of a Case Management Order or an amendment thereof, any party may file a motion for a case management conference. Upon review of the motion and in the Court's discretion, a conference may be scheduled at which the sole issue before the Court shall be determination and entry of a Case Management Order.

Editor's note: Promulgated May 15, 2019, effective thirty (30) days from the date of publication in the *Pennsylvania Bulletin*.

Rule 212.8 *Case Intervention Program*

- (a) The Court will enter a Case Intervention Order on or about the date one year from the date of initial filing in all civil cases, excluding Family Court matters, which have not been:
- listed for trial or arbitration;
 - made subject to a Case Management Order; or
 - otherwise resolved of record.

Note: This rule does not apply to any action filed in the Criminal and Orphans' Court divisions. For the purpose of this rule, "Family Court matters" are actions before the Domestic Relations Section, including actions pursuant to the Protection from Abuse Act (Pa.R.C.P. No. 1901 et seq.), actions for Support (Pa.R.C.P. No. 1910.1 et seq.), actions for Custody (Pa.R.C.P. No. 1915.1 et seq.), and actions for Divorce (Pa.R.C.P. No. 1920.1 et seq.).

- (b) The Case Intervention Order will direct the parties, within seven months of entry of the order, to:
- (1) list the matter for trial or arbitration pursuant to B.C.R.C.P. No. *261;
 - (2) submit to the Court an agreed Case Management Order in a required form promulgated by the Court; or
 - (3) where the parties believe the case will require a date certain trial listing, take the appropriate steps for entry of a date certain Case Management Order.

Note: See <http://buckscounty.org/Courts/CourtAdministration/Calendar> for information regarding date certain listing.

- (c) Should the parties fail to take one of the three actions enumerated by the Case Intervention Order within the given seven month time frame, the Court will enter a Case Management Order, sua sponte, which will authorize the Court Administrator to list the matter for trial or arbitration at any time after 22 months have passed from the date of initial filing.

- (d) Amendment of any Case Management Order entered sua sponte will not be ordered by the Court absent agreement of all parties or extraordinary circumstances.

Explanatory Comment: The purpose of this rule is to create a procedure whereby all civil cases will be either subject to a Case Management Order or eligible to be listed for arbitration or trial prior to the passage of two years from the date of initial filing.

An agreed Case Management Order form has been promulgated by the Court, and any agreed Case Management Order must comply in substance with that form. See B.C.R.C.P. No. 212.7, Case Management Orders, for further information.

Where the parties fail to list the matter for trial or arbitration, or to agree to the terms of a Case Management Order within seven months of entry of the Case Intervention Order, it is the Court's intent that the sua sponte Case Management Order will be final and binding. As such, except by agreement among all parties, any sua sponte Case Management Order will not be amended absent truly extraordinary circumstances. Discovery disputes, outstanding motions and attorney/witness availability will not be considered "extraordinary circumstances" for the purposes of this rule.

Editor's note: Promulgated May 15, 2019, effective thirty (30) days from the date of publication in the *Pennsylvania Bulletin*.

Rule 216*(F) *Application for Continuance*

Except in cases of emergency or circumstances which could not reasonably have been ascertained or know prior thereto, no application for continuance of the trial of any case appearing on the trial list prepared and distributed pursuant to Rules *263 or *265 shall be granted unless presented in writing to the court administrator at least one week prior to the commencement of such trial list. Each application shall set forth the specific grounds for the request and shall also expressly state, after appropriate actual inquiry of all other counsel of record, whether the application is opposed.

Editor's note: Renumbered from Rule 216(c)(1) and (2) on October 24, 1988, effective December 18, 1988.

Rule 220.1*1 *Civil Jury Selection*

Editor's note: Suspended January 26, 1994 until further order of the Supreme Court.

Rule 222*(a) *Attorneys as Witnesses*

Any attorney examined as a witness for a party he represents in a jury trial shall not be permitted to address the jury unless by leave of Court on cause shown.

Rule 223*(c)-*(g) *Conduct of Jury Trial*

- * (c) The time to be occupied in examining a witness and addressing the jury shall be regulated by the trial judge.
- * (d) The trial judge in his discretion may limit the number of witnesses whose testimony is similar or cumulative.
- * (e) In the interest of the public good, order or morals, the trial judge may regulate or exclude the public or persons not interested in the proceedings.
- * (f) At the trial of any cause, the party having the affirmative of the issue on the pleadings shall open the case, and counsel for the defendant, at his option, may make his opening address before any testimony is taken on behalf of the plaintiff. This order shall be reversed in making closing arguments to the jury, except in cases where the defendant offers no evidence.
- * (g) Not more than one attorney on each side will be permitted to examine or cross-examine a witness without leave of the Court.

Rule 227.1*(a) *Motions for Post-Trial Relief*

A copy of all motions for new trials, for judgment n.o.v., to take off non-suits and in arrest of judgment, together with the reasons therefor, shall be given to the trial judge, and to the official court reporter and the court administrator, and proof of such service shall be filed of record. The usual manner of documenting the fact of such service shall be by the endorsement of acceptances of service thereof by the trial judge and the official court reporter and the court administrator, respectively, noted upon the original motion before filing. Additional reasons in support of said motion may be filed within ten days after receipt of a copy of the stenographic transcript, and a copy thereof shall forthwith be served upon counsel of record for the adverse party or parties, or the adverse party himself if he has no counsel of record, and upon the trial judge. Unless the Court has directed that the trial record be transcribed at the cost of the County, each motion filed under this rule shall be accompanied by a deposit as required under Bucks County Rule of Civil Procedure 227.3*(c).

Editor's note: Renumbered from Rule 252(a) and amended October 24, 1988, effective December 18, 1988.

Rule 227.3*(a)-*(d) *Payment for Transcript*

- * (a) The party requesting a transcript of the records or any portion thereof in a motion for post-trial relief shall pay the cost thereof. Where any other party files an objection requesting that an additional portion of the record be transcribed, the trial judge, in the

absence of agreement by the parties, shall in his/her discretion and to the extent this matter is not covered in the Pennsylvania Rules of Judicial Administration 4001 et seq., assign the cost of such additional transcribing to any or all parties or to the County.

- * (b) The designation of the portion of the record to be transcribed required by Pennsylvania Rule of Civil Procedure 227.3 shall include the date the trial started and the courtroom where the trial was held. A copy of this designation shall be submitted contemporaneously with the filing of the motion for post-trial relief to the court reporter or reporters who took the notes in designation.
- * (c) The party requesting the transcribing of the record or any part thereof shall pay a deposit in accordance with Bucks County Rule of Judicial Administration 4007(C), and certify that the same has been paid upon the designation notice aforesaid. Failure to pay the transcript deposit and to so certify on the designation notice may be a basis for refusal of the motions or dismissal of the exceptions for lack of a transcript.
- * (d) The official court reporter shall transcribe and file the stenographic transcript of the trial and furnish copies thereof to the parties at the cost of the County only when ordered to do so specially in each particular case by the trial judge, either by direction dictated upon the stenographic record of the trial, by endorsement on the filed motion aforesaid or by separate written order. If the trial judge shall refuse to enter such order upon request, any party aggrieved thereby may request the president judge to designate two other judges of this Court to constitute, with the trial judge, a Court en banc for the limited purpose of review of such refusal. The decision of the majority of the judges constituting such Court en banc shall be final on the question.

Editor's note: Rule 252(a) is amended and renumbered as Rule 227.3 and amended on October 24, 1988, effective December 18, 1988. Rule 227.3*(a) and *(c), are amended on July 2019, effective thirty (30) days after publication in the *Pennsylvania Bulletin*.

Rule *241 *Attorney and Party Contact Information*

- (a) It is the sole responsibility of attorneys and unrepresented parties in matters before the Court to maintain current and accurate contact information with the Court. The term "contact information" shall include a valid mailing address and telephone number for the attorney or unrepresented party, and if the attorney or unrepresented party is a registered e-filer, it shall further include a valid email address for the party or attorney.

- (b) The failure of any attorney or unrepresented party to maintain current and accurate contact information with the Court may result in the attorney or unrepresented party failing to receive timely notice of Court orders, scheduled case events and other proceedings. Such failure will not be considered by the Court as an excuse for the attorney's or unrepresented party's failure to timely file responsive documents, appear for scheduled proceedings, or comply with Court orders.

Note: A form Praeceptum for Change of Address/Contact Information has been approved by the Court and is available at <http://buckscounty.org/government/RowOfficers/Prothonotary/Forms>. A valid email address must be provided when registering to use the Prothonotary's e-filing system, and may be updated as necessary using that system.

Editor's note: Promulgated May 15, 2019, effective thirty (30) days from the date of publication in the *Pennsylvania Bulletin*.

Rule *251 *Motions and Rules*

- (a) A motion or rule shall be in writing and a copy thereof shall be served as provided by Pa.R.C.P. 233. Unless obviously self-apparent, the statute, procedural rule or other authority for the motion or rule shall be cited in the supporting motion or petition.
- (b) A stay of proceedings may be allowed only by order of the Court, and shall not be allowed except after notice to counsel of record for the adverse party unless the Court in its discretion shall determine otherwise by reason of extraordinary circumstance.
- (c) If the relief sought depends entirely upon matters of record, a motion or rule may be entered as of course by filing with the prothonotary.
- (d) If the relief sought depends upon any matter not of record, the motion or rule shall be founded upon a petition. A rule to show cause thereon may be allowed only by the Court, unless otherwise provided by statute or rule of Court.
- (e) All averments in petitions on which rules to show cause have been granted may be taken as admitted for the purpose of the rule or citation unless an answer is filed thereto by the appropriate party.

Editor's note: Rule 251 amended June 2, 1972, effective July 1, 1972.

Note: Above mentioned Pa.R.C.P. 233 has been rescinded. For service of legal papers other than original process, see Pa.R.C.P. 440 and 441.

Rule *254 *Sessions of Jury Trials*

- (a) Except as provided in subsection (b), juries in those civil cases which are for trial by jury shall consist initially of eight members. Trial in such cases shall continue so long as at least six jurors remain in service. If the number of jurors falls below six, a mistrial shall be declared upon application by any party.
- (b) Trial by a jury of twelve members rather than eight may be had if demand therefor, either by endorsement on a pleading or by a separate writing, be made by any party not later than 20 days after service of the last permissible pleading.

See Forms Index

Editor's note: Rule 254 amended June 2, 1972, effective July 1, 1972; further amended October 24, 1988, effective December 18, 1988.

Rule *256 *Argument Courts*

- (a) Regular sessions of argument Courts shall be held at such times as may be designated on the Court calendar as published annually by the Court. Special or adjourned sessions thereof may be held at such other times as the Court may direct.
- (b) The argument list shall consist only of cases requiring action by a Court en banc placed thereon pursuant to Bucks County Civil Rules 210*(a) and *(c) or *266(f), and Bucks County Criminal Rule 1123*(g) and shall be published and circulated by the court administrator on the fifth Friday immediately preceding the date fixed for the commencement of the argument Court session.
- (c) Applications for continuance and other matters relating to such argument list shall be submitted to the court administrator.

Editor's note: Rule 256 as amended June 2, 1972, effective July 1, 1972; further amended October 24, 1988, effective December 18, 1988.

Rule *257 *Specially Fixed Trials and Arguments*

The Court, in its discretion, upon motion of any party in interest or upon its own motion, may by special order fix the trial of particular equity cases, or cases to be tried by the Court without a jury, or the argument of particular cases, at such times other than at the stated sessions' schedules therefor as may be required by the exigencies of the situation and the engagement of the Court; provided that at least 14 days' notice thereof shall be given to all parties or their counsel of record unless such notice be waived in writing.

Editor's note: Rule 257 as amended June 2, 1972, effective July 1, 1972; further amended October 24, 1988, effective December 18, 1988.

Rule *261 *Ordering Cases on Trial List*

- (a) All cases which under applicable rules are for trial by jury shall be ordered on the general trial list by praecipe. The praecipe shall state the Court and number of the case and the names of the parties and their attorneys, and shall contain an express certification by counsel that the case is at issue and ready for trial. Unless the praecipe shall contain such certification, the prothonotary shall refuse to accept the same or to place the case upon the general trial list. A conformed copy of such praecipe and certification shall be given to the court administrator, opposing counsel and unrepresented parties within 48 hours.
- (b) Before certifying a case as being ready for trial, counsel for the party intending such certification shall serve a certification notice upon opposing counsel and any unrepresented parties. The certification notice shall be in writing and shall indicate the intention to certify the case as being ready for trial and to order the same onto the general trial list. Within 15 days after the service thereof, the attorney or party receiving the certification notice shall state his intention to pursue discovery, if he so desires, by sending to all counsel and any unrepresented parties, a discovery notice. The discovery notice shall be in writing and shall designate the scope and nature of any intended discovery. All discovery shall be completed within 60 days of the transmittal of the discovery notice. Upon completion of discovery or the expiration of the 60-day discovery period, whichever shall first occur, or, if no discovery notice is transmitted, at the expiration of 15 days after service of the certification notice, any party may order the case on the general trial list. Thereafter, except for routine pretrial physical examinations or depositions to be used at trial in accordance with the provisions of Pennsylvania Rules of Civil Procedure 4020(a)(3) and 4020(a)(5), neither of which shall delay the trial of the case, no discovery shall be available to any party except by leave of Court upon cause shown. In any event, no discovery shall be allowed in appeals from awards of arbitrators or awards of viewers except by leave of Court upon cause shown. All applications for the allowance of additional time to initiate or complete discovery shall be made to and disposed of by the judge to whom the case has been assigned. Written notice of the intention to

make such application shall be given to all counsel and unrepresented parties.

See Forms Index

Editor's note: Amended October 24, 1988, effective December 18, 1988.

Rule *263 ***Preparation of Trial List***

Not less than four weeks prior to the first day of the appropriate trial session, the court administrator shall prepare and publish a trial list of those cases to be heard during such trial session. Except as otherwise may be directed by the judge to whom a particular case has been assigned, or as provided by applicable statute or rule of Court, cases shall be listed in the order of the filing of the trial praecipe. The publishing of the trial list shall be accomplished by mailing or other equally appropriate delivery of a copy thereof to each counsel of record, or to each party who has no counsel of record, with respect to all cases appearing thereon.

Editor's note: Rule 263 as amended June 2, 1977, effective July 1, 1972; further amended October 24, 1988, effective December 18, 1988.

Rule *264 ***Holidays***

Whenever any Monday fixed as a stated date for action by or before the Court shall be a holiday, then such stated date shall be deemed to be the next succeeding non-holiday.

Editor's note: Rule 264 as amended June 2, 1972, effective July 1, 1972.

Rule *265 ***Equity and Non-Jury Trial Lists***

- (a) All equity cases and all cases for trial by the Court without a jury shall be ordered on the equity trial list by praecipe which shall be subject to the same requirements and contain the same matters as provided in Rule 261.
- (b) Miscellaneous hearings in matters not at issue, or hearings not on the merits of an action, shall be fixed by order and motion stating the nature of the hearing requested.

Editor's note: Rule 265 as amended June 2, 1972, effective July 1, 1972; further amended December 31, 1981, effective immediately.

Rule *266 *Disposition of Motions, Rules, Preliminary Objections and Other Miscellaneous Applications [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule *275 *Money Paid Into Court*

- (a) Where it is appropriate that money be paid into Court, the Court on petition of any party or on its own motion may direct the same to be done. A petition for the payment of money into Court shall set forth the reasons for requesting such action and the exact amount to be paid. Notice of the presentation of such a petition shall be given in the manner set forth in these rules.
- (b) All money paid into Court to abide its order shall be deposited in such incorporated bank or trust company as the Court may designate, to the credit of the Court, in the particular case; and shall be drawn out only on order of the Court, attested by the prothonotary; provided that nothing herein shall be construed to prevent a disposition of the money by agreement of the parties. A copy of this rule must be inserted in the bank book in which the deposits are inscribed. Upon application of a party in interest, such money may, by special order of the Court, be deposited at interest, which shall be added to the fund on distribution.

Editor's note: Amended October 24, 1988, effective December 18, 1988.

Rule *280 *Bills of Costs*

- (a) Bills of costs must contain the names of the witnesses, the dates of their attendance, the number of miles actually traveled by them and the place from which mileage is claimed. The bill shall be verified by the affidavit of the party filing it, or his agent or attorney, that the witnesses' names were actually present in Court, and that, in his opinion, they were material witnesses.
- (b) Bills of costs for attendance of witnesses at Court, either at law or in equity, when a cause is continued, tried or marked not reached, must be filed within 10 days after the continuance, trial or failure to be reached, and a copy thereof served on the other party. In charging mileage for service of a subpoena, when two or more witnesses reside at the same place or in the same neighborhood, full mileage is not to be charged on each but full mileage to the nearest, and from that to the next, etc.

- (c) The party upon whom a bill of costs has been served may, within four days thereafter, file exceptions thereto, and require that it be taxed by the prothonotary. A failure to file exceptions, and serve a copy thereof upon the adverse party within the four days shall be deemed a waiver of all objections to the bill filed. When collected on execution, or paid into Court, the costs excepted to will be retained until the question is decided.
- (d) Where exceptions have been filed, either party may give the prothonotary and the adverse party 48 hours notice of the time and place for such taxation.
- (e) From the taxation by the prothonotary, either party may appeal to the Court within four days, and not thereafter, upon filing with his notice of appeal and serving upon the adverse party a specification of the items to which he excepts and the reasons therefor.
- (f) All other objections to claims for costs or to the recovery thereof by execution shall be made by rule to show cause.

Rule *285 *Legal Periodical; Service By Publication*

- (a) Except as otherwise provided by Act of Assembly, rule or special order of Court, service by publication shall be made by publication once in the *Bucks County Law Reporter* and in one newspaper of general circulation within the county, meeting the requirements of law, in such manner that the person so served shall have at least five days after the publication thereof to act thereon.
- (b) The *Bucks County Law Reporter* shall be the legal periodical for the publishing of legal advertisements required by law, rule or order of the Court. Every notice of advertisement required by law, rule or order of Court to be published in one or more newspapers published in the County of Bucks, unless dispensed with by special order of Court, shall also be published in the *Bucks County Law Reporter*. Whenever any notice including advertisements of judicial sales, writs, rules or orders whatever, shall be required by law, rule or order of the Court to be published in any newspaper in addition to the legal periodical, such additional publication shall be made in the newspaper or newspapers designated by the Court, by general rule or such special order as from time to time may be made. In all cases where no designation shall have been made or provided for by general rule or order of Court, the plaintiff in the action, or party procuring the rule or order, or his attorney of record, may endorse upon his praecipe, petition or motion the additional newspaper or newspapers in which he desires the

notice or advertisement to be inserted; whereupon, a special order designating the newspaper or newspapers named shall issue as of course; provided, that unless cause be shown, only newspapers of general circulation within the county and meeting the requirements of law shall be so designated. The defendant or other party to the proceeding adversely affected, or other creditors, may apply to the Court, or a judge in vacation, to change the additional newspaper or newspapers so selected for publication upon cause shown. The designation of such additional newspaper or newspapers made by the parties may be disregarded and the order changed by the Court, or a judge in vacation, upon application, or of its own motion.

Comment: Advertisements for publication in the *Bucks County Law Reporter* must conform to the following official forms:

See Forms Index

Editor's note: Amended October 24, 1988, effective December 18, 1988.

Note: Court Approval Required for Change of Name—Section 6 of Act 1982, Dec. 16, P.L. 1309, No. 295 provided as follows:

“Section 6.

(a) Any person desiring to change his or her name shall file a petition in the court of common pleas of the county in which he or she shall reside, setting forth such desire and intention and the reason therefor, together with the residence of petitioner, and his or her residence or residences for and during five years prior thereto. Where the petitioner is a married person, the other spouse may join as a party petitioner, in which event, upon compliance with the provisions of this section, said spouse shall also be entitled to the benefits hereof. The court shall, thereupon, enter an order directing that notice be given of the filing of said petition and of the day set for the hearing thereon, which hearing shall be not less than one month or more than three months after the filing of said petition, and said notice shall be:

“(1) Published in two newspapers of general circulation in said county or county contiguous thereto, one of which publications may be in the official paper for the publication of legal notices in said county.

“(2) Given to any nonpetitioning parent of a child whose name may be affected by the proceedings.

“(b) At the hearing of said petition, any person having lawful objection to the change of name may appear and be heard. If the court be satisfied after said hearing that there is no lawful objection to the granting of the prayer of said petition, a decree may be entered by said court changing the name as prayed for, if at said hearing the petitioner or petitioners shall present to the court proof of publication of said notice as required by the order, together with official searches of the proper offices of the county wherein petitioner or petitioners reside and of any other county wherein petitioner or petitioners may have resided within five years of the filing of his or her petition for change of name, or a certificate in lieu thereof given by a corporation authorized by law to make such searches, showing that there are no judgments or decrees of record or any other matter of like character against said petitioner or petitioners.

“(c) The provisions of this section are hereby declared to be procedural.”

Rule *286 *Notices; Service of Papers*

- (a) All notices shall be in writing.
- (b) A copy of every paper filed, excepting accounts, unless otherwise provided by law or the rules of Court, shall be promptly served on the opposing side, as hereinafter provided.
- (c) Except as otherwise provided by Act of Assembly, rule or special order of Court, whenever any process, paper or notice is required to be served upon a party, such service shall be made in accordance with the procedure set forth in Pa.R.C.P. 233 (now Pa.R.C.P. 440 and 441), except that in an action begun by *capias*, service may also be made upon his bail.

Editor's note: Amended October 24, 1988, effective December 18, 1988.

Note: Service of original process must be made through the Sheriff's office located on the first floor of the Courthouse. After filing a praecipe for service with the prothonotary, an order for Service is given to the clerk in the Sheriff's office. The Sheriff's fee must be paid at the time the order is presented and may be made by cash, certified check or attorney/firm check. Fees will vary depending on mileage (calculated as distance from the Courthouse) and the number of persons to be served. Attorneys are advised to contact the Sheriff's Department Office Manager for specific fee information. Failure to comply with the requirements of local rules regarding service of original process constitutes a failure to toll the statute of limitations. *Cahill v. Schults*, 643 A.2d 121 (Pa. Super. 1994) (interpreting Bucks County Procedure).

After the order for service is filed, the Sheriff's office has 30 days within which to attempt service. A Return of Service form will be mailed to the attorney listed on the order for service stating whether service was made, when and the time and money spent. If service was attempted, but not effected, the date(s) service was attempted along with a short explanation will be listed.

Information regarding return of service is available over the phone, as the actual return may take four to six weeks for processing. Attorneys are advised to wait at least 20 days before calling the Sheriff's Department Office Manager.—Court Administrator's Office, 1996.

See Forms Index

Rule *287 *Appeals to Supreme, Superior and Commonwealth Courts—Duties of Attorneys*

In all direct appeals to the Supreme, Superior and Commonwealth Courts of Pennsylvania from orders or decrees of this Court, appellant's counsel shall, immediately upon taking the appeal, serve upon the judge of this Court from whose order or decree the appeal was taken, a concise statement of the matters complained of and intended to be argued on appeal, so that an appropriate opinion may be prepared.

Whenever an appeal is withdrawn by counsel, notice of such fact shall immediately be given to the judge from whose order or

decree the appeal was taken, and to the court reporter and the court administrator.

Editor's note: Adopted March 31, 1975, effective immediately; amended October 24, 1988, effective December 18, 1988.

Rule *300 *Filing Office [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule *301 *Backers [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule *302 *Docket Number [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule *400.1 *Regarding Service of Process [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Service of Original Process and Other Legal Papers

Rule 440*(c)-*(e) *Service of Motions and Rules
[Rescinded September 1, 2004,
effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Fiduciaries

Rule *920 *Accounts; Statements of Proposed Distribution*

- (a) All accounts required by law to be filed in the Court of Common Pleas shall be advertised by the prothonotary in at least one newspaper published in the County, which shall be designated by the Court, and in the *Bucks County Law Reporter*; during four successive weeks immediately preceding the date at which they are to be presented to the Court for confirmation.
- (b) Such accounts shall be deemed as having been presented to the Court for final confirmation on the first Monday in each month, or the next following day if the first Monday be a legal holiday. The former practice of considering accounts as so presented to the Court only for confirmation nisi, with a further period of ten days after the advertised date for the filing of exceptions thereto, is hereby abolished.

Orphans' Court Rules as to certificates to accounts, notices of filing thereof and exceptions thereto shall apply to accounts filed in the Court of Common Pleas.

- (c) Statements of proposed distribution shall be filed and approved as provided in the Orphans' Court Rules.

Rule *921 *Auditors*

The Rules of the Orphans' Court relating to auditors are adopted by the Court of Common Pleas and the practice herein in relation to auditors, and auditors' reports shall be the same.

Rule *922 *Discharge of Fiduciaries*

The Rules of the Orphans' Court relating to the discharge of fiduciaries are adopted by the Court of Common Pleas so far as they can be applicable.

Judgments

Rule *925 *Judgments on Old Warrants of Attorney*

Judgment shall not be entered upon a warrant of attorney above 10 and under 20 years old, except by order of the Court or a judge in vacation, upon motion grounded on an affidavit setting forth that the warrant was duly executed, that the party executing the same is still living and that the money is unpaid. When the warrant is 20 or more years old, a rule to show cause shall be served on the defendant, if to be found in the county; if not, it shall be served as directed by the Court or a judge in vacation. The original warrant of attorney on which judgment is entered shall be produced and shall remain on file in the prothonotary's office, unless otherwise ordered by the Court or a judge thereof, on cause shown.

Rule *928 *Judgments on Verdicts*

All verdicts in civil actions shall be entered on the judgment index at once, and if a motion for a new trial, or for judgment n.o.v., or in arrest of judgment, shall not be filed within 10 days, or if filed, then after the same is disposed of, judgment shall be entered thereon absolutely by the prothonotary upon a written order of either counsel in the cause, unless otherwise ordered by the Court; provided that no such judgment shall be entered until after payment of the jury fee.

Editor's note: Rule 928 amended December 20, 1977, effective immediately, applicable to all pending actions.

Rule *930 *Deficiency Judgments; Fair Value Act* *[Rescinded September 1, 2004,* *effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule *931 *Satisfaction of Judgments*

A judgment may be marked satisfied upon the record thereof:

- (a) by inscribing the satisfaction itself on the prothonotary's docket, or;
- (b) by written order directed to the prothonotary.

The inscription or the written order may be executed by:

- (1) the judgment creditor personally if an individual, or an authorized representative of a corporation, a partnership, an unincorporated association or similar entity; or

- (2) the attorney who represented the judgment creditor of record in the suit in which the judgment was obtained or in execution proceedings upon the said judgment; or
- (3) any other attorney who is a member of the Bar of Bucks County or who is entitled to practice in Bucks County under Pa. Supreme Court Rule 14, provided he has filed an entry of appearance for the judgment creditor prior to or at the time of the satisfaction of the judgment.

Editor's note: Adopted June 2, 1972, effective July 1, 1972.

Pleadings and Practice

Rule *935 *Pleadings; Practice; Conformity to Civil Actions*

Except as otherwise provided by statute or rule of Court, pleadings and practice in all actions shall, as nearly as possible, conform to the rules relating to civil actions.

Editor's note: Amended October 24, 1988, effective December 18, 1988.

Rule *936 *Security for Costs; Nonresidence or Insolvency of Plaintiff*

In cases where the plaintiff resides out of the State at the time of suit brought, or subsequently removes therefrom, and in cases where proceedings in bankruptcy or insolvency are pending against the plaintiff, the defendant, on filing an answer in actions in which an answer is required, and in other actions on filing an affidavit of a just defense to the whole of plaintiff's demand, may enter a rule for security for costs. A garnishee in attachment execution may, in like cases, enter a rule for security for garnishee's costs, after interrogatories and before answers are filed. In default of security entered at the time fixed by the Court, judgment of non pros may be entered by the prothonotary in favor of the defendant, or the attachment quashed in appropriate cases.

Sureties

Rule *940 *Approval of Sureties*

Unless otherwise provided by statute or rule of Court, sureties required at the commencement of actions or in the course thereof, shall be approved by the prothonotary, subject to review by the Court. No attorney, sheriff's officer, officer of the Court, or person concern in the issue or execution of process, shall become bail except by written leave of the Court.

Rule *941 *Individual Sureties*

When other than corporate security is offered, the party offering it shall at the same time present an affidavit by the surety, in which shall be set forth the facts relied upon to justify the approval thereof.

Rule *942 *Corporate Sureties*

An application for the registration of a corporation as surety may be made by filing with the prothonotary a certificate from the Insurance Commissioner of Pennsylvania authorizing it to become surety, as provided by the Act of June 29, 1923, P.L. 943, and any supplements or successors to such legislation.

Editor's note: Rule 421 as amended June 2, 1972, effective July 1, 1972.

Viewers

Rule *945 *County Board of Viewers; Membership; Compensation*

- (a) The Board of Viewers for the County shall consist of nine members, not less than two of whom shall be members of the Bar of this County. Their compensation shall be fixed as provided by law.
- (b) Each member of said Board shall, before entering upon his duties of office, take and subscribe to an oath or affirmation to perform faithfully all the duties imposed upon him by law, which shall be filed in the Prothonotary's Office.
- (c) The petition for appointment of viewers in all eminent domain proceedings shall specify the Act of Assembly, if any, under which the condemnation was made, whichever is applicable. The order appointing the viewers shall contain the tax parcel number of the property subject to condemnation. Notice that the petition has been presented, together with a conformed copy thereof, as well as a conformed copy of the order appointing the viewers, shall be forthwith mailed by the petitioner to the owners, or condemning body, of their attorney of record, whichever is applicable. An additional conformed copy of such petition shall be filed with the prothonotary for his use in certifying the record to the viewers appointed. The attorney for the petition shall file a certification of service as aforesaid with the prothonotary within 20 days after the appointment of viewers. After receipt of the certification of service the prothonotary shall certify the record to the chairman of the viewers appointed.

Editor's note: Rule 945 as amended November 29, 1967, effective immediately; further amended October 24, 1988, effective December 18, 1988.

Rule *946 *Hearings; Records*

- (a) All hearings of the Board of Viewers appointed in any case shall be held publicly in the courthouse of the County, or in some other suitable place within the County, to be designated by the chairman of such Board who shall be the law member of the Board of Viewers.
- (b) Whenever it shall be desirable that accurate stenographic reports of hearings before the respective Boards of View shall be taken, the Court, for cause shown, may direct the official court stenographer to take notes thereof, and copies of said reports shall in such case be furnished to counsel for the parties in interest at the expense of the County.

Rule *947 *Reports; Confirmation; Exceptions*

In any case in which a report of viewers shall be filed and presented to the Court for confirmation, the same shall be marked “Confirmed Nisi,” which confirmation shall become absolute, and shall be so marked by the prothonotary unless exceptions are filed thereto within 30 days thereafter, or such other time as required by Act of Assembly; provided, that for cause shown the Court may, by special order entered, extend the time for filing exceptions.

Rule *948 *Request for View*

Any request for a view of the premises by a jury shall be made in writing delivered to the Office of the Court Administrator at least one week prior to trial.

Editor’s note: Amended October 24, 1988, effective December 18, 1988.

Actions at Law Civil Actions

Rule 1018.1(c)*(1) *Notice to Defend*

- (1) The agency to be contacted for legal help as provided in Pa.R.C.P. 1018.1(b) is:

Bucks County Bar Association
135 East State Street, P.O. Box 300
Doylestown, Pennsylvania 18901
(215) 348-9413 or 1-(800)-273-2929.

Any future changes in the designated telephone numbers may be effected by publishing the change in the *Bucks County Law Reporter* for four consecutive weeks without further order of the Court.

Editor's note: Adopted May 23, 1975, effective July 1, 1975; amended February 12, 1992, effective immediately.

See Forms Index

Rule 1021*(e) *Claim For Money Damages. Amount. Interest. Account. Exceptions*

When in a civil action a judgment has been entered directing the defendant to account to the plaintiff, the defendant shall, within 30 days (unless the Court shall for cause shown allow a longer time) state the account and file the statement thereof in the office of the prothonotary, giving notice forthwith to the attorney of record for plaintiff, or, if none, to the plaintiff, that this has been done. Within 30 days after such notification, the plaintiff, if dissatisfied with the statement of account filed by the defendant, shall file exceptions thereto and move for the appointment of an auditor to hear and report upon the questions of fact and law raised by the exceptions. If the defendant shall for any reason fail to file a statement of account within 30 days, or such longer period as the Court may fix, the Court may, on motion of the plaintiff, appoint an auditor to state the account between the parties upon the basis of such evidence as may be submitted to him. The auditor shall give two weeks' notice in writing to the parties or their attorneys of record of the time and place fixed for hearing the matter, but notice thereof is not to be given by public advertisement.

When the auditor has prepared his report, notice that it is ready for filing shall be given to the attorneys of record for the parties or, if

none, to the parties. Exceptions thereto must be filed with him within 10 days after such notice has been received. If exceptions are filed, the auditor shall, with his report as originally prepared, report supplementally on the exceptions. When the auditor's report has been filed, the Court, after hearing argument on the exceptions thereto, will enter such order or judgment as to justice and right may appertain.

Editor's note: Rule 1021(b) was formerly Rule 1039, amended October 24, 1988, effective December 18, 1988.

Rule 1023.1(b)(1) *Signing of Documents.*

- (a) Except as permitted by subsection (b) below, all legal papers submitted to the Prothonotary for filing via mail or hand delivery shall bear the original handwritten signature of the filing attorney or party ("the filing party").
- (b) Photocopies of legal papers bearing the original handwritten signature of the filing party will be accepted for filing as permitted by Pa.R.C.P. No. 205.3(a).
- (c) Documents submitted to the Prothonotary for filing via mail or hand delivery that contain an electronically stored and inserted image of, or a digitally reproduced or created copy of, the signature of the filing party, will not be accepted for filing or acted upon by the Court.

Note: For signature requirements for legal papers submitted for filing using the Electronic Filing System, see B.C.R.C.P. No. 205.4(f)(3).

Editor's note: Adopted June 17, 2016. Effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1024*(d) *Attorney Executing Verification*

No attorney who holds the office of notary public or district justice shall take an affidavit to any pleading, petition or other paper in any suit or Court proceeding in which he or anyone in his firm is counsel.

Editor's note: Renumbered from Rule 205(a) October 24, 1988, effective January 2, 1989.

Rule 1024*(e) *Dating of Verification*

- (e) Every verification shall be dated as of the date of its execution.

Editor's note: Adopted October 24, 1988, effective December 18, 1988.

Rule 1028(c) *Procedure for the Disposition of Preliminary Objections*

The provisions of Pa. R. C. P. No. 206.7 shall govern preliminary objections raising disputed issues of fact. When preliminary objections are ready for disposition, they shall be submitted to and decided by the court pursuant to B. C. R. C. P. No. 208.3(b).

Editor's note: Promulgated September 1, 2004, effective immediately.

Rule 1029*(e) *Book Accounts—Copy—Demand for Production of Books*

In actions in which book accounts may be offered in evidence, if a copy thereof is attached to any pleading, it shall not be necessary to produce the books at the trial, unless a responsive pleading shall allege that the account or copy is incorrect, stating particulars, or that the books are not books of original entry, and shall demand the production of the books at the trial; otherwise, the copy shall be admitted as evidence without further proof.

Rule 1033*(a) *Amendment [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule 1034(a) *Procedure for the Disposition of Motions for Judgment on the Pleadings*

Motions for judgment on the pleadings shall be submitted to and decided by the court pursuant to B. C. R. C. P. No. 208.3(b).

Editor's note: Promulgated September 1, 2004, effective immediately

Rule 1034(a)*(1) *Motion for Judgment on the Pleadings - Reasons [Rescinded September 1, 2004, effective immediately]*

Editor's note: Rescinded September 1, 2004, effective immediately.

Rule 1035.2(a) *Procedure for the Disposition of Summary Judgment Motions*

Summary judgment motions shall be submitted to and decided by the court pursuant to B. C. R. C. P. No. 208.3(b).

Editor's note: Promulgated September 1, 2004, effective immediately

Rule 1219.5*(d) *Domestic Relations*

The provisions of Bucks County Rule of Criminal Procedure 5001 are incorporated herein by reference as though they were fully set forth.

Editor's note: Adopted June 26, 1978, effective as to all proceedings commenced on or after June 28, 1978. Rule 950 was renumbered as Rule 1219.5(d) on October 24, 1988, effective December 18, 1988.

Compulsory Arbitration

Rule 1301*(a)-(b) *Cases for Submission*

- (a) All cases which are now or later at issue when the amount in controversy on each cause of action stated therein (inclusive of interest, but exclusive of costs) shall be \$50,000 or less, excepting those involving title to real estate, shall be submitted to and heard and decided by a Board of Arbitrators, consisting of three attorneys of the Bucks County Bar in active practice in this County.
- (b) Cases, whether or not at issue and regardless of amount or subject in controversy, may be referred to a Board of Arbitrators by agreement of reference signed by all parties or their counsel, which said agreement of reference shall define the issues involved for determination by the Board, and when the respective counsel so desire, may contain stipulations with respect to facts submitted or agreed or defenses waived. In such cases, the agreement of reference shall take the place of the pleadings in the case and shall be filed of record.

Editor's note: Adopted May 11, 1981, effective May 15, 1981, amended May 28, 1992, applicable to all pending actions.

Rule 1302*(g)-(m) *Administration of Arbitration*

- (g) Each attorney in active practice at the Bucks County Bar shall file with the court administrator information showing whether or not he is practicing alone, is a member of a firm or is associated with one or more lawyers, and shall indicate the number of years the attorney has actively engaged in the practice of law. Upon any change in his status of practicing with or being associated with any other lawyer or lawyers, he shall immediately report such change to the court administrator who will change the list of eligible arbitrators, in accordance with the information submitted.
- (h) The Court shall appoint Boards of Arbitration consisting of three attorneys each, taken from the list of eligible attorneys prepared pursuant to subsection (a) of this rule. The Board members shall have a cumulative experience of 10 years, dating from their admission to practice in the Commonwealth of Pennsylvania. Board members may be generally excused from service by the court administrator for illness, incapacity or due to being full-time County or Court employees.
- (i) No more than one member of a family, firm or association shall serve on a panel on the same arbitration day. The panel member

with the earliest admission to practice in the Commonwealth of Pennsylvania shall serve as chairman.

- (j) The court administrator shall notify all arbitrators so chosen of the day on which they shall serve.
- (k) Arbitrators so appointed to specific panels may be excused by the court administrator for good cause shown. Arbitrators who fail to appear for service within 30 minutes of the appointed time will be replaced, and will not be compensated.
- (l) Each member of a panel shall be paid the sum of \$225 for each day's service, provided that all awards made by the panel on that day are filed with the prothonotary.
- (m) Each member of a panel shall be paid the sum of \$50 each for each adjourned hearing scheduled after the commencement of the initial hearing, with the approval of the court administrator.

Editor's note: Adopted May 11, 1981, effective May 15, 1981. Subsection (h) amended March 3, 1989, effective April 25, 1989. Subsection (l) amended August 27, 1998, effective October 12, 1998.

Rule 1303*(c)-*(e) *Hearing. Notice*

- (c) Cases for arbitration shall be ordered on the Arbitration List by praecipe filed with the prothonotary, which praecipe shall comply with the same requirements and contain the same matters as provided in Rule 261, except that the provisions of Rule 261 shall not be deemed applicable where an agreement of reference has been filed. On the first working day of each month the prothonotary shall deliver to the court administrator all praecipies filed in the preceding month.
- (d) It shall be the duty of the court administrator to supervise all cases submitted for arbitration to assure their prompt disposition. The court administrator shall fix the time and place for the hearing, which time shall not be less than 45 days after the case is placed on the list of cases to be arbitrated, and which time shall date from the date the praecipe is filed in the Prothonotary's Office.

The court administrator shall schedule as many cases for one day as may be conveniently heard by however many arbitration panels are required, the number to be decided by the court administrator. Continuances shall be granted only by the court administrator for good cause shown on notice to the parties or their attorneys. Upon failure of a party to appear at the scheduled arbitration hearing, when the court administrator has a record of sending notice, the arbitrators shall proceed and render such award as may be appropriate.

- (e) Any party in the action may raise questions of the matter being arbitrable under this rule or the composition of the Board preliminarily by notifying the court administrator in writing with notice to opposing counsel. The Court or judge thereof shall decide such questions before the matter is heard by the Board on the merits. Failure to raise such questions within 10 days of the receipt of notice of such appointment constitutes a waiver thereof.

Editor's note: Adopted May 11, 1981, effective May 15, 1981.

Rule 1304*(d) Conduct of Hearing. Generally

- (d) The Board of Arbitrators, or a majority thereof, shall conduct the hearing before them with due regard to the law and according to the established rules of evidence, and shall have the powers conferred upon them by the Acts of Assembly governing arbitration proceedings, including but not limited to the following:
- (1) To issue subpoenas to witness to appear before the Board and to issue an attachment according to the practice of the Courts for failure to comply therewith. A subpoena may be issued by one arbitrator.
 - (2) To compel the production of all books, papers and documents which they shall deem material to the case.
 - (3) To administer oaths or affirmations to witnesses, to determine the admissibility of evidence, to permit testimony to be offered by depositions and to decide the law and the facts of the case submitted to them.

Editor's note: Adopted May 11, 1981, effective May 15, 1981.

Rule 1305(b)*(5) Conduct of Hearing. Evidence

Except for hospital bills and records submitted on official letterhead of a hospital, all bills, records and reports submitted under section (b)(1) and (3) of this rule shall be duly verified.

Editor's note: Adopted May 11, 1981, effective May 15, 1981. Rule references Pa.R.C.P. 1305(b)(1) and (3).

Rule 1306*(a) Award

In the instance of all parties to an arbitration case agreeing to a settlement, but desiring an award to be entered, two courses of action are available:

- (1) One party, or his attorney, may appear before a panel of arbitrators to present an agreed award, to which other counsel

or unrepresented parties have expressed confirmation in writing to the court administrator.

- (2) All parties, or their attorneys, may sign a stipulation which states exactly the form the award shall take. This stipulation shall be sent to the court administrator before the scheduled hearing date, so that the stipulation may be presented to a panel of arbitrators.

Editor's note: Adopted May 11, 1981, effective May 15, 1981.

Rule 1308*(d)-*(e) *Appeal*

- (d) When an appeal from an award is taken in accordance with Pa.R.C.P. 1308:
 - (1) The party appealing the award shall file, at the same time the notice of appeal is filed, an omnibus praecipe for trial, and
 - (2) The total fees per case under this rule are declared to be \$375 for the purpose of this section, provided however, that if the appellant should improve his position by reason of a jury verdict, or by a judge sitting without a jury, or by reason of a settlement in which the appellant improves his position by an amount equal to or greater than 10 percent of the principal amount of the award, then the appellant, upon application to the Court, shall be entitled to a refund of two thirds of the fees paid on appeal.
- (e) Any party may file exceptions with the Court from the decision of the Board of Arbitrators within 20 days from the filing of the report for either or both of the following reasons and for no other:
 - (1) That the arbitrators misbehaved themselves in the conduct of the case;
 - (2) That the action of the Board was procured by corruption or other undue means.

If such exceptions shall be sustained the report of the Board shall be vacated by the Court.

Editor's note: Adopted May 11, 1981, effective May 15, 1981, further amended June 16, 1982, effective immediately; further amended October 24, 1988, effective December 18, 1988; fee changed to \$375, effective January 1, 2000.

See Forms Index

Actions In Equity

Rule 1533*(i) *Receivers—Notice to Creditors, etc.*

Assignees for the benefit of creditors and receivers shall, after they have entered security, give notice of their appointment to every creditor and every party in interest of whom they have knowledge, and shall also publish notice thereof once a week for three successive weeks in one newspaper published in the County of Bucks and the *Bucks County Law Reporter*.

Actions In Support

Rule 1910(C)(1) ***Prohibition on Use of Body Cameras During Judicial Proceedings***

Pursuant to Pa.R.J.A. No. 1910(C)(1) and (C)(5), the Court of Common Pleas of Bucks County expressly prohibits the use and/or activation of body cameras by officers of law enforcement agencies, sheriffs and deputy sheriffs, and any other judicial security officers in any courtroom during judicial proceedings before the Court of Common Pleas or any Magisterial District Judge within the Seventh Judicial District.

Editor's note: Adopted February 5, 2020, effective thirty (30) days from the date of publication in the *Pennsylvania Bulletin*.

Rule 1910.5*(d) ***Domestic Relations***

The provisions of Bucks County Rule of Criminal Procedure 5001 are incorporated herein by reference as though they were fully set forth.

Editor's note: Renumbered from Rule 950, October 24, 1988, effective December 18, 1988.

B.C.R.C.P. No. 1915.11-1.1 ***Parenting Coordination*****(a) *Appointment of a Parenting Coordinator***

- (1) If the parties agree on a Parenting Coordinator or if the Court deems one necessary, an order will be entered in accordance with Pa.R.Civ.P. 1915.22.
- (2) If the parties cannot agree on the selection of a Parenting Coordinator, the Court shall require each party to identify their choice(s) along with the hourly rate of each to all parties. If the parties cannot agree, the Court will select a Parenting Coordinator. The roster of the Court's approved Parenting Coordinators and their stated hourly rates shall be posted at <http://www.buckscounty.org>.
- (3) Any party seeking a pro bono appointment under section (d) below must file with the Prothonotary a Petition to Proceed In Forma Pauperis for the appointment of a Parenting Coordinator within three (3) days of the appointment order absent good cause shown. The In Forma Pauperis form can be found at <http://www.buckscounty.org>.

(b) *Roster of Approved Parenting Coordinators*

An attorney or mental health professional seeking to be included on the Bucks County Court's roster of qualified individuals to serve as a Parenting Coordinator shall submit an affidavit to the Administrative Family Court Judge or her/his designee together with the following:

- (1) An affidavit attesting the applicant has qualifications found in Pa.R.Civ.P. 1915.11-1;
- (2) An acknowledgment the applicant will follow the Association of Family and Conciliation Courts (AFCC) Parenting Coordinator guidelines and has read the American Psychological Association (APA) Parenting Coordinator Guidelines; AFCC Parenting Coordinator guidelines are posted at <https://www.afccnet.org/Portals/0/AFCCGuidelinesforParentingcoordinationnew.pdf> and the APA Parenting Coordinator Guidelines are posted at <https://www.apa.org/pubs/journals/features/parenting-coordination.pdf>; and
- (3) An acknowledgment that for every two (2) fee generating Parenting Coordination assignments, he or she must accept one (1) pro bono assignment (up to 12 hours per pro bono case).

(c) *Parenting Coordinator Recommendations*

- (1) Parenting Coordinator shall file their Summary and Recommendations with the Prothonotary within two (2) days after the last communication with the parties on the issues in accordance with Pa.R.Civ.P. 1915.11-1(f)(2).
- (2) *Objections to Parenting Coordinator's Recommendation(s) and Petition for a Record Hearing.*
 - a. A party objecting to the Recommendations must file with the Prothonotary an original and copy of their Objections and a Petition for a Record Hearing before the Court within five (5) days of service of the Summary and Recommendations together with a Proof of Service upon all parties and the Parenting Coordinator.
 - b. The Prothonotary shall promptly forward the original Objections and Petition to the Family Master's Office for assignment to the parties' Family Court Judge to promptly schedule a record hearing. If the matter is an emergency or time-sensitive, and the assigned Family Court Judge is not available, the matter will be assigned to the Emergency Custody Judge to conduct a record hearing.
- (3) *Court Review of Parenting Coordinator's Recommendations.*

If no objections to the Parenting Coordinator's Recommendation are filed with the Prothonotary within five days (5) of service of the Summary and Recommendation, the Prothonotary shall transmit the file to the Family Master's Office to be assigned to the appointing Judge, if available, within a reasonable time, otherwise to any Family Court Judge for review of the Recommendation in accordance with Pa.R.C.P. 1915.11-1(f)(4).

(d) *Fees*

Parties who request the appointment of a Parenting Coordinator or who are identified by the Court as benefiting from the appointment of a Parenting Coordinator shall pay the Parenting Coordinator as follows:

- (1) His or her hourly rate, which may be up to \$300.00 an hour;
- (2) Absent good cause, each party shall pay up to \$500 as an initial retainer which may be reallocated as deemed appropriate by the Parenting Coordinator or the Court. See Pa.R.C.P. 1915.22(8).

- (3) If a party is granted In Forma Pauperis status by the Court specifically for the appointment of a Parenting Coordinator, the Parenting Coordinator so appointed shall serve on a pro bono (no fee) basis, up to 12 hours.
- (4) A Parenting Coordinator must accept one pro bono appointment for every two (2) fee generating appointments.
- (e) Bucks County, through its Administrative Family Court Judge, has entered into a 4 County Compact on Parenting Coordination with Philadelphia County, Delaware County and Chester County. The terms of that Compact are incorporated herein, and a copy is annexed hereto. Bucks County's participation in the Compact shall not be affected should any Compact County decline to participate.

See Forms Index

Editor's note: Promulgated April 15, 2019, effective thirty (30) days from the date of publication in the *Pennsylvania Bulletin*.

Actions of Divorce or For Annulment of Marriage

Editor's note: Unless otherwise indicated, the rules in this chapter were adopted June 30, 1980, effective July 2, 1980.

Rule 1920.3*(a) *Filing of Pleadings*

All pleadings and legal papers filed pursuant to the Divorce Code or by separate petition relating to any matter involving the same family shall be filed with the prothonotary and docketed to the same docket number.

Rule 1920.3*(b) *Social Security Number and Address*

Every pleading or petition filed pursuant to these rules which makes a separate claim for relief shall include in its caption the Social Security number and present address of each adult. If the Social Security number is not available or the address is not known, the pleading shall contain an averment so stating, together with an explanation.

Editor's note: Amended December 9, 1980, effective immediately.

Rule 1920.3*(c) *Filing Fees*

In all cases the plaintiff, upon filing of a complaint, shall pay to the prothonotary the sum of \$75 as an administration fee, in addition to the required filing fees.

Editor's note: Adopted December 30, 1981, effective immediately; amended June 30, 1983, effective July 15, 1983; further amended December 6, 1990, effective February 11, 1991.

Rule 1920.4*(f) *Service. Notice*

When service of the complaint is made by a competent adult, the affidavit of service shall include the method or means by which the affiant identified the defendant and shall state affiant's age and address.

Where service is made by mail, identification of defendant's signature on the return receipt shall be required. Such identification may be provided by an affidavit of the plaintiff.

Editor's note: Adopted March 20, 1981, as Rule 1920.4(a)(4); renumbered to Rule 1920.4(f) on June 30, 1983, effective July 5, 1983; amended December 1, 1988, effective January 24, 1989 and applicable to pending cases.

Rule 1920.12*(d) *Duplicate Original Complaints*

An additional verified complaint in divorce shall be filed for each of the following claims set forth in the divorce complaint:

- (1) custody;
- (2) support;
- (3) equitable distribution;
- (4) other types of ancillary relief.

Editor's note: Originally adopted on March 20, 1981, as Rule 1920(f); renumbered to Rule 1920.12(d) on June 30, 1983, effective July 15, 1983.

Rule 1920.12*(e) *Marriage Certificate*

The original or a copy of the marriage certificate shall be attached to the complaint in divorce. If the original or copy is unavailable, the complaint shall set forth an explanation and shall, if possible, provide other suitable documentary evidence.

Editor's note: Adopted March 20, 1981, as Rule 1920.12(f); renumbered to Rule 1920(d) on June 30, 1983, effective July 15, 1983.

Rule 1920.13*(d) *Custody Claims [Rescinded November 3, 1998, effective 30 days after publication in the Pennsylvania Bulletin]*

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.16*(a) *Bifurcation*

- (1) Where a claim for equitable distribution, alimony or counsel fees and expenses is pending, a decree of divorce or annulment shall not be entered prior to filing of the master's report on equitable distribution, alimony or counsel fees, except by agreement of the parties.
- (2) Where the action is ready for the entry of a decree of divorce or annulment, but bifurcation is opposed, the Court, upon application, shall enter an order substantially in the form prescribed by Bucks County Rule of Civil Procedure 1920.72(e) so as to proceed with the resolution of all pending claims for alimony, equitable distribution of property, counsel fees and expenses.

Editor's note: Adopted June 30, 1983, effective July 15, 1983, amended December 1, 1988, effective January 24, 1989.

Rule 1920.22*(c) *Discovery [Rescinded November 3, 1998, effective 30 days after publication in the Pennsylvania Bulletin]*

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.33*(f) *Pre-Hearing Statement Deadline*

1. Pre-hearing statements shall be filed no later than 30 days from the date of filing of an application for non-record hearing by the master unless:
 - a. The moving party demands a 60 day deadline.
 - b. The non-moving party files a demand for a 60 day deadline. This demand must be filed within 10 days of receipt of service of the application for non-record hearing.
2. Pre-trial statements shall be filed by both parties no later than 20 days prior to de novo hearing before the Court. Pre-trial statements shall be in the form of addendum to the statements filed prior to the master's hearing.

Editor's note: Adopted February 13, 1992, effective April 20, 1992.

Rule 1920.33*(g) *Failure to File Pre-Hearing Statement*

1. Specific testimony or evidence may be excluded at the master's hearing or at the hearing de novo when a party has failed to comply with Pa.R.C.P. 1920.33.
2. The deadline for filing pre-hearing statements is modifiable only on written agreement or on a finding of good cause.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.33*(h) *Form of Pre-Hearing Statement*

The pre-hearing statement shall contain all of the information required by Pa.R.C.P. 1920.33(b), and shall contain all documentary exhibits which the party expects to offer in evidence, regardless of length.

Editor's note: Adopted February 13, 1992, effective April 20, 1992.

Rule 1920.35* *Procedure as to Interim Counsel Fees and Expenses*

- (a) A request for interim counsel fees and expenses in divorce actions shall be made by petition and rule to show cause.
- (b) The rule to show cause shall be given a return day for the filing of an answer and also a conference date with the assigned judge. The rule shall be substantially in the form prescribed by Bucks County R.C.P. 1920.72(d).
- (c) The petition shall include:
 - (1) identification of all other pending litigation between the parties;
 - (2) petitioner's income and expense statement in the form required by the practice and procedure governing an action for support, together with a true copy of petitioner's most recent federal income tax return and pay stubs, if any, for the preceding six months;
 - (3) petitioner's inventory and appraisal of all property owned or possessed in the form required by the practice and procedure governing an action for equitable distribution of property;
 - (4) the specific amounts claimed for interim counsel fees and expenses and any statement for services, bill, estimate, other itemization or explanation.
- (d) The answer to the petition shall include:
 - (1) the respondent's income and expense and inventory and appraisal forms as required of petition in subsection (c) (2) and (3) above, together with a true copy of respondent's most recent federal income tax return and pay stubs, if any, for the preceding six months;
 - (2) a concise statement of respondent's position in regard to the amounts claimed by the petitioner.
- (e) In the event that no answer is filed by the return day, upon praecipe and an affidavit of service of the petition, showing service more than 10 days before the return day, the prothonotary shall make the rule absolute.
- (f) Upon conference, the judge may enter an interim order recommending the allowance of specific amounts as interim counsel fees and expenses. If neither party files a motion for a hearing within 10 days thereafter, the recommendation shall be entered as a Court order.

Editor's note: Adopted June 30, 1983, effective July 15, 1983.

Rule 1920.42*(c) *Incorporation of Separation Agreements*
[Rescinded November 3, 1998, effective
30 days after publication in the
Pennsylvania Bulletin]

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.42*(d) *Notice. Certification of Notice*
[Rescinded
November 3, 1998, effective 30 days after
publication in the Pennsylvania Bulletin]

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.42(d)*(3) *Proceedings Upon Filing of Counter-*
Affidavit

When a counter-affidavit denies irretrievable breakdown of the marriage or two-year separation, either party may file a motion for record hearing before the permanent master on grounds for divorce.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.42*(e) *Decree*
[Rescinded November 3, 1998,
effective 30 days after publication in the
Pennsylvania Bulletin]

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.42*(f) *Form of Divorce Decree*

1. The caption of the decree of divorce shall include the statutory grounds for the divorce.
2. The decree shall not retain jurisdiction of ancillary claims or convert spousal support to alimony pendente lite except in accordance with Bucks County Court Rule 1920.16*(a).
3. The decree shall incorporate a property settlement agreement only if one of the provisions of the agreement requests incorporation or if incorporation is requested in a separate written stipulation.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.51*(f) *Permanent Masters*

1. All claims for divorce under Section 3301(a), (b) and (d)(1)(ii) of the Divorce Code, and all claims for annulment, shall be heard by one of the permanent masters. The proceedings shall be conducted in accordance with Pa.R.C.P. 1920.55-2.
2. All claims for equitable division of marital property, counsel fees, costs and expenses and any aspect thereof shall be heard by one of the permanent masters. The proceedings shall be conducted in accordance with Pa.R.C.P. 1920.55-3.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.51*(g) *Application for Hearing, Objections to Applications, Forms, Times*

1. Application for hearing by the master of related claims may be filed only after entry of an order approving grounds for divorce or annulment and after the moving party has complied with Pa.R.C.P. 1920.31(a)(1) and 1920.33(a), and with any orders entered pursuant to Bucks County Rule 1930.5*(c).
2. The application for hearing shall be substantially in the form set out in Bucks County Rule 1920.74(c) and shall propose a deadline for filing of pre-hearing statements.
3. The application for hearing shall be stricken by the master for failure of the moving party to comply with Pa.R.C.P. 1920.31(a)(1) and 1920.33(a), and with any orders entered pursuant to Bucks County Rule 1930.5*(c). A motion to strike shall be substantially in the form set out in Bucks County Rule 1920.74(d), and shall be filed within 10 days of service of the application for hearing.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.51*(h) *Scheduling of Hearing by Master*

1. All claims raised by either part for equitable distribution, alimony, counsel fees, costs and expenses shall be consolidated for non-record hearing before one of the standing masters.
2. The hearing shall be scheduled upon filing by one of the parties of a pre-hearing statement. The date set for the hearing shall be no earlier than 14 days after the deadline for filing of pre-hearing statements.

Editor's note: Adopted February 13, 1992, effective April 20, 1992.

Rule 1920.51*(i) *Appointment, Compensation of Stenographers*

In cases where record hearings are held before the permanent master on the issues of grounds for divorce or annulment, the master shall arrange for the presence of an official court stenographer employed by the county of Bucks. The moving party shall pay an attendance fee of \$15 per diem to the stenographer upon completion of the hearing. However, where the testimony is transcribed, there shall be no attendance fee. In uncontested cases, the testimony shall be transcribed only at the direction of the Master. When the testimony is transcribed, the costs of preparation of the original notes of testimony shall be borne by the County, said notes to be for the exclusive use of the master and the Court. Parties wishing copies of notes must pay for copies at the prevailing statutory rate.

Editor's note: Adopted February 13, 1992, effective April 21, 1992.

Rule 1920.53*(d) *Prepared Record in Uncontested Cases*

Prior to the hearing in uncontested cases in divorce or annulment, the attorney for the plaintiff may submit a record of testimony which shall be in writing, bearing the caption of the case and consisting of the following:

- (1) the plaintiff's evidence, in question and answer form, and signed by plaintiff;
- (2) any exhibits which shall have been specifically identified in the plaintiff's evidence;
- (3) the evidence of each witness, in question and answer form and signed by the witness, a separate writing being required for each witness;
- (4) the evidence of plaintiff and that of his witness in corroboration thereof, shall set forth all facts and incidents relied upon by plaintiff as constituting grounds for divorce in as nearly a chronological order as possible and shall specify the dates, times and places of the events described.

Editor's note: Amended June 30, 1983, effective July 15, 1983.

Rule 1920.53*(e) *Uncontested Hearings Using Prepared Record of Testimony*

In cases using the plaintiff's record of testimony, the master's hearing shall be conducted as follows:

- (1) the plaintiff and the witnesses shall swear to or affirm their pre-recorded evidence in the presence of the master;
- (2) the master shall 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, whether or not included in the prepared record of testimony;
- (3) the master, upon being satisfied that the prepared record of testimony is based on credible evidence, shall accept it and include it in his report in lieu of Findings on the Merits, provided, however, that in the report the master certifies:
 - (a) that at the hearing in his presence the plaintiff and the witnesses offering pre-recorded evidence were placed under oath or affirmation and were examined by him and that they, by credible evidence substantiated the facts set forth in the prepared record of testimony, and
 - (b) that no witness who was sworn or affirmed presented testimony or evidence to the contrary of facts set forth in the prepared record of testimony.

Rule 1920.54*(e) *Trial by Judge*

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.55*(d) *Proceedings Subsequent to Hearing by Master*

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rule 1920.55-3(c)*(1) *Demand for Hearing De Novo, Withdrawal*

A written demand for a hearing de novo on claims for alimony, equitable distribution of marital property, counsel fees, costs and expenses may not be withdrawn without leave of court unless the opposing party consents in writing to the withdrawal.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.*63 *Discontinuance*

An action for divorce, annulment or equitable division of marital property may not be withdrawn or discontinued without leave of court or a written agreement of the parties filed of record.

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.71*(a) *Offices to be Included in Notice to Defend and Claim Rights*

- (1) A list of marriage counselors is available in the Branch Office of the Prothonotary in the Family Division at 30 East Court Street, Doylestown, Pennsylvania 18901.
- (2) Information regarding legal assistance is available at:

**Bucks County Bar Association
135 East State Street
Doylestown, Pennsylvania 18901
Telephone (215) 348-9413; 1-800-479-8585**

Editor's note: Adopted June 30, 1983, effective July 15, 1983.

Rule 1930.5*(c) *Discovery*

The procedure for compelling compliance with Pa.R.C.P. 4001 et seq. shall be in accordance with Bucks County Rule 4019(g)(1)*(a) and *(b).

Editor's note: Former rule rescinded and new rule promulgated November 3, 1998.

Rule 1920.72*(d) *Form of Rule for Interim Counsel Fees and Expenses*

See Forms Index

Editor's note: Adopted March 20, 1981, effective immediately and applicable to pending actions.

Rule 1920.72*(e) *Form of Order Approving Grounds for Divorce*

See Forms Index

Editor's note: Adopted June 30, 1983, effective immediately.

Rule 1920.74*(c) *Form of Application for Hearing by Master on Related Claims*

See Forms Index

Editor's note: Adopted February 13, 1992, effective April 20, 1992.

Rule 1920.74*(d) *Form of Motion to Strike Application for Hearing by Master*

See Forms Index

Editor's note: Adopted February 13, 1992, effective April 20, 1992.

Rule 1920.76*(a) *Caption of Decree of Divorce [Rescinded November 3, 1998, effective 30 days after publication in the Pennsylvania Bulletin]*

Editor's note: Rescinded November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Rules Relating to Domestic Relations Matters Generally

Rule 1930.5*(c) *Discovery*

The procedure for compelling compliance with Pa.R.C.P. 4001 et seq. shall be in accordance with Bucks County Rule 4019(g)(1)*(a) and *(b).

Editor's note: Promulgated November 3, 1998, effective 30 days after publication in the *Pennsylvania Bulletin*.

Minors as Parties

Rule 2039(a)*(1) *Compromise, Settlement, Discontinuance and Distribution*

- (1) A petition for minor's compromise, settlement or discontinuance shall include the following:
 - (a) a description of the incident giving rise to the cause of action, and the nature of the injuries resulting therefrom;
 - (b) the extent of the recovery from the injuries, supported by medical reports, if any;
 - (c) an itemization of expenses and fees incurred in the treatment of the injuries and the prosecution of the action;
 - (d) substantial justification for any counsel fee (other than reimbursement for expenses) in excess of 25 percent of the gross recovery attributed to the minor; and
 - (e) a form of order for hearing.

Editor's note: Adopted October 24, 1988, effective December 18, 1988.

Note: This rule assumes that a civil action already has been commenced. A petition for minor's compromise may not serve to commence an action (see Pa.R.C.P. 1007). However, such a petition will suffice as an initial application in an Orphans' Court matter. See Bucks County Orphans' Court Rule 12, Special Petitions.—Court Administrator's Office, 1996.

Actions For Wrongful Death

Rule 2205*(a)-*(b) *Notice to Persons Entitled to Damages—Service*

- (a) The notice prescribed in Pa.R.C.P. 2205 shall name the decedent, and state the Court, term and number of the action, and that if the person to whom it is addressed objects to the authority of the plaintiff to maintain the action, such person may petition the Court to remove the plaintiff and to substitute as a new plaintiff any person entitled by law to recover damages in the action or a personal representative of the decedent.
- (b) An affidavit of service of such notice shall be filed in the Prothonotary's Office within five days after service or as soon thereafter as the registered or certified mail return receipt, signed by the person to whom it is addressed, is returned to the plaintiff.

Editor's note: For Petition to Settle Wrongful Death and Survival Actions, see Bucks County Orphans' Court Rule 12, Special Petitions.

Joinder of Parties

Rule 2232(a)*(1) *Defective Joinder, Change of Parties, Notice*

- (1) Where notice of the pendency of an action to recover damages for an injury, not resulting in death, inflicted upon the person of a spouse or a minor, is given by the defendant under Pa.R.C.P. 2232(a), it shall be given within 20 days after service upon him of the complaint.
- (2) The notice shall state the Court, term and number of the action, the parties thereto and its nature, and that the person to whom it is addressed is required to join therein within 20 days after receipt of such notice, or his cause of action will be barred and the action will proceed without him.

Editor's note: Amended October 24, 1988, effective December 18, 1988.

Rule 2232(b)*(1) *Joinder of Other Persons. Procedure*

Application under Pa.R.C.P. 2232(b), to drop from the record a party who has been misjoined, or against whom no claim for relief is asserted in the action, shall be by rule to show cause, directed to all other parties.

Editor's note: Amended October 18, 1988, effective December 18, 1988.

Rule 2232(c)*(1) *Defective Joinder. Procedure to Correct*

Application under Pa.R.C.P. 2232(c), to join as a party any other person who could have joined or have been joined as such in the action, shall be by rule to show cause.

Substitution of Parties

Rule 2353*(b) *Service of Rule*

Service of the Rule shall be made subject to the time requirements of Bucks County Rule of Civil Procedure 233(d). When no response has been filed and service has been established by appropriate affidavit, the prothonotary, upon praecipe, shall make the rule absolute.

Editor's note: Adopted October 24, 1988, effective December 18, 1988.

Note: Above-mentioned Bucks County Rule of Civil Procedure 233(d) has been renumbered as Rule 440*(c).

Enforcement of Money Judgments For the Payment of Money

Rule 3129*(f) *Notice of Sale—Real Property*

Notice of the sale of real property, specifying the matters and things required to be contained in the notice provided by Pa.R.C.P. 3129(a) and (c), shall also be given, in writing, by the plaintiff or some person on his behalf, by personal service on, or by certified mail, to the defendant in the writ and to the real owner or owners of the real property to be sold, at least 10 days prior to the sale. An affidavit of service shall be filed with the prothonotary, before the date of the sale, setting forth that the notice so required has been given in accordance therewith, or that the notice cannot be given because the plaintiff and the person acting on his behalf do not know and have not been able to ascertain the real owner or owners of said real property, or their addresses, or the names or addresses of some of them, or the whereabouts of the defendant in the writ, in which case such an affidavit shall be a compliance with this rule as to the real owner or owners whose names or addresses are unknown, or as to the defendant in the writ whose whereabouts are unknown.

Enforcement of Judgments in Special Actions Interpleader

Rule 3216*(a) *Trial Without Jury*

Interpleaders involving claims in which the amount in controversy is equal to or less than the maximum jurisdictional monetary limit for compulsory arbitration as set forth in Bucks County Rule of Civil Procedure 1301(a) shall be submitted to and heard and decided by a Board of Arbitrators.

Editor's note: Adopted October 24, 1988, effective December 18, 1988.

Enforcement of Judgments—Forms

Rule 3252(b)*(1) *Writ of Execution, Money Judgments*

The agency to be contacted for legal help as provided by Pa.R.C.P. 3252(a) is the Bucks County Bar Association, 135 East State Street, Doylestown, Pennsylvania, 18901. Phone numbers are (215) 348-9413 or 1-(800)-479-8585.

Editor's note: Adopted March 20, 1981, effective March 27, 1981.

Depositions and Discovery

Rule 4001(c)*(1) *Witnesses Not to be Examined at Hearings on Motions and Rules*

No witnesses will be examined at bar on the hearing of motion and rules except by order of the Court.

Editor's note: Renumbered from Rule 4003(b)1 October 24, 1988, effective December 18, 1988.

Rule 4005(c)*(1)(i) *Introductory Statement*

Standard interrogatories in personal injury and product liability cases in forms hereinafter reproduced shall be utilized in the appropriate cases.

It is not required that all of the said interrogatories be used in every case, and it shall be the obligation of counsel to designate properly those to which answers are required.

In the ordinary case, the Court will not consider favorably objection to the standard interrogatories and parties who file such objections will be subject to sanctions including imposition of counsel fees.

If answers are not timely filed, the procedure for compelling them shall be in accordance with local practice and the appropriate Rules of Civil Procedure.

Editor's note: Adopted March 16, 1982, effective immediately, applicable to pending actions.

Rule 4005(c)*(1)(ii) *Standard Interrogatories*

See Forms Index

Editor's note: Adopted March 16, 1982, effective immediately; applicable to pending actions.

Rule 4007 *Request for Transcripts*

(A) Requests for transcripts shall be set forth on the standardized Request for Transcript Form available online at www.buckscounty.org/CourtServices. The form is also available from the following offices: Prothonotary, Domestic Relations Prothonotary, Clerk of Courts and the Register of Wills/Clerk of the Orphans' Court. Once completed, the Request for Transcript Form shall be submitted to the Chief Court Reporter.

- (1) A request for transcript may also be made by contacting the court reporter present at the proceeding directly or by contacting the Chief Court Reporter by telephone, in writing or by email.
- (2) A request for daily, same-day or expedited transcription shall be submitted to the Chief Court Reporter at least ten (10) days prior to the scheduled proceeding. In the event of an emergency, a party may request, by oral motion, a daily, same-day or expedited transcript. The request will be accommodated when it is feasible for the court reporter to produce the transcript within the allotted period of time, and upon approval of the trial judge and the Chief Court Reporter.

(B) Upon receiving a request for a transcript:

- (1) the court reporter shall, within 24 hours of receipt of said request, determine the number of copies being ordered by contacting all counsel and/or self-represented parties; and
- (2) the court reporter shall send the ordering party or parties, via email or regular mail, the standardized Transcript Order Form. The Transcript Order Form shall include the estimated

number of pages, the page rate and the estimated total cost of the transcript.

- (C) The requesting party or parties shall make a non-refundable deposit in the amount of 95% of the estimated cost of the transcript. The deposit shall be paid by money order, certified check or law firm check made payable to the County of Bucks.
- (1) The deposit, along with the completed and signed Transcript Order Form, shall be delivered to the Court Administrator's Office, 100 N. Main Street, Doylestown, Pennsylvania, within seven (7) calendar days from the date of receipt of the Transcript Order Form.
- (D) The court reporter shall prepare the transcript upon direction of the Chief Court Reporter.
- (E) The court reporter shall notify all ordering parties and the Chief Court Reporter upon completion of the transcript and provide the completed transcript to the trial judge for signature.
- (F) The court reporter shall deliver the original transcript to the appropriate filing office and distribute copies to all ordering parties upon payment of any balance owed.

Editor's note: Promulgated December 19, 2016, effective January 1, 2017.

Rule 4008 *Transcript Costs Payable by a Requesting Party Other than the Commonwealth or a Subdivision Thereof*

- (A) *Costs*
- (1) The costs payable by a requesting party, other than the Commonwealth or a subdivision thereof, for a transcript in electronic format (.pdf) shall not exceed:
- (a) ordinary transcript, \$2.50 per page;
 - (b) expedited transcript, \$3.50 per page;
 - (c) daily transcript, \$4.50 per page; and
 - (d) same day delivery, \$6.50 per page.
- (2) When the transcript is prepared in bound paper format, the costs shall be in accordance with paragraph (1) relating to electronic format (.pdf) plus a surcharge of \$0.25 per page.
- (3) A Complex Trial Surcharge of \$1.00 per page will be applied in cases such as mass tort, medical malpractice or other unusually complex litigation where there is a need for the court reporter to significantly expand his or her dictionary, when approved by the presiding Judge.

(B) *Economic Hardship*

- (1) A Petition to Proceed In Forma Pauperis shall be filed with the appropriate filing office (Prothonotary, Domestic Relations Prothonotary, Clerk of Courts or the Register of Wills/ Clerk of the Orphans' Court) along with the Request for Transcript and Poverty Affidavit.
- (2) Copies of the forms listed above shall be provided to:
 - (a) the presiding judge;
 - (b) the Chief Court Reporter; and
 - (c) opposing counsel, or the opposing party if self-represented.

In forma pauperis and Poverty Affidavit Forms are available at www.buckscounty.org/CourtServices.

- (C) When more than one ordering party requests a transcript, the transcript cost plus \$0.75 per page (paper format) and/or \$0.50 per page (electronic copy/.pdf) shall be divided equally among the ordering parties.
- (D) A request for a copy of any transcript previously ordered, transcribed and filed of record shall be made by telephone, letter or email to the Chief Court Reporter and shall be provided at the cost of \$0.75 per page (paper format) and/or \$0.50 per page (electronic copy/.pdf).

Editor's note: Promulgated December 19, 2016, effective January 1, 2017.

Rule 4009 *Fees Payable to the Court Reporter by the Courts for Court-Ordered Transcripts*

- (A) A party requesting that the cost of their transcript be placed on the court must provide documentation of having been declared in forma pauperis as described in 4008(B).
 - (1) Any transcript request where the costs are to be placed on the court must be accompanied by Order of Court directing the notes of testimony be transcribed.
- (B) Court reporters shall be paid the following amounts by the Court for court-ordered transcripts:
 - (1) regular delivery of the original transcript: \$1.25 per page;
 - (2) regular delivery of each additional copy: \$0.30 per page;
 - (3) regular delivery of a duplicate original: \$0.30;
 - (4) expedited delivery of the transcript: \$2.00 per page for the original, and \$0.60 per page for each additional copy;

- (5) daily delivery of the transcript: \$3.00 per page for the original and \$0.90 per page for each additional copy; and
- (6) same-day delivery of the transcript: \$3.50 per page for the original and \$1.00 per page for each additional copy.

Editor's note: Promulgated December 19, 2016, effective January 1, 2017.

Rule 4015*(d) *Letters Rogatory—Form*

- (d) Letters rogatory in the following form may be issued on the application of either party:

See Forms Index

Rule 4019(g)(1)*(a)-(b) *Sanctions*

- (a) Any party moving to compel compliance with this chapter shall submit with its motion a form of order directing compliance within a fixed period of time, and allowing the alternative of filing a motion for hearing within 10 days of service of said order.
- (b) A subsequent motion seeking sanctions for failure to comply with an order entered under subsection (a) of this rule shall include an order directing that the non-complying party appear for a hearing at which sanctions will be imposed. Notice of such hearing shall be given at least 10 days prior to the hearing to all counsel by regular mail and to the party against whom sanctions are to be imposed by regular mail and certified mail, return receipt requested.

Editor's note: Adopted October 24, 1988, effective December 18, 1988.

See Forms Index

Rule 4019(g)(1)(c) *Discovery Motions Court*

- (1) In lieu of the procedure set forth in 4019(g)(1)(a), counsel, in any civil action, excluding Family Court matters, may present any motion regarding discovery in Discovery Motions Court. The motion must comply with the requirements of Pa.R.C.P. No. 208.2, but need not include the language set forth in B.C.R.P. No. 4019(g)(1)(a) in its proposed order.

Note: All actions filed in the Criminal and Orphans' Court divisions are specifically excluded from the procedures set forth by the rule. For the purpose of this rule, "Family Court matters" are actions before the Domestic Relations Section [actions for

Support (Pa.R.C.P. No. 1910.1 et seq.)) and family court matters such as actions pursuant to the Protection from Abuse Act (Pa.R.C.P. No. 1901 et seq.), actions for Custody (Pa.R.C.P. No. 1915.1 et seq.), and actions for Divorce (Pa.R.C.P. No. 1920.1 et seq.).

- (2) Discovery Motions Court shall be held each Friday afternoon at 1:30 PM. Discovery motions may be presented to the motions judge only after a copy of the motion and the proposed order of court have been served on all counsel of record and any unrepresented party not later than the Friday preceding the intended date of presentations.
- (3) Notice of the date, time and place of presentation must accompany the copy of the motion and the proposed order of court. Service may be made in any manner as authorized by the Pennsylvania Rules of Civil Procedure, including facsimile transmission pursuant to Pa.R.C.P. 440(a)(1)(ii) and/or e-mail pursuant to Pa.R.C.P. No. 205.4(g)(1), with service of the required documents to be completed no later than the Friday preceding the date of presentation. Motions seeking sanctions in the form of dismissal of an action or any claim therein, or for a financial penalty levied against a party, must be served upon the party as well as upon his or her counsel.
- (4) The presenting party must attach to the motion a certification of compliance with this rule setting forth the date on which the motion was served on counsel, unrepresented parties, and represented parties against whom sanctions are sought, the manner of service, and that such service was made in compliance with the Rule of Civil Procedure under which it was affected.
- (5) Prior to serving a motion and proposed order of court, the parties have an obligation to make a good faith effort to resolve their discovery dispute. The motion shall specifically identify what good faith efforts were made in an attempt to resolve the discovery dispute without court action, and shall include as attachments copies of any and all writings sent to respondent(s) which evidence such efforts. At least one such writing shall be sent by the movant to the respondent prior to filing a motion pursuant to this rule.

Explanatory Comment: The purpose of this rule is to foster the use of Discovery Motions Court practice. At the hearing, the Motions Court Judge may in the judge's discretion determine that the matter is too complex to handle during Motions Court and issue an appropriate order referring the matter to the judge assigned to the said case. Sufficient notice and receipt of the motion or petition and proposed order of court is required by law and fundamental fairness. Counsel desiring to take advantage of Discovery Motions Court practice must be diligent in complying with the notice requirement.

Editor's note: Adopted August 13, 2010, effective October 1, 2010.

Administrative Orders

Administrative Order No. 1 *Judicial and Related Account*

The Judicial and Related Account shall be composed of the following budget accounts:

1. 0135 Domestic Relations
2. 0139 Law Library
3. 0140 Main Courts
4. 0141 Grand Jury
5. 0142 Judge Commissioners
6. 0147 Court Reporters
7. 0151 Adult Probation and Parole
8. 0152-0153 Juvenile Probation
9. 0325-0375 Youth Detention Center (County)
10. 0330-0380 Juvenile Reimbursable Administration
11. 0334-0384 Juvenile Counseling
12. 0335-0385 Juvenile Day Treatment
13. 0336-0386 Juvenile Life Skills
14. 0337-0387 Juvenile Protective Services General
15. 0338-0388 Juvenile Protective Services Planning
16. 0339-0389 Juvenile Alternative Treatment
17. 0340-0390 Juvenile Community Residential (Group Home)
18. 0341-0391 Juvenile Foster Family
19. 0342-0392 Juvenile Detention (Out of County)
20. 0343-0393 Juvenile Residential (Non Group Home)
21. 0344-0394 Juvenile Revenue (Act 148 Related)
22. 0201 Magisterial District 07-1-01
23. 0202 Magisterial District 07-1-02
24. 0203 Magisterial District 07-1-03
25. 0204 Magisterial District 07-1-04
26. 0206 Magisterial District 07-1-06
27. 0207 Magisterial District 07-1-07
28. 0208 Magisterial District 07-1-08
29. 0209 Magisterial District 07-1-09
30. 0210 Magisterial District 07-1-10

31.	0211	Magisterial District 07-1-11
32.	0212	Magisterial District 07-2-01
33.	0213	Magisterial District 07-2-02
34.	0214	Magisterial District 07-2-03
35.	0215	Magisterial District 07-3-01
36.	0216	Magisterial District 07-2-05
37.	0217	Magisterial District 07-3-03
38.	0218	Magisterial District 07-2-07
39.	0219	Magisterial District 07-2-08
40.	0220	Supplemental Judicial Clerks
41.	2540	Court's Capital
42.	2640	Court's Capital
43.	0130	Register of Wills
44.	0131	Sheriff
45.	0133	Prothonotary
46.	0134	Clerk of Courts

and such other accounts as the Court may from time to time direct.

In all other respects, Administrative Order No. 1 dated November 9, 1978, remains in full force and effect.

Editor's note: Original Order of November 9, 1978, amended August 6, 1993, amended September 9, 1999, amended March 5, 2002, amended March 21, 2003; amended February 13, 2004, effective thirty days after publication in the *Pennsylvania Bulletin*; amended January 13, 2009, effective 30 days after publication in the *Pennsylvania Bulletin*.

Administrative Order No. 2 *Duties of the Court Administrator*

In compliance with the provisions of 204 Pennsylvania Code, §29.6, pursuant to the authority of Section 24(f) of the Act of 1976, July 9, P.L. 586, No. 142, generally effective June 28, 1978, the duties of the court administrator of the Court of Common Pleas of Bucks County, Seventh Judicial District, shall and are hereby declared to be those set forth below:

1. Implementation of policies set by the state court administrator.
2. Assistance to the state court administrator in setting state-wide policies.

3. Preparation, submission and management of the budgets for this Court.
4. Recruiting, hiring, training, evaluating, monitoring and managing personnel of this Court.
5. Management of space, equipment and facilities of this Court.
6. Dissemination of information concerning, or of interest to, this Court.
7. Procurement of material, supplies, services and capital equipment and furniture for this Court.
8. Custody and disbursement of funds for this Court.
9. Preparation of reports concerning this Court.
10. Jury management.
11. Study and improvement of case flow, time standards, and calendaring.
12. Research and development of effective methods of Court functioning including, in districts where feasible, the mechanization and computerization of Court operations.
13. Preparation and administration of trial calendars for all civil and criminal cases, including daily trial lists.
14. Responsibility for the assignment, listing and disposition of all arbitration matters.
15. General supervision of the minor judiciary system of the Judicial District.
16. Such other duties and responsibilities as the president judge may from time to time direct.

The exercise of the foregoing duties and responsibilities by the court administrator shall at all times be subject to the supervisory authority of the president judge.

Editor's note: Adopted November 14, 1978.

**Administrative Order No. 6 *Order Re Implementation
of Divorce Code of 1980
(Rescinded)***

Editor's note: Adopted June 24, 1980, pursuant to the provisions of Act 1976-142, 42 Pa.C.S. §325(e), effective June 27, 1978. This order shall be effective July 2, 1980; amended November 23, 2007. Amended January 7, 2012. This order shall take effect thirty days after the publication of the *Pennsylvania Bulletin*. Rescinded December 10, 2015.

Administrative Order No. 9 *Jury Selection
Commission—
Action 1980-78*

In accordance with the provisions of Act 1976-142; as amended by Act 1978-53, as supplemented by Act 1980-78 is effective immediately; and the Jury Selection Commission of Bucks County, having met and organized in accordance therewith, shall proceed with the implementation of the Act to establish in the County of Bucks a jury system of One Day—One Trial.

Editor's note: Adopted September 11, 1980.

Administrative Order No. 11 *Boards of View and Jurors—
Reimbursement by
Condemnors for Fees and
Expenses*

1. The prothonotary of Bucks County, upon the receipt and approval of expense vouchers from Boards of View, shall forthwith bill the condemnors for the fees and expenses approved for payment.
2. The clerk to the Jury Selection Commission of Bucks County, upon the conclusion of all cases involving appeals from the Award of Viewers in which a jury has been selected, shall forthwith bill the condemnors for all fees and expenses incurred during the course of the trial.

All funds so collected shall be credited to such revenue accounts as may be directed by the Court.

Editor's note: Adopted December 14, 1982, effective immediately.

Administrative Order No. 13 *Actions for Support—
Forms—Pa.R.C.P.
§1910.26(c)*

The forms suggested by Pa.R.C.P. §1910.26 shall be as follows:

See Forms Index

Editor's note: Adopted February 24, 1983.

Administrative Order No. 17 *Support Order for Children Under Jurisdiction of Juvenile Probation Department*

In consideration of the recommendations contained in the 1983 Audit Report for the Juvenile Probation Department, filed by Maloney, Woerner and Company, the responsibility for collecting, monitoring and enforcing those support orders for children under the jurisdiction of the Juvenile Probation Department is transferred to the Domestic Relations Section of Bucks County. This order shall extend to orders of support entered for children placed in the Bucks County Youth Center, the group homes, with any private or public agencies, and for any special services ordered for any child for which an order for reimbursement to the County of Bucks which has been or may be entered. All funds so collected shall be credited to the Juvenile Probation Department on the first working day of each month.

This order is effective immediately and applicable to all pending cases. The chief juvenile probation officer is hereby directed to provide to the Domestic Relations Section all files and information necessary to effectuate this transfer.

Editor's note: Adopted January 16, 1984, effective immediately.

Administrative Order No. 19 *Protection From Abuse Actions*

And Now, this 8th day of August 2016, Administrative Order Number 22 is rescinded, and Administrative Order Number 19 is amended, in its entirety, as follows:

Statement of Policy

It is the purpose and policy of the Court of Common Pleas of Bucks County by this Administrative Order to implement and effectuate the Protection From Abuse Act and the Protection of Victims of Sexual Violence or Intimidation Act, to streamline and facilitate enforcement, and to eliminate procedural obstacles and limitations where substantial justice requires forthright action on the part of the police, the Magisterial District Judge and this Court.

In order to implement the Protection From Abuse Act, 23 Pa.C.S.A. § 6101, et seq., as amended, and the Protection of Victims of Sexual Violence or Intimidation Act, 42 Pa.C.S.A. § 62A01, et seq., as amended, the following policies, practices and procedures are hereby approved.

1. Actions for Protection From Abuse shall be commenced and prosecuted in accordance with the provisions of Pa.R.C.P.

No. 1901, et seq. and 23 Pa.C.S.A. § 6101 et seq. Actions for Protection of Victims of Sexual Violence or Intimidation shall be commenced and prosecuted in accordance with the provisions of Pa.R.C.P. No. 1951, et seq., and 42 Pa.C.S.A. § 62A01, et seq.

2. Actions seeking emergency relief under the Protection From Abuse Act shall be commenced and prosecuted pursuant to the provisions of Pa.R.C.P.M.D.J. No. 1201 et seq. and 23 Pa.C.S.A. § 6110 et seq. Actions seeking emergency relief under the Protection of Victims of Sexual Violence or Intimidation Act shall be commenced and prosecuted in accordance with the provisions of Pa.R.C.P.M.D.J. No. 1201, et seq., and 42 Pa.C.S.A. § 62A09, et seq.

See Forms Index

3. Emergency orders for protection pursuant to either the Protection From Abuse Act or Protection of Victims of Sexual Violence or Intimidation Act may be issued by a Magisterial District Judge at the following times:
 - (a) on Monday through Thursday, from 4 p.m. to 8 a.m. on the next day the Court of Common Pleas is open for business; and
 - (b) during weekend periods, from 12:00 p.m. on Friday (or otherwise, 12:00 p.m. on the last day of the week on which the Court of Common Pleas is open for business) to 8 a.m. on the next day the Court of Common Pleas is open for business.
4. If an emergency order of protection has issued pursuant to either the Protection From Abuse Act or Protection of Victims of Sexual Violence or Intimidation Act, the plaintiff and, if available, the defendant, shall be informed of the following:
 - (a) that the Magisterial District Judge's order will expire at the close of the next Court of Common Pleas business day, and that a further order may be issued only by the Court of Common Pleas;
 - (b) that a certification of the Magisterial District Judge's record will be made immediately to the Court of Common Pleas and will have the effect of commencing proceedings in the Court of Common Pleas;
 - (c) that the plaintiff must complete a petition or a verified statement setting forth either the abuse by the defendant, as required in 23 Pa.C.S.A. § 6110(c), or the violence or intimidation by the defendant, as required by 42 Pa.C.S.A. § 62A09(c), which shall accompany the certified emergency

order forwarded to the Court of Common Pleas as a basis for the extension of the emergency order, if granted by the Court of Common Pleas, and also serve as a record for a hearing;

- (d) that a hearing will be held in the Court of Common Pleas within the next ten business days; and
- (e) that if plaintiff fails to appear at the hearing, the petition may be dismissed.

If practicable, notice of the time and place of the hearing shall be hand-delivered to the parties and each shall sign a receipt.

In cases in which defendant is not present, the defendant shall be served with the information contained in this paragraph and notice of the hearing in the same manner and at the same time as service of the order of protection under Pa.R.C.P.M.D.J. No. 1209.

5. Actions for contempt of an order for Protection From Abuse shall be commenced in accordance with 23 Pa.C.S.A. § 6113 et seq. and Pa.R.C.P. No. 1901.5 et seq. Actions for contempt of an order for Protection of Victims of Sexual Violence or Intimidation shall be commenced in accordance with 42 Pa.C.S.A. § 62A14 et seq. and Pa.R.C.P. No. 1955 et seq.
6. If a defendant is arrested for violation of an order of protection issued pursuant to either the Protection From Abuse Act or Protection of Victims of Sexual Violence or Intimidation Act by a Court of Common Pleas Judge, an emergency order issued by a Magisterial District Judge pursuant to such Acts, or a duly registered foreign protection order, the defendant forthwith shall be preliminarily arraigned before a Magisterial District Judge.
7. At the preliminary arraignment, a defendant arrested for violation of an order of protection issued pursuant to either the Protection From Abuse Act or Protection of Victims of Sexual Violence or Intimidation Act shall be notified of the following:
 - (a) that the defendant is charged with criminal contempt for violation of the order of protection;
 - (b) that a hearing will be held in the Court of Common Pleas within the next ten business days;
 - (c) that defendant is entitled to be represented by counsel, and, if defendant is unable to afford counsel, counsel will be appointed at no cost to defendant; and
 - (d) that if defendant fails to appear at the hearing, a bench warrant may be issued for defendant's arrest.

Bail shall be set to insure defendant's presence at the contempt hearing in accordance with Pa.R.Crim.P. No. 4004 including, without limitation, the condition that defendant not contact the plaintiff or members of the plaintiff's household, directly or indirectly, in the meantime.

Notice of the time and place of the hearing shall be hand-delivered to the parties and each shall sign a receipt. The office of the Magisterial District Judge shall notify an unrepresented plaintiff that a lawyer may be obtained from Legal Aid of Southeastern PA and/or the Bucks County Bar Association Lawyer Referral Service.

Plaintiffs shall also be provided contact information for A Woman's Place, a domestic violence center, NOVA (Network of Victim Assistance), or for any other local public or private domestic violence/sexual assault agencies approved by the Court of Common Pleas.

8. The office of the Magisterial District Judge shall cause the emergency order and petition, together with any other documentation and the receipts for notice of the hearing, to be forwarded immediately to the Office of the Prothonotary, Family Court Division.
9. The Office of the Prothonotary, Family Court Division, shall be responsible for notifying the Court Administrator's Office of all cases to be scheduled for hearings.
10. In all cases commenced under either the Protection From Abuse Act or Protection of Victims of Sexual Violence or Intimidation Act, neither the fact of the plaintiff's or victim's presence within the jurisdiction or district, nor any address, telephone number, or any other demographic information about the plaintiff or victim (to include in appropriate cases, any minor children of the plaintiff) shall be disclosed by the court, the court filing office, or any relevant law enforcement agencies, human service agencies, and school districts to any third party except by order of court.

Editor's note: Adopted October 5, 1984, effective December 10, 1984; amended by Administrative Order No. 22, July 11, 1985, effective 30 days after publication in the *Pennsylvania Bulletin*. Amended September 13, 2012, effective 30 days after publication in the *Pennsylvania Bulletin*. Amended August 8, 2016, effective 30 days after publication in the *Pennsylvania Bulletin*.

Administrative Order No. 20 *Pa.R.C.P. 4017(d) Filing Transcripts of Deposition*

It appearing that shortage of space in which to store the records in the custody of the Prothonotary of Bucks County is having a significant adverse impact on the ability to manage properly the records in his custody, and that records forwarded to the Court for action are frequently cluttered and unmanageable, this Administrative Order is adopted and is applicable to all pending cases.

1. Upon completion of the stenographic transcript of any deposition, the person before whom the deposition has been taken shall file with the prothonotary the following document only:
 - (a) A certificate stating the name(s) of the person(s) deposed, the total number of pages, the date, the time and place where the deposition was taken, the counsel present and the name of the counsel who has received the original and copies thereof.

<i>See Forms Index</i>

2. The prothonotary shall promptly file the certificate and record its filing on the docket.
3. The attorney for the party ordering the deposition shall take custody of and be responsible for safeguarding the original deposition until the case is terminated or the deposition has been filed pursuant to paragraph 4 of this order.
4. The attorney having custody of the original deposition shall forthwith file the entire original deposition with the prothonotary:
 - (a) whenever any motion or objection comes before the Court which requires a review of the deposition; or
 - (b) whenever any motion for summary judgment is filed; or
 - (c) whenever a omnibus praecipe for trial or arbitration has been filed; or
 - (d) whenever so directed by the Court.

Editor's note: Adopted January 22, 1985, effective 30 days after publication in the Pennsylvania Bulletin.

Administrative Order No. 22 *Protection From Abuse Act (Rescinded)*

Editor's note: See Administrative Order No 19. Rescinded August 8, 2016.

Administrative Order No. 24 *Discontinuance of Appellate Proceedings*

No case pending before any Appellate Court shall be marked discontinued or settled by the prothonotary, clerk of courts or the register of wills until a disposition by the Appellate Court shall have been received and docketed or written notice of discontinuance from the appellate prothonotary shall have been received and docketed. (See Pa.R.App.P. 1973(b)).

Editor's note: Adopted April 11, 1986, effective 30 days after publication in the Pennsylvania Bulletin.

Administrative Order No. 25 *Child Victims of Sexual or Physical Abuse*

Release of name prohibited. In a prosecution involving a child victim of sexual or physical abuse, unless the Court otherwise orders, the name of the child victim shall not be disclosed by officers or employees of the Court to the public, and any records revealing the name of the child victim will not be open to public inspection.

This restriction shall apply to employees of the following: direct court, clerk of courts, district attorney, public defender, district justices of the peace, adult probation, juvenile probation, youth center, children and youth services agency and any other organization whether public or private involved in investigation, treatment or counseling of such victims.

Editor's note: Adopted July 22, 1986.

Administrative Order No. 26 *Advertising Prior to Termination of Cases*

It appears that the number of cases required to be advertised prior to termination pursuant to Bucks County Rule of Civil Procedure *900 exceeds 5,000 for the period from January 1, 1975 through December 31, 1984; and,

It further appearing that to advertise these cases would place an excessive burden on the resources of the Office of the prothonotary,

It is hereby ordered that the advertising requirement is waived for those cases, provided, however, that the prothonotary shall maintain a list of such cases for public inspection for one year commencing January 1, 1987. The lists shall be in alphabetical order by year, under the name of the plaintiff, and shall contain the full caption and the nature and date of the last docket entry. The prothonotary, upon receipt of a written request from any party or attorney, shall mark the docket to

indicate that the case has been certified as being an active case without requiring the payment of any fee. All cases not so certified shall be terminated effective January 1, 1988.

This order shall be effective January 1, 1987 and shall be published in the *Bucks County Law Reporter* for four consecutive weeks beginning December 4, 1986 and in the *Pennsylvania Bulletin* as required by law.

All cases marked for termination after January 1, 1985 shall be advertised on a monthly basis in accordance with Bucks County Rule of Civil Procedure *900.

Editor's note: Adopted October 6, 1986, effective January 1, 1987.

Administrative Order No. 27 *Procedure for Imposition of Delay Damages in Arbitration Matters*

A petition seeking the imposition of delay damages upon an arbitration award shall be accompanied at filing by an omnibus praecipe requesting arbitration. The omnibus praecipe shall clearly indicate that the arbitration hearing is limited to the issue of delay damages. The praecipe shall be filed no later than five days after the filing of the award by the Board of Arbitration. The request for delay damages shall be submitted to the next available Board of Arbitration by the court administrator.

Editor's note: Adopted October 30, 1986, pursuant to requirements *Craig v. Magee Memorial Rehabilitation Center*, No. 105 E.D. App. DKT 1985 (Pa. S.Ct. October 8, 1986).

Administrative Order No. 29 *In re: Termination of Cases Under Pennsylvania Rule of Judicial Administration 1901*

1. Commencing on the effective date of this order, and thereafter on the fourth Monday of each month, the court administrator shall compile a list of all pending civil matters, exclusive of non-support and custody proceedings, in which there has been no activity reported on the docket for a period of more than two years prior to the last day of the month immediately preceding the month in which the list is compiled.
2. The court administrator shall give written notice to all counsel of record and to any unrepresented parties that the matter will be terminated 30 days from the date of said notice in accordance with the provisions of Pa.R.J.A. 1901, unless a certification of

active status is filed before the termination date. Said notice shall contain the caption of the matter, together with the date and nature of the last activity recorded on the docket. Said notices shall be sent by regular mail to the last known address of the addressees.

3. Any filing of a certification of active status shall be accompanied by such filing fee as may be allowed by law to be charged by the Office of the Prothonotary in accordance with the prevailing fee bill of said office.
4. If any such notices are returned by the postal authorities as undelivered for any reason, the court administrator shall prepare a list of the cases involved and cause the same to be published one time in the *Bucks County Law Reporter*, together with a notice that said cases will be terminated 30 days after the date on which the list is published. Cost of publication shall be borne by the Office of the Prothonotary.
5. After the expiration of the 30 day periods, referred to in paragraphs (2) and (4) of this Rule, the court administrator shall provide the prothonotary with a list of all cases to be terminated and it shall then be the duty of the prothonotary to mark the dockets accordingly; thereafter, no action shall be recorded in any terminated matter except by leave of Court upon cause shown.
6. Any application to reactivate any matter terminated in accordance with the provisions of paragraph (5) shall be submitted to and decided by the assigned judge. Said application shall be made by Petition and Rule. The Court, in acting upon any such application, may proceed solely on the basis of the petition, if no answer had been filed. If an answer has been filed, the application should proceed in accordance with the Provisions of Pa.R.C.P. 209 and B.C.R.C.P. *266. No order authorizing reactivation of any matter terminated pursuant to these Rules shall be effective except upon payment of the prevailing fee for commencement of actions chargeable by the Office of the Prothonotary.
7. The court administrator shall notify the state court administrator of the number of cases so terminated in the Case Activity Reports submitted by him for the month of December each year.

Editor's note: Adopted June 24, 1988, effective September 26, 1988, applicable to pending actions; replaces Bucks County R.C.P. 900.

Administrative Order No. 30 *Arbitration Appeal Fees*

It is hereby ordered and directed that all fees deposited with the prothonotary pursuant to Bucks County Rule of Civil Procedure

1308*(d) are to be paid over to Account No. 0140-370-36 on the first business day of each month.

This includes funds presently in the custody of the prothonotary.

Editor's note: Adopted January 19, 1989.

Administrative Order No. 31 *Asbestos Litigation Pleadings*

All cases which contain asbestos-related personal injury claims shall be filed in conformity with the requirements of this order, and all pleadings shall be in accordance with the provisions of this order. However, these procedures set forth below are permissive only and do not preclude the filing by any party in an asbestos case of traditional pleading which conform with the Pennsylvania Rules of Civil Procedure. This order does not preclude the commencement of an action by writ of summons in accordance with the Pennsylvania Rules of Civil Procedure. All pleadings subsequent to the writ shall, however, conform to this order.

1. *Master Asbestos File*

The prothonotary shall set up a master asbestos file at No. 89-90000-11-2. This docket number will be established as a depository for the filing of pleadings, motions, order and other documents common to multiple asbestos personal injury cases. Once a pleading, motion, order or other document is filed in this docket and copies are produced to all other interested counsel involved in the asbestos litigation the pleading, motion, order or other document may be incorporated by reference either orally before the Court or within another properly filed pleading, motion, order or other documents. Any pleading filed under this Order shall state on its face that it is part of an asbestos case.

2. *Master Long Form Complaint*

- (a) Within 15 days of the entry of this order each plaintiff counsel shall designate or develop and file a master long form complaint. The master long form complaint shall set forth all theories of recovery and all liability allegations that the particular plaintiff counsel filing or designating the Complaint expects to advance in any asbestos case. To the greatest extent possible, plaintiff counsel should attempt to agree on a single master long form complaint subscribed to by each of them.
- (b) The master long form complaint shall sufficiently identify each specific defendant against whom each plaintiff counsel expects to pursue claims for asbestos-related personal inju-

ries, and to include the capacity in which each defendants will be sued.

- (c) Upon approval of a master long form complaint by the Court, it shall be deemed the master complaint for all cases subsequently filed by that plaintiff counsel. Plaintiff counsel may subsequently file an amended master long form complaint which shall then become the designated master long form complaint for that plaintiff counsel, without leave of Court, provided that no objection is made by any party to the amendment within 30 days of its filing with the Court.
- (d) Pursuant to this order all theories of recovery and all liability allegations, including allegations of successor or predecessor liability, contained in any master long form complaint, shall be automatically deemed denied and at issue as to any and all defendants.

3. ***Short Form Complaint***

A short form complaint containing the following information shall be filed and served in every asbestos case in accordance with Rules of this Court:

- (a) The plaintiff(s) names, addresses, dates of birth, and dates of death (if applicable). As to the injured plaintiff(s), this information shall also include Social Security number(s), employer(s), occupation(s), date(s) of first exposure, date(s) of diagnosis, diagnosing physician(s), smoking history of plaintiff(s), asbestos-related condition(s) alleged, the identity of all plaintiff(s)' dependents, a certification as to whether or not there has been or is any related asbestos litigation involving plaintiff(s), a statement as to whether or not a claim for lost wages is being asserted, and if so, wages for plaintiff(s)' last full year of employment; and if appropriate, any unusual allegations or jurisdictional statements specific to the particular case, which are not included in the master long form complaint. If this is a death case, the statutory authority of the named plaintiff to bring suit and persons entitled to recover under the relevant statutes must be identified.
- (b) To the extent possible, the name of each asbestos-containing product to which exposure is alleged by the plaintiff. Plaintiff may incorporate by reference the detailed description contained in the master long form complaint.
- (c) With respect to each product identified in 3(b) above, the inclusive dates of exposure and each job site at which the exposure occurred.

- (d) The caption shall contain a list of the specific defendants against whom the claim is being made. Any defendant not previously identified in the master long form complaint must be sufficiently identified in the short form complaint, to include the capacity in which the defendant is being sued. Counsel are reminded of the provisions of Pa.R.C.P. 1023(b) regarding certification of the content of pleadings, and are cautioned that no defendant may be included in a short form complaint unless, after reasonable inquiry, it is believed in good faith that there exists a valid cause of action against that defendant.
- (e) Plaintiff(s) shall indicate in their short form complaint which counts of the master long form complaint they are incorporating by reference.

4. ***Responsive Pleadings By Defendants***

- (a) In response to each master long form complaint, the defendants shall collectively assert all affirmative defenses on behalf of all defendants. This shall be accomplished by the filing of a pleading known as “defendants’ master new matter” to each master long form complaint. The defendants’ new matter to each master long form complaint shall be filed with the Court within 30 days of the filing of the master long form complaint to which it responds. The master new matter shall be deemed incorporated as a response to all short form complaints filed under each master long form complaint. Defendants need not file responses to the liability allegations of the master long form complaint, including allegations of citizenship, place of doing business, and predecessor or successor or amended at subsequent times by the filing of a supplemental defendants’ master new matter to the master long form complaint.
- (b) In response to any complaint, each defendant may file an “entry of appearance and answer to complaint” designating counsel representing each defendant and containing the name, address and telephone number of counsel, together with a statement incorporating the master new matter and the provisions of this order, whereby all allegations in the complaint are deemed denied. Without waiver of the right to file preliminary objections or contest questions of jurisdiction or service, the filing of an entry of appearance by a defendant shall be deemed to constitute a denial of all theories of recovery and all liability and damage allegations contained in the master long form complaint and/or the

particular compliant and also an assertion of all defenses contained in the defendants' master new matter.

- (c) In response to each short form complaint, a defendant may file preliminary objections if deemed appropriate in accordance with the Pennsylvania Rules of Civil Procedure. Any preliminary objections which raise the issues of personal jurisdiction, venue or service of the summons or complaint not filed within 90 days of service of the complaint upon each defendant is waived by the defendant.
- (d) If a defendant does not file preliminary objections or if preliminary objections are ruled upon, a defendant may file a short form answer in response to the short form complaint or amended short form complaint, if applicable. The short form answer may specifically respond to the allegation of the identity of the particular defendant and may assert any additional affirmative defenses to the short form complaint. All other allegations of the short form complaint shall be automatically deemed denied and at issue by the filing of an "entry of appearance and answer to complain" without the necessity of any specific averments in a short form answer.
- (e) The filing of a short form answer is permissive in nature and there is no necessity or requirement that a short form answer be filed, as the entry of appearance and master affirmative defenses constitute a complete response to the short form and master long form complaint.
- (f) Crossclaims for contribution and/or indemnity by and among defendants shall be implied. There is no need to assert crossclaims in a short form answer. All such crossclaims for contribution and/or indemnity, whether implied or pleaded, shall be automatically deemed denied without the necessity of filing a reply to crossclaims.
- (g) All new matter, whether incorporated by the master new matter or specifically pleaded, shall be automatically deemed denied without the necessity of filing an answer or reply by plaintiff.

5. *Joinder of Additional Defendants*

- (a) Original defendants in an action may join additional defendants without leave of Court within 90 days of service of the short form complaint. Once an additional defendant is joined by one original defendant in an action, that additional defendant shall be deemed joined by all original defendants in the action without the necessity of any further pleadings.

- (b) Joinder of additional defendants shall be by means of a short form joinder complaint which shall consist of the following information:
- (i) Identification, to include capacity of each additional defendant joined in the action.
 - (ii) A statement in the following form:

You are hereby joined as an additional defendant in the within action and it is asserted that you are alone liable to the plaintiff, jointly and severally liable to the plaintiff and/or liable to the original defendants for contribution and/or indemnification.
 - (iii) The legal theory upon which an additional defendant is being joined if other than alleged common law right to contribution or indemnity.
- (c) A copy of the plaintiff's short form complaint shall be attached to the short form joinder complaint.
- (d) The short form joinder complaint must be filed and served in accordance with the Pennsylvania Rules of Civil Procedure.
- (e) A party joined as an additional defendant shall file an "entry of appearance and answer to complaint," in accordance with the provisions of paragraph 4(b) of this order, which shall constitute a denial of all liability and damage allegations of the joinder complaint and the plaintiff's complaint and shall also serve to assert all defenses set forth in the defendants' master new matter.
- (f) In response to a short form joinder complaint, an additional defendant may file preliminary objections in accordance with the procedures set forth in paragraph 4(c) of this order.
- (g) An additional defendant may file a short form answer to the joinder in accordance with the provisions of paragraph 4(d) of this order, which shall respond only to the allegations dealing with identification of the additional defendant, and may contain any affirmative defenses asserted by the additional defendant to the joinder complaint and the plaintiff's complaint.
- (h) Crossclaims as to all other parties shall be implied and deemed denied without the necessity of asserting them in a short form answer.
- (i) The filing of a short form answer to the joinder complaint is permissive in nature and not required.

- (j) Additional defendants in an action may join other parties under the same procedures heretofore set out for the joinder of parties by original defendants.

6. *Transitional Period*

With respect to actions commenced prior to the implementation of this order wherein the pleadings are not closed, a defendant may respond to the complaint with a short form answer which shall respond only to the identity allegation and set forth affirmative defenses by way of new matter. All remaining allegations shall be deemed denied and at issue pursuant to this order. The response shall be identified as a short form answer and it may incorporate by reference the defendant's master new matter. In accordance with paragraph 4(g) of this order, all new matter, whether incorporated by the master new matter or specifically plead in a short form answer filed during the transition period, shall be automatically deemed denied without the necessity of filing an answer or reply by plaintiff. This order and the procedures stated therein shall have no effect on the rights of parties in prior pending actions wherein the pleadings are closed at the time this order is entered.

Editor's note: Adopted February 3, 1989, effective 30 days after publication in the *Pennsylvania Bulletin*, applicable to all pending cases.

Administrative Order No. 32 *Asbestos Litigation Pleadings*

The prothonotary is hereby ordered to renumber all asbestos cases filed prior to February 1, 1989 to the 90,000 series for 1989. All docket entries are to be transferred to the new numbers and the old docket numbers shall reflect such transfer.

Editor's note: Adopted February 26, 1990.

Administrative Order No. 33 *Asbestos Litigation Pleadings*

It is hereby ordered and directed that all asbestos cases are assigned to the Honorable George T. Kelton and shall bear the following No. 89-90000-12-2.

Editor's note: Adopted March 20, 1990.

Administrative Order No. 34 *Discontinuances in
Asbestos Cases—Notice to
Other Parties Under
Pa.R.C.P. 229*

In all asbestos cases where more than one party has been named as an original defendant or joined as an additional defendant, the case against any party may be discontinued as to less than all defendants under the procedures set forth in Pa.R.C.P. 229.

Under Rule 229, a discontinuance may not be entered without leave of Court.

Notice requirements:

The party requesting discontinuance shall notify all other parties by ordinary mail: (1) that a discontinuance approval will be requested from the Court; (2) the reason for the proposed discontinuance; and (3) that a discontinuance motion will be filed after the expiration of 20 days from the date of mailing said notice if no objections are received by counsel for the discontinuing party within that time.

Uncontested discontinuances:

If no objections have been received by discontinuing counsel, he or she may file a motion and proposed order with the Court certifying that the discontinuance is unopposed and setting forth compliance with the notice requirements.

The Prothonotary is directed to forward said motion to the asbestos judge forthwith.

Bucks County Rule 208.3(b) memoranda are not required in uncontested discontinuance cases.

Contested discontinuances:

If an objection has been received, discontinuance will be allowed only after motion and rule to show cause upon the objecting party. If an issue of fact is raised by the answer to the motion, the Court may fix a hearing upon the request of any party.

Multiple Actions:

Leave is hereby granted to file a single uncontested discontinuance motion involving more than one party. In such event, the caption shall list all cases to which the motion applies.

Editor's note: Adopted June 11, 1990; amended September 15, 2006.

Administrative Order No. 42 *Original Signatures on
District Justice Documents*

It is hereby ordered and directed in compliance with the provisions of Pennsylvania Rules of Civil Procedure for District Justices No. 113, original signatures shall be affixed to documents designated by the Administrative Office of Pennsylvania Courts as requiring such signatures, including all checks, reports, dispositions, affidavits, arrest and search warrants, subpoenas, commitments, complaints, court orders, emergency protection from abuse orders and certifications.

A district justice may authorize the use of a facsimile signature in lieu of an original signature on those forms where such signatures are permitted by the Administrative Office of Pennsylvania Courts.

Where original signatures are required, the district justice shall manually sign the documents. Except as provided under Pa.R.C.P.D.J. No. 113, an original signature, once affixed to a document, may be reproduced mechanically, by carbonless (NCR) copying, or by facsimile signature. Such reproductions shall serve as official copies for all purposes.

Editor's note: Adopted August 7, 2000.

Administrative Order No. 46 *Transfer of Case Filings from
Magisterial District 07-1-06/
Feasterville to Magisterial
District 07-2-01/Richboro*

It is hereby ordered and directed that effective November 1, 2003, all filings, criminal and civil, that are initiated in the venue of Upper Southampton Township and normally filed in Magisterial District 07-1-06/Feasterville, shall be filed and heard in Magisterial District 07-2-01/Richboro.

This reassignment of cases is hereby ordered to better serve the administration of justice in Bucks County and shall continue in effect until January 2006 when the Order from the Pennsylvania Supreme Court places Upper Southampton Township in the venue of Magisterial District 07-2-01 as part of the Realignment of Magisterial Districts as ordered by the Supreme Court on August 20, 2003.

Editor's note: Adopted September 17, 2003.

Administrative Order No. 47 Mediation Pilot Program

The Court recognizes that the use of mediation may offer litigants a faster and less expensive alternative to litigation. Accordingly, in the interests of judicial economy and of those litigants who may benefit from the availability of mediation as a means of dispute resolution, the following program, which shall be known as the “Mediation Pilot Program,” is hereby adopted:

1. For a period of six months from June 1, 2004, every fifth litigant who files a complaint in assumpsit, trespass, or equity, and every litigant filing a complaint alleging medical malpractice will receive a list of approved mediators and a “Mediation Notice” outlining the availability of mediation as an alternative to litigation. The Notice shall be in the following form:

See Forms Index

2. The prothonotary shall keep a list of all cases receiving the Mediation Notice.
3. Plaintiff shall serve a copy of this notice upon all defendants with the complaint or writ of summons. The notice shall also be served on any party joined subsequently.
4. Parties electing mediation shall pay a mediation fee of \$300 directly to the mediator for a two-hour mediation.
5. If the mediation resolves the dispute, the parties shall file a Praecepto to Settle, Discontinue and End, and may also file an Agreed Order.
6. If the mediation does not resolve the dispute, any party may file an Omnibus Praecepto moving the case directly to trial. The mediator shall issue to the litigants a special form of Omnibus Praecepto stating that the parties participated in mediation without result, and now wish to proceed to trial. In the alternative, if all parties agree, the matter may be listed for arbitration. If the parties agree to arbitration following mediation, and thereafter one party chooses to appeal the arbitration award, the normal arbitration appeal fee must be paid.
7. The Dispute Resolution Committee shall gather information by which the usefulness of a mediation program administered through the Court may be assessed.
8. One year from the implementation of this Pilot Program, the Dispute Resolution Committee shall submit a report to the President Judge describing the results of the Pilot Program.

Editor’s note: Filed for public inspection on May 21, 2004.

Administrative Order No. 48 *Information Collection on Initial Filings*

This order pertains to all actions and appeals commenced in the Office of the Prothonotary.

Every initial filing commencing an action, appeal or miscellaneous application in the civil division of the Bucks County Court of Common Pleas shall be accompanied by an informational cover sheet in such form as may be prescribed by the Prothonotary. This cover sheet may collect such information as the names of parties and counsel, the nature of the matter being filed, the amount in controversy and such other miscellaneous information as may assist the Court in the administration of its dockets.

The failure to file this form or the failure to file the form correctly or completely may result in an order imposing sanctions.

Editor's note: Filed for public inspection on May 21, 2004.

Administrative Order No. 49 *Expungement Orders*

And now, this 23rd day of July, 2004, it is hereby ordered that all Expungement Orders granted upon Petition by the Bucks County District Attorney shall apply to each offense charged under the Case Number to which the Expungement Order refers.

This Order shall apply to all Expungement Orders entered from January 1, 2004 until further Order of this court.

Editor's note: Adopted July 23, 2004.

Administrative Order No. 52 *Orders Entered Under the Pennsylvania Rules of Juvenile Court Procedure*

Whereas the Supreme Court of Pennsylvania has initiated an electronic docketing system for juvenile and dependency matters which requires a high degree of uniformity in the reporting of dispositions, it is hereby ordered as follows:

Every order entered in a juvenile or dependency matter which is governed by a form of order promulgated by the Administrative Office of Pennsylvania Courts shall conform in all respects to the requirements of the form order promulgated by the Administrative Office.

Editor's note: Adopted March 28, 2008.

Administrative Order No. 55 *In re: Mortgage Foreclosure Diversion Program.*

1. All Complaints for mortgage foreclosure of any property shall be accompanied by a Certification Cover Sheet which includes a certification as to whether or not the mortgaged property is an owner-occupied residential property. (The Certification Cover Sheet is attached as Exhibit “A.”)
2. Any Complaint for mortgage foreclosure of residential owner-occupied properties shall also be accompanied by the following:
 - (a) An Urgent Notice, which shall be served on the Defendant along with the Complaint, directing the Defendant to contact a court-designated Hotline for assistance. (A Copy of the “Urgent Notice” is attached hereto as Exhibit “B.”)
 - (b) A Certificate of Service, in the form attached hereto as Exhibit “C.”
3. Upon a request from Defendant to the Hotline for assistance and a conciliation conference, an Order for Conference shall be generated by the Court. (A sample copy of a Case Management Order is attached hereto as Exhibit “D.”) The Order for Conference will be sent to all parties to the mortgage foreclosure action.
4. The entry of the Order for Conference shall include a stay of other proceedings in the case until at least 20 days following the conciliation conference.
5. As appropriate, any conciliation conference scheduled by the Court shall be conducted by judge pro tem designated by the Court.
6. Conciliation conference recommendation: At the conclusion of the conciliation conference, the conciliation moderator may issue a recommendation memorializing the results of the conference and scheduling future deadlines where appropriate. The Court may enter an order based on the recommendation, as appropriate.
7. This Order shall remain in effect until further Order of Court.

Editor’s note: Adopted June 5, 2009, effective 30 days after publication in the *Pennsylvania Bulletin* until December 31, 2010, unless extended by the Court; amended June 26, 2009, effective 30 days after publication in the *Pennsylvania Bulletin* until December 31, 2010, unless extended by the Court; amended December 20, 2010, effective 30 days after publication in the *Pennsylvania Bulletin*. Amended December 3, 2012. This Amendment shall take effect thirty days from the date of publication in the *Pennsylvania Bulletin*. Amended December 12, 2012, effective 30 days from the date of publication in the *Pennsylvania Bulletin*. Amended December 2nd, 2014, effective 30 days after publication in the *Pennsylvania Bulletin*. Amended December 10, 2015,

effective 30 days after publication in the *Pennsylvania Bulletin*. Amended November 10, 2016, effective 30 days after publication in the *Pennsylvania Bulletin*.

See Forms Index

Administrative Order No. 68 *(Rescinded)*

Editor's note: Adopted February 7, 2013, effective 30 days after publication in *The Pennsylvania Bulletin*. Amended January 4, 2014, effective 30 days after publication in *The Pennsylvania Bulletin*; rescinded January 1, 2017.

Administrative Order No. 75 *Venue Transfer of Pennsylvania State Police Filings—Interstate 95 between the Boundaries of Philadelphia and New Jersey and within Bucks County (Rescinded)*

Editor's note: Adopted January 7, 2016. Rescinded February 4, 2016.

Administrative Order No. 76 *Youth Center Supervisors, RSU Supervisors, SSU Supervisor, Treatment Supervisor Clothing Maintenance Allowance Shift Differential*

And Now, this 7th day of March, 2017, in order to permit the execution of the Clothing Maintenance Allowance and Shift Differential for Supervisors, RSU Supervisors, SSU Supervisor and Treatment Supervisor in the Youth Center, it is hereby *Ordered* and *Decreed* that:

The County shall furnish a Four Hundred and Fifty dollar (\$450.00) clothing maintenance allowance for each employee. Employees hired after January 1st in any contract year will receive a pro-rated amount based upon the number of full months of employment. The clothing maintenance allowance will be paid in two (2) equal amounts during the months of June and December.

Shift Differential shall be as follows: one dollar and twenty five cents (\$1.25) per hour.

This Order shall replace the Memorandum of Understanding between the Commissioners and Youth Center Supervisors, identified as Unit 71, and will take effect January 1, 2017.

Editor's note: Adopted March 7, 2017.



Bucks County Civil Court Forms



INSTRUCTIONS

This praecipe is to be used for requesting a Court hearing on the following matters:

Jury Trial	Equity Trial
Arbitration	Argument
Trespass and Assumpsit Non-Jury Trial	

The praecipe is not to be filed until all pleadings are closed, discovery is complete or foreclosed and the matter is ready for disposition. Certification of this and notice to opposing counsel or self-represented parties is required by Bucks County Rule of Civil Procedure *261, except for cases going to Argument Court in which case the applicable rule is Bucks County Rule of Civil Procedure *256.

This praecipe is not to be used for requesting hearings in cases in which pleadings are not closed and the matter is not at issue.

All names and addresses of opposing counsel or unrepresented parties must be included. Praecipis will be returned to filing counsel by the Court Administrator's Office if they are not completely or correctly filled out. Please be as specific as possible concerning estimated length of hearing or specific requests.

Note: This is the back page (back side) of the praecipe – to be accepted, the praecipe must be one page and MUST BE PRINTED ON PINK PAPER! Run pink copy paper through your copier, using this as a form, or obtain praecipis from the Prothonotary.

See Rule 208.2(e)

**IN THE COURT OF COMMON PLEAS OF BUCKS
COUNTY, PENNSYLVANIA
CIVIL DIVISION**

vs. : **No.**
:
:

AFFIDAVIT PURSUANT TO B.C.R.C.P. NO. 208.2(e)

I, _____, hereby certify that prior to filing the attached motion, I conferred or attempted to confer with all interested parties to the motion in an attempt to avoid Court intervention.

The above-certified communications/attempts to communicate with all interested parties regarding the issues presented by the motion were as follows:

Method of communication **Date**

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

BY THE COURT:

WALLACE H. BATEMAN, JR., P.J.

See Rule 208.3(b)

IN THE COURT OF COMMON PLEAS
OF BUCKS COUNTY

_____ : No. _____
 _____ :
 v. _____ : Term 20 ____
 _____ :
 _____ :

Praecipe Under Bucks County Rule of Civil Procedure 208.3(b)

TO THE PROTHONOTARY

Please refer to the above-captioned matter to the assigned judge for disposition.

Oral argument is ___ is not ___ requested. (CHECK ONE)

Matter for disposition:

(signature)

(name)

(Attorney I.D. #)

See Rule 208.3(b)(1)

RULE TO SHOW CAUSE

AND NOW, this _____ day of _____, 20____, upon consideration of the foregoing 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 may file an Answer to the Petition on or before _____;
- 3. In the event of a response, the Petition shall be decided under Pa. R.C.P. No. 206.7 and Bucks County Rule of Civil Procedure No. *266;
- 4. Depositions shall be completed within _____ days of the date of response; and
- 5. Notice of the entry of this order shall be provided to all parties by the Petitioner.

BY THE COURT:

J.

See Rule 208.3(b)(1)

ORDER MAKING RULE ABSOLUTE

AND NOW, this _____ day of _____, 20__ upon Motion of {INSERT NAME}, the Rule entered on {INSERT DATE}, Returnable {INSERT DATE}, is hereby made absolute and {INSERT PLAINTIFF OR DEFENDANT} {INSERT NAME} is granted leave to {SPECIFY RELIEF SOUGHT IN PETITION}.

BY THE COURT:

_____ J.

MOTION TO MAKE RULE ABSOLUTE

1. On {INSERT DATE}, a Petition for {SET FORTH NAME OF PETITION} together with a Rule to Show Cause why said Petition should not be granted was filed by counsel for {INSERT PLAINTIFF OR DEFENDANT}, {INSERT NAME}, and served upon all parties.

2. Pursuant to said Petition, a Rule was entered on {INSERT DATE}, Returnable on {INSERT DATE} by the Court of Common Pleas of {INSERT} County in the person of the Honorable {INSERT NAME}. See Exhibit "A".

3. Said Rule was served upon all counsel and unrepresented parties via First Class mail by letter dated {INSERT DATE}.

4. To date, no party has filed a response or interposed any objection to the Petition.

WHEREFORE, {INSERT PLAINTIFF OR DEFENDANT}, {INSERT NAME}, prays this Honorable Court enter an Order making the Rule Absolute and allow him leave to Amend his {SET FORTH NAME OF PETITION}.

{NAME OF FIRM}

BY: _____, Esquire

See Rule 254

ENTRY OF APPEARANCE

TO THE PROTHONOTARY:

Kindly enter our appearance on behalf of the Defendant in the above-captioned matter. A trial by jury of twelve (12) is hereby demanded.

(FIRM NAME)

BY: _____, Esquire

See Rule 261

IN THE COURT OF COMMON PLEAS
OF BUCKS COUNTY

OMNIBUS PRAECIPE FOR HEARING, TRIAL OR ARGUMENT

_____	:	No. _____	Dkt: ___	Pg: ___
_____	:	Atty.: _____		
Plaintiff	:	Address: _____		
vs.	:	_____		
_____	:	Atty.: _____		
_____	:	Address: _____		
_____	:	_____		
Defendant & Addl. Defendants	:	_____		

Companion Case No: _____

ACTION REQUESTED

Complete all appropriate blanks and sign before filing in the Office of the Prothonotary.**

_____ Jury Trial	_____ Trespass P.D. Auto
_____ Jury demanded on _____, 20 _____	_____ Trespass B.I. Auto
_____ Equity or Other Non-Jury Hearing	_____ Trepass – Other
_____ Arbitration	_____ Assumpsit
_____ Argument Court	_____ Equity
Reason for Argument _____	_____ Condemnation
_____	_____ Arbitration Appeal
Estimated Hearing Length: _____	Other – Specify _____
Special Requests: _____	_____
_____	_____

Certification

It is hereby certified that the above-captioned case is at issue and ready for hearing or argument; that certification notice as required by B.C.R. *261 or *256 was effected on _____, 20__; that discovery is complete or foreclosed; and that all attorneys of record and unrepresented parties are named above.

_____, 20____

_____ Signature of Filing Attorney

Atty. I.D. No.: _____

See Rule *285

BUCKS COUNTY LAW REPORTER
135 East State Street
P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

CHANGE OF NAME

IN THE COURT OF COMMON PLEAS
OF BUCKS COUNTY
CIVIL ACTION – LAW
NO. _____

NOTICE IS HEREBY GIVEN that the Petition for the Change of Name has been filed in the above-named Court, praying for a Decree to change the name(s) of _____ to _____.

The Court has fixed the _____ day of _____, 20__ at _____ in Court Room No. ____, Bucks County Courthouse, Doylestown, Pennsylvania, as the time and place for the hearing of said Petition, when and where all persons interested may appear and show cause, if they have any, why the prayer of said Petition should not be granted.

(List name of attorney and/or law firm and address, if desirable.)

Attorney(s) for Petitioner

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A CHANGE OF NAME IS \$60.00 (includes proof of publication).

*IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER
 135 East State Street
 P.O. Box 300
 Doylestown, PA 18901
 (215) 348-9413

CHARTER AMENDMENT

NOTICE IS HEREBY GIVEN that Articles of Amendment to the Articles of Incorporation of _____ with its registered office(s) located at _____, in the County of Bucks, have been filed under the provisions of the Pennsylvania Business Corporation Law of 1988, as amended.

The nature and character of the amendment is _____.
 The Articles of Amendment were filed on _____ with the Department of State.

(List name of attorney and/or law firm and address, if desirable.)

 Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A CHARTER AMENDMENT IS \$60.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER

135 East State Street
P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

CHARTER APPLICATION - This paragraph will appear one time at the beginning of the Charter Application Section.

NOTICE IS HEREBY GIVEN that Articles of Incorporation have been (are to be) filed with the Department of State of the Commonwealth of Pennsylvania at Harrisburg, Pennsylvania for the purpose of obtaining a Certificate of Incorporation pursuant to the provisions of the Pennsylvania Business Corporation Law of 1988, as amended.

* * *

_____ has been incorporated under the provisions of the Pennsylvania Business Corporation Law of 1988, as amended.

(List name of attorney and/or law firm and address, if desirable.)

Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A CHARTER APPLICATION IS \$60.00 (includes proof of publication).

*PLEASE SEND PAYMENT WITH ADVERTISEMENT.

BUCKS COUNTY LAW REPORTER
 135 East State Street
 P.O. Box 300
 Doylestown, PA 18901
 (215) 348-9413

CHARTER APPLICATION - NONPROFIT- This paragraph will appear one time at the beginning of the Nonprofit Charter Application Section.

NOTICE IS HEREBY GIVEN that Articles of Incorporation have been (are to be) filed with the Department of State of the Commonwealth of Pennsylvania at Harrisburg, Pennsylvania, for the purpose of obtaining a Certificate of Incorporation pursuant to the Pennsylvania Nonprofit Corporation Law of 1988, as amended.

* * *

The name of the corporation is _____.

The Articles of Incorporation (filing date) _____.

The purpose or purposes for which it was organized are as follows:

 _____.

(List name of attorney and/or law firm and address, if desirable.)

 Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A CHARTER APPLICATION — NONPROFIT IS \$60.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER
 135 East State Street
 P.O. Box 300
 Doylestown, PA 18901
 (215) 348-9413

CORPORATE DISSOLUTION

Pursuant to the requirements of the Pennsylvania Business Corporation Law of 1988, as amended, notice is hereby given that _____, is currently in the process of voluntarily dissolving.

(List name of attorney and/or law firm and address, if desirable.)

 Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A CORPORATE DISSOLUTION IS \$25.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER

135 East State Street
P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

FICTITIOUS NAME (Owned by an individual) — This paragraph will appear one time at the beginning of the Fictitious Name Section.

NOTICE IS HEREBY GIVEN, pursuant to the provisions of the Fictitious Names Act, as amended, of intention to file in the office of the Secretary of the Commonwealth of Pennsylvania, Department of State, Bureau of Corporations at Harrisburg, Pennsylvania, a Certificate for the conduct of a business in Bucks County, Pennsylvania, under the assumed or fictitious name, style or designation of:

* * *

Fictitious Name _____

Principal place of business _____

The name(s) and address(es) of the person(s) owning or interested in said business is (are)

_____.

The certificate will be filed on or after _____.

(List name of attorney and/or law firm and address, if desirable.)

Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A FICTITIOUS NAME IS \$60.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER

135 East State Street
P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

FOREIGN CORPORATION

The name of the corporation is _____ duly incorporated under the laws of the State of _____.

The address of the principal office of the corporation under the laws of the State of _____ in which it is incorporated is _____.

The proposed registered office of the corporation in the State of Pennsylvania is _____, Bucks County, Pennsylvania.

The corporation will file its application for the Foreign Corporation Certificate of Authority on or after (filing date) _____.

(List name of attorney and/or law firm and address, if desirable.)

Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A FOREIGN CORPORATION IS \$60.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE INCLUDE PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER

135 East State Street
P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

ADVERTISEMENT OF GRANT OF LETTERS

Please publish the advertisement for the grant of letters _____
(Type Granted)

for the estate of decedent below named once a week for three weeks beginning with the next regular issue:

Estate of _____

Also known as _____

Late of _____ City/Borough, Township

Executors or Administrators (Indicate which):

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Attorney _____

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH AN ESTATE NOTICE IS \$60.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER

135 East State Street
P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

CHARTER APPLICATION — PROFESSIONAL — This paragraph will appear one time at the beginning of the Professional Corporation Charter Application Section.

NOTICE IS HEREBY GIVEN that Articles of Incorporation have been (are to be) filed with the Department of State of the Commonwealth of Pennsylvania at Harrisburg, Pennsylvania, for the purpose of obtaining a Certificate of Incorporation pursuant to the provisions of the Pennsylvania Business Corporation Law of 1988, as amended.

_____ has been incorporated under the provisions of the Pennsylvania Business Corporation Law of 1988, as amended.

(List name of attorney and/or law firm and address, if desirable.)

Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH A CHARTER APPLICATION — PROFESSIONAL IS \$60.00 (includes proof of publication).

* IF NON-BCBA MEMBER, PLEASE SEND PAYMENT WITH AD.

BUCKS COUNTY LAW REPORTER
 135 East State Street
 P.O. Box 300
 Doylestown, PA 18901
 (215) 348-9413

ACTION TO QUIET TITLE
 IN THE COURT OF COMMON PLEAS
 OF BUCKS COUNTY,
 PENNSYLVANIA
 CIVIL ACTION — LAW
 NO. _____

TO: _____, their heirs,
 personal representatives, executors, administrators, successors and assigns
 and all persons having or claiming to have any right, lien, title, interest in
 or claim against (property description)

TAKE NOTICE THAT _____ has filed a Com-
 plaint in Action to Quiet Title in the aforesaid Court as of the above term
 and number, averring their title based on _____

and praying the Court to adjudicate and decree their title and right of pos-
 session to said premises, more particularly described in the said Complaint,
 indefeasible as against all rights and claims whatsoever, and you are here-
 by notified to file an Answer within twenty (20) days following the date of
 this publication, in default of which an Order may be entered as prayed for
 against you, requiring you to take such action as may be ordered by the
 Court within thirty days after the entry of such Order in default of which
 final judgment shall be entered.

If you wish to defend, you must enter a written appearance personally
 or by attorney and file your defenses or objections in writing with the
 Court. You are warned that if you fail to do so the case may proceed with-
 out you and a judgment may be entered against you without further notice
 for the relief requested by plaintiff. You may lose money or property or
 other rights important to you.

**YOU SHOULD TAKE THIS NOTICE TO YOUR LAWYER AT
 ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD
 ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO
 FIND OUT WHERE YOU CAN GET LEGAL HELP.**

Bucks County Bar Association
 135 East State Street
 P.O. Box 300
 Doylestown, PA 18901
 Phone: (215) 348-9413
 1-800-273-2929

(List name of attorney and/or law firm and address, if desirable.)

 Solicitor(s)

Send proof to: Name _____

Send proof to: Address _____

THE COST TO PUBLISH AN ACTION TO QUIET TITLE IS BASED ON A CHARACTER COUNT. IF NON-BCBA MEMBER, A \$60.00 DEPOSIT IS REQUIRED WHEN PLACING THE AD (includes proof of publication).

See Rule *286

ORDER FOR SERVICE

Date _____, 20 ____

Prothy. No. _____

TO: SHERIFF OF BUCKS COUNTY

WRIT AND/OR COMPLAINT

ASSUMPSIT

FROM: _____

TRESPASS

EQUITY

DIVORCE

_____ :
Plaintiff

v.

_____ :
Defendant

SERVE AT: (If R.D. Address must include specific instructions, also must have Apt. Number and Apt. Bldg. Number)

STREET _____

POST OFFICE _____

TOWNSHIP _____

SPECIAL INSTRUCTIONS: (Use other side if necessary)

SERVICE WAS NOT MADE BECAUSE:

ORDER FOR SERVICE

Date _____, 20 ____

Prothy. No. _____

TO: SHERIFF OF BUCKS COUNTY

WRIT

FROM: _____

COMPLAINT

SERVE AT:

STREET _____

SPECIAL INSTRUCTIONS:

SERVICE WAS NOT MADE BECAUSE:

See Rule 1018(c)*(1)

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY
CIVIL DIVISION

Plaintiff	:	No. _____
vs.	:	_____
	:	Form of Action
	:	_____
	:	Complaint
Defendant	:	_____

NOTICE

You have been sued in court. If you wish to defend against the claims set forth in the following pages you must take action within twenty (20) days after this complaint and notice are served by entering a written appearance personally or by attorney and filing in writing with the court your defenses or objections to the claims set forth against you. You are warned that if you fail to do so the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief requested by the plaintiff. You may lose money or property or other rights important to you.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE GO TO OR TELEPHONE THE OFFICES SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP.

Bucks County Bar Association
135 East State Street
Doylestown, PA 18901
Phone (215) 348-9413, 1-800-479-8585
www.bucksbar.org

PA Bar Association: www.pabar.org

Attorney for _____

Attorney I.D. # _____
Please type or print name and address

See Rule 1308*(d)

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY

Arbitration No. _____

_____ : No. _____ Term, 20 ____

_____ :

v. _____ : __Appeal from the Award of Arbitrators

_____ :

_____ :

**NOTICE OF APPEAL
FROM AWARD OF BOARD OF ARBITRATORS**

TO THE PROTHONOTARY:

Notice is given that _____ ap-
peals from the award of the board of arbitrators entered in this case on
_____.

A jury trial is demanded (Check box if a jury trial is demanded. Other-
wise jury trial is waived.)

I hereby certify that:

- (1) the compensation of the arbitrators has been paid, or
- (2) application has been made for permission to proceed in forma pauperis. (Strike out the inapplicable clause.)

Appellant or Attorney for Appellant

Note: The demand for jury trial on appeal from compulsory arbitration is governed by Rule 1007.1(b).

(b) No affidavit or verification is required.

See Rule 1308(d)*

**PETITION FOR REFUND OF COSTS FROM APPEAL
OF ARBITRATION AWARD UNDER
BUCKS COUNTY CIVIL RULE 1308*(d)**

The Petition of {NAME OF FIRM}, counsel for {PARTY REPRESENTED}, respectfully represents:

1. The above-captioned case was tried at Arbitration on _____ and an Award in the amount of _____ was entered in favor of the {OTHER PARTY} and against the {PARTY REPRESENTED}.

2. Your Petitioner appealed said decision and paid to the Bucks County Prothonotary appeal costs of \$375.

3. This case has since been settled as a result of which your Petitioner had to pay only _____ which sum represents an improvement of Petitioner’s position by an amount equal to or greater than ten percent of the principal sum of the award.

4. A true and correct copy of plaintiffs’ Release is marked Exhibit “A,” attached hereto and incorporated herein; a true and correct copy of the Order to have this case marked settled, discontinued and ended is marked Exhibit “B,” attached hereto and incorporated herein.

WHEREFORE, your Petitioner respectfully requests this Honorable Court to Order the Prothonotary to refund to Petitioner the sum of \$250 in accordance with Bucks County Rule of Civil Procedure 1308*(d).

Respectfully submitted,

{NAME OF FIRM}

BY: _____, Esquire

See Rule B.C.R.C.P. No. 1915.11-1.1

**PARENTING COORDINATION PROGRAM
FOUR COUNTY COMPACT
BUCKS, CHESTER, DELAWARE &
PHILADELPHIA**

An attorney or mental health professional seeking to be included on the roster of qualified individuals to serve as a Parenting Coordinator in a member County shall submit a letter to the Administrative Judge of the Family Division of one of the member Counties together with the following:

1. Completion of the approved Form Affidavit attesting the applicant has the qualifications as set forth in Pa.R.Civ.P. 1915.11-1(b) "Qualifications of the Parenting Coordinator".
2. The following criteria shall apply to the qualifications:
 - A. Five hours in the parenting coordination process since August 9, 2018; provided that at least 2 of the 5 hours must be specific to Pennsylvania parenting coordination practice and procedure;
 - B. Ten hours of family mediation training within the last 10 years (an applicant with 40 hours of mediation training beyond 10 years may satisfy this requirement by verifying the 40 hours of training and significant family mediation practice within the last 10 years);
 - C. Five hours of training in domestic violence within the past 2 years;
 - D. Verification of current professional liability insurance via copy of said policy's coversheet/declaration page (which includes the provision of parenting coordination services);
 - E. Acknowledgement of responsibility to accept pro bono assignments for every 2 paid assignments;
 - F. Verification of Pennsylvania Act 33 child abuse and Act 34 criminal history clearances within the past two (2) years via copies of same;

G. Acknowledgement that the applicant has read the Association of Family and Conciliation Courts (AFCC) Parenting Coordination Guidelines and the American Psychological Association (APA) Parenting Coordination Guidelines.

AFCC and APA Parenting Coordinator Guidelines are posted at:

<https://www.afccnet.org/Portals/0/AFCCGuidelinesforParentingcoordinationnew.pdf>

<https://www.apa.org/pubs/journals/features/parenting-coordination.pdf>

3. Appointments for pro bono assignments shall be made on a rotating basis by each Court on the list maintained by that County. Each parenting coordinator must accept one (1) pro bono appointment for every two (2) fee-generating appointments in a county.
4. There shall be a twelve (12) hour maximum per year on each pro bono case assigned to a parenting coordinator.
5. Each Parenting Coordinator on the roster shall be required to notify the Court Administration of the applicable County, after they have received two fee generating cases in that County, in order to facilitate the appointment of a pro bono case. The failure to affirmatively report this information by a Parenting Coordinator or to accept a pro bono assignment may subject them to removal from the roster. If a Parenting Coordinator is removed from the roster of a member County for this purpose, they shall share this information with the other member counties.
6. *Fees:*
 - A. The hourly rate shall not exceed \$300.00 an hour subject to the following exceptions:
 - a. If the parties combined monthly net income exceeds the mandatory minimum set forth in the Support Guidelines at 1910/16-2(e)(2) (currently \$30,000 per month), the Court may adjust the hourly rate;
 - b. If a party is granted In Forma Pauperis (IFP) status by the Court for the parenting coordination process.

- B. The maximum initial retainer that may be requested shall be \$1,000.
7. Upon being added to the roster of one member County, a parenting coordinator may be added to the roster of another member County by submitting a letter requesting same with a copy of the approval that was obtained from another member County.
 8. A Judge appointing a parenting coordinator may be guided by the parties/counsel in the selection of a specific parenting coordinator from the County roster (and/or shall otherwise select one from the roster).
 9. Each member County shall establish a Committee to review and consider complaints received about a parenting coordinator and shall recommend removal of a parenting coordinator from the roster of that County for good cause. All complaints received and dispositions of same shall be shared with the other member Counties.
 10. The aforementioned review Committee shall consist of the following: Family Court Administrative Judge (or their designee); the Judge who appointed the parent coordinator at issue (or their designee); Court Administrator representative, one family law attorney (from the roster of parenting coordinators) and one mental health professional (from the roster of parenting coordinators).

FORM AFFIDAVIT ATTACHED

**APPLICATION TO BE CONSIDERED FOR
APPOINTMENT AS A PARENTING
COORDINATOR FOR BUCKS COUNTY**

AFFIDAVIT—MENTAL HEALTH PROFESSIONAL

I, _____, the undersigned applicant, hereby certify that I possess the minimum qualifications to serve as a Parenting Coordinator as established by Pa.R.C.P. 1915.11-1(b) and the 4 County Compact entered into by Philadelphia, Bucks, Delaware and Chester Counties, as follows:

1. _____ I have the following professional degree: _____ From (institution and date granted): _____

2. _____ I am licensed to practice in the Commonwealth of Pennsylvania as a _____. My license number is _____.

_____ My license is in good standing.

_____ I have never been subject to professional discipline. (If Applicant has been subject to discipline, provide details on separate sheet).

_____ I have _____ years of experience in dealing with families involved in child custody matters, as follows (or attach CV):

3. _____ I have obtained the special training required by the Rule, and have attached verification for each training:

_____ hours in the Parenting Coordination process, of which 2 or more hours were specific to Pennsylvania PC practice.

Date of training: _____

Provider: _____

_____ hours of Family mediation (or hours of non-specific mediation training and hours of Family Mediation conducted).

Date of training: _____

Provider: _____

_____ hours of Domestic Violence training.

Date of training: _____

Provider: _____

4. _____ I understand that to remain qualified as a Parenting Coordinator in each 2 year period after March 1, 2019, I must take a minimum of 10 additional continuing education credits, of which at least 2 must be on domestic violence.

5. _____ I maintain Professional Liability insurance of \$ _____, which coverage expressly covers me for serving as a Parenting Coordinator. The Declaration page showing the foregoing is attached.

- 6. _____ I acknowledge that I may not charge more than \$300 per hour (although I may charge less), nor require more than a \$1000 initial retainer. My hourly rate for Parenting Coordination is: \$ _____.
- 7. _____ I acknowledge that I must accept one pro bono PC appointment for every 2 fee-generating appointments in this judicial district/county, up to 12 hours per pro bono case. I understand that it is my responsibility to advise the court upon acceptance of the second appointment. I further understand that failing to accept a pro bono assignment or to notify the court is grounds for removal from the roster maintained by this county, and that any removal shall be communicated to the member counties enrolled in the 4 County Compact.
- 8. _____ I have read Pa.R.C.P 1915.11-1 and understand the scope (and limits) of my authority and the procedures which I must follow when appointed as a Parenting Coordinator.
- 9. _____ I acknowledge that I have read the Guidelines for Parenting Coordination promulgated by the American Psychological Association and Association of Family and Conciliation Courts. <https://www.apa.org/practice/guidelines/parenting-coordination> <https://www.afccnet.org/Portals/0/AFCCGuidelinesforParentingcoordinationnew.pdf>
- 10. _____ I have read the 4 County Compact and understand the procedure for dealing with complaints and reporting among the member counties.

I swear or affirm that the foregoing statements are true and correct.

APPLICANT:
 Name (printed) _____
 Signature _____
 Date: _____

FOR OFFICIAL USE ONLY

Qualifications Reviewed by: _____ (initials)

Place Application on Roster: _____
Yes No

If No, state reasons:

J.

**APPLICATION TO BE CONSIDERED FOR
APPOINTMENT AS A PARENTING
COORDINATOR FOR BUCKS COUNTY**

AFFIDAVIT—ATTORNEY

I, _____, the undersigned applicant, hereby certify that I possess the minimum qualifications to serve as a Parenting Coordinator as established by Pa.R.C.P. 1915.11-1(b) and the 4 County Compact entered into by Philadelphia, Bucks, Delaware and Chester Counties, as follows:

- 1. _____ I am licensed to practice in the Commonwealth of Pennsylvania. My Attorney ID number is _____.
- _____ My license is in good standing.
- _____ I have never been subject to attorney discipline. (If Applicant has been subject to discipline, provide details on separate sheet).
- _____ I have practiced family law for _____ years, as follows (or attach CV):

2. _____ I have obtained the special training required by the Rule, and have attached verification for each training:
_____ hours in the Parenting Coordination process, of which 2 or more hours were specific to Pennsylvania PC practice.
Date of training: _____
Provider: _____
_____ hours of Family mediation (or hours of non-specific mediation training and hours of Family Mediation conducted).
Date of training: _____
Provider: _____
_____ hours of Domestic Violence training.
Date of training: _____
Provider: _____
3. _____ I understand that to remain qualified as a Parenting Coordinator in each 2 year period after March 1, 2019, I must take a minimum of 10 additional continuing education credits, of which at least 2 must be on domestic violence.
4. _____ I maintain Professional Liability insurance of \$ _____, which coverage expressly covers me for serving as a Parenting Coordinator. The Declaration page showing the foregoing is attached.
5. _____ I acknowledge that I may not charge more than \$300 per hour (although I may charge less), nor require more than a \$1000 initial retainer. My hourly rate for Parenting Coordination is: \$ _____.
6. _____ I acknowledge that I must accept one pro bono PC appointment for every 2 fee-generating appointments in this judicial district/county, up to 12 hours per pro bono case. I understand that it is my responsibility to advise the court upon acceptance of the second appointment. I further understand that failing to accept a pro bono assignment or to notify the Court is grounds for removal from the

roster maintained by this county, and that any removal shall be communicated to the member counties enrolled in the 4 County Compact.

- 7. _____ I have read Pa.R.C.P 1915.11-1 and understand the scope (and limits) of my authority and the procedures which I must follow when appointed as a Parenting Coordinator.
- 8. _____ I acknowledge that I have read the Guidelines for Parenting Coordination promulgated by the American Psychological Association and Association of Family and Conciliation Courts. <https://www.apa.org/practice/guidelines/parenting-coordination> <https://www.afccnet.org/Portals/0/AFCCGuidelinesforParentingcoordinationnew.pdf>
- 9. _____ I have read the 4 County Compact and understand the procedure for dealing with complaints and reporting among the member counties.

I swear or affirm that the foregoing statements are true and correct.

APPLICANT:
 Name (printed) _____
 Signature _____
 Date: _____

FOR OFFICIAL USE ONLY

Qualifications Reviewed by: _____ (initials)
 Place Application on Roster: _____
 Yes No

If No, state reasons:

J.

See Rule 1920.72*(d)

RULE FOR INTERIM COUNSEL FEES AND EXPENSES

AND NOW, this ____ day of _____, 20____, upon consideration of the within Petition, a Rule is granted upon the respondent to show cause why interim counsel fees and expenses, as requested, should not be allowed.

Rule returnable the ____ day of _____, 20____.

Conference is fixed on the Petition and Answer for the _____ day of _____, 20____, in Chambers.

See Rule 1920.72(e)

ORDER

AND NOW, this ____ day of _____, 20____, upon review of the record, the grounds for divorce are approved and the action is determined to be ready for the resolution of all pending claims for alimony, equitable distribution of property, counsel fees and expenses.

The matter is referred to the Office of the Master in Divorce for conference and hearing.

J.

See Rule 1920.74*(c)

1. An order approving grounds for divorce was entered on _____.

2. The following related claims have been raised:

	By Plaintiff on:	By Defendant on:
Equitable Distribution	_____	_____
Alimony	_____	_____
Counsel Fees	_____	_____

3. The following have been served:

	By Plaintiff on:	By Defendant on:
Inventory	_____	_____
Tax Return	_____	_____
Pay Stubs	_____	_____
Income & Expense Forms	_____	_____

4. The party filing this application has complied with all orders entered for the acquisition or sharing of information pursuant to Bucks County Rule 1920.22*(c). The other party has/has not complied with all such orders.

5. It is proposed that the deadline for filing of pre-hearing statements be set for:

a. 30 days from the date of filing of this application on _____.

b. 60 days from the date of filing of this application on _____.

6. It is requested that a hearing be scheduled.

7. I certify that a copy of this application was mailed to _____ on _____.

Counsel for Husband/Wife

See Rule 1920.74*(d)

It is requested that the application for hearing be stricken because:

_____ A grounds order has not been entered.

_____ Neither party has filed claims for equitable distribution, alimony or counsel fees.

_____ The party seeking conference has not filed and served:

_____ Inventory

_____ Tax Return

_____ Set of Pay Stubs

_____ Income and Expense Forms

_____ The party seeking conference has not complied with the order entered on _____ pursuant to Bucks County Rule 1920.22*(c) because _____

I certify that a copy of this request was mailed to _____ on _____.

Counsel for Husband/Wife

See Rule 4005(c)*(1)(ii)

_____ by _____, attorneys, propound(s) these Interrogatories pursuant to Pennsylvania Rules of Civil Procedure 4001 et seq. These Interrogatories are addressed to you as a party to this action and your Answers shall be based upon information known to you or in the possession of you, your attorney or other representative acting on your behalf whether in preparation for litigation or otherwise.

Each of these Interrogatories must be answered fully and completely by you in writing and must be signed by you under oath before a Notary Public, or otherwise properly verified.

Pennsylvania Rule of Civil Procedure 4006 requires filing and service of your Answers on Defendant's counsel within thirty (30) days after service of these Interrogatories.

Supplements to your Answers shall be filed in accordance with Pennsylvania Rule of Civil Procedure 4007.4.

Unless otherwise indicated, the word "accident" refers to the occurrence stated in the plaintiff's complaint.

You will note that an original and two copies of the Interrogatories have been served upon you. Space has been provided below each Interrogatory for your answers. If additional space is required for answers, either use the reverse side of said paper or attach an additional sheet of paper appropriately marking said Interrogatory.

BY: _____

Attorneys for

PERSONAL DATA

1. State:

- (a) Your full name.
- (b) Each other name, if any, which you have used or by which you have been known.
- (c) The name of your spouse at the time of the accident; date and place of your marriage to such spouse.
- (d) Your present residence address and the address of each other residence which you have had during the past five years.
- (e) Present occupation and the name and address of your employer.
- (f) Date of birth and present age.
- (g) Your Social Security number.

MEDICAL INFORMATION

2. State in detail all injuries sustained by you in the accident upon which this suit is based.

3. Were you examined or treated by any person or institution as a result of the accident? _____ If so, state as to each:

(a) The name and address of any hospital where you received an examination or treatment, the dates, the nature of the treatment rendered, and the amount charged;

(b) Name and address of any person or institution which x-rayed any part of your body, the dates and the amounts charged;

(c) The name, address and professional specialty of any person who examined or treated you, the dates, the amounts charged, the person's findings.

4. As a result of the injuries you have described above, were you confined to bed or your home? _____ If so, state the dates you were confined to each.

5. Have you received any medical reports from any person or institution where you were x-rayed, examined or treated? _____ If so, attach copies of the reports to your Answers. If you have not received any medical reports from any person or institution where you were examined or treated for injuries sustained in the accident or any pre-existing condition, you are requested to sign the attached "Medical Consent" form so we can obtain these reports and records. We will make available to you all reports and records obtained by use of the Consent.

6. Did you employ any nursing service since the accident? _____ If so, state the name, address, period of employment, rate of pay and total amount paid for nursing services.

7. Do you claim absence from school at any time since the accident? _____ If so, state as to each absence:

(a) Exact dates of absence and the reasons for the absence;

(b) Name and address of the school you were attending at the time of the accident, what grade you were then in and name and address of schools attended up to the date of answering these Interrogatories;

(c) Whether you claim any impairment of your educational program, and, if so, how the program was impaired;

(d) If you are claiming the absence from school or impairment of educational program, you are requested to sign the attached "Scholastic Consent" so that we can obtain copies of your scholastic records. We will make available to you all scholastic records obtained by the use of the Consent.

PRESENT CONDITION

8. As to each injury from which you have fully recovered, state the approximate date of such recovery.

9. Describe with particularity any pain, ailment, complaint, injury, scarring or disability you presently have as a result of the accident.

10. Are you still under treatment for injuries you allege you sustained in the accident? _____. If so, state the full name of the person(s) treating you and the date(s) of the last visit.

11. Are you able to perform your normal daily activities? _____. If not, specify in what way you are not able to perform those activities.

PREVIOUS OR SUBSEQUENT ACCIDENTS

12. Have you ever been involved in an accident of any kind before or after this accident? _____. If so, state:

- (a) Date and place of the accident;
- (b) Names of the parties to the accident;
- (c) Nature of the injuries you sustained.

13. Have you ever filed a lawsuit for personal injuries? _____. If so, state to Court, term and number of the suit and the date the suit was filed.

PRE-EXISTING CONDITIONS

14. Have you sustained any injuries or had any disease or impairment, physical or mental, before the accident which in any way affected those parts of your body injured in this accident? _____. If so, state:

- (a) Nature of such injury, disease or impairment;
- (b) Name and address of any hospital, institution, doctor or other person who examined you;
- (c) Dates of the treatment or examination.

15. Did this accident aggravate a pre-existing medical condition? _____. If so, state the nature of the pre-existing condition and how it was aggravated.

EMPLOYMENT

16. Do you claim absence or loss of earning from employment because of the accident? _____. If so, state for each employer:

- (a) Name and address at the time of the accident;
- (b) Nature of employment and usual duties;
- (c) Dates of absence from employment;
- (d) Date first returned to work following the accident;
- (e) Rate of pay;

- (f) Total amount of loss and how the sum was computed;
- (g) Name and address of any person having knowledge of the above;
- (h) Have you obtained any reports or records from your employer in regard to the loss of wages and loss of earning capacity? _____ If so, attach a copy of said records to your Answers. If you have not obtained any records, you are requested to sign the attached "Employment Records Consent" to enable us to obtain copies of your employment records. We will make available to you all records obtained by use of the Consent.

17. Do you claim any loss of earning capacity or impairment of your ability to work as a result of the accident? _____ If so, specify the nature of your claim.

18. Do you claim any loss of earnings or profits from self-employment as a result of the accident? _____ If so, state:

- (a) Address of your usual place of employment;
- (b) Name under which you did business;
- (c) Nature of your self-employment;
- (d) Exact dates you were unable to engage in your self-employment by reason of the injuries sustained in the accident;
- (e) Date you first resumed regular activity after the accident;
- (f) Names and addresses of any employees hired as a result of your disability and the dates of their employment;
- (g) Amount you claim as lost earnings or profits and exactly how the sum is calculated;
- (h) Attach copies of all financial statements and business records upon which you claim any lost earnings or profits.

FEDERAL TAX RETURNS

Interrogatories 19, 20 and 21 are proposed only if loss of earnings or earning capacity is claimed.

19. State your gross and net income as stated in your Federal Income Tax Returns for each of the three years immediately preceding the date of the accident and for each of the years thereafter to date.

20. Have you retained copies of your Federal Income Tax Returns for three years before the date of the accident and for each of the years thereafter to date? _____ If so, attach copies of your Federal Income Tax Returns for those years.

21. If you have not retained copies of your Federal Income Tax Returns, you are requested to sign the attached "Request for Copy of Tax Form" to enable us to obtain copies of said records. We will make available to you all tax returns obtained by use of the Request.

OTHER FINANCIAL LOSS

22. Do you claim any other financial losses not listed above as a result of the accident? _____ If so, list those items with detail as to kind, date and amount.

23. If married, does your spouse claim any financial or other loss as a result of the accident? _____ If so, detail the kind of loss, the dates and, if applicable, to whom money was paid.

BASIC LOSS BENEFITS

24. What is the name, address, claim number and claim representative's name of the insurance company which insured you and/or your vehicle for Basic Loss (PIP) Benefits at the time of the accident?

WITNESSES

25. Do you know of any person(s) you believe to be an eyewitness to the accident or the events leading up to the accident? _____ If so, as to each person, state:

- (a) Name and present or last known address;
- (b) Name and address of his/her present or last known employer;
- (c) Exact location of person at time of the accident.

26. Do you know of any person(s) you believe has any knowledge of the conditions at the scene of the accident existing before, during or immediately after the accident other than eyewitnesses? _____

If so, as to each person, state:

- (a) Name and present or last known address;
- (b) Name and address of his/her present or last known employer;
- (c) Exact location of person at time of the accident.

27. If not previously stated above, do you know of any person(s) you believe has knowledge of events leading up to the accident, facts pertaining to this suit, or facts of any investigation after the accident? _____ If so, as to each person, state:

- (a) Name and present or last known address;
- (b) Name and address of his/her present or last known employer.

28. At the time of the accident or immediately thereafter, did you have any conversation with any person at or near the scene of the accident or did any person converse with you or in your presence relevant to the accident or injuries sustained? _____ If so, state:

- (a) Name and address of each person who spoke;
- (b) Words or substance of each conversation;
- (c) Name and address of any person within hearing distance of the conversation.

29. State the names and addresses of all persons who it is your intention to call as witnesses at the trial of this case. (Other than expert witnesses.)

INVESTIGATION

30. Have you or anyone acting on your behalf obtained from any person any report, statement, recording, memorandum or testimony, whether signed or not, and whether prepared by someone else, concerning this accident? _____ If so, attach copies to your Answers and state as to each person:

- (a) Name and address of the witness or person from whom the item was obtained;
- (b) Date the item was taken or made;
- (c) Name and address of the person obtaining the item.

31. Have you ever made any report, statement, memorandum, recording or given testimony in writing, whether prepared by you or someone else, concerning this accident or the suit? _____ If so, attach copies at cost of interrogating party to your Answers and state:

- (a) Nature and date the item was prepared;
- (b) Where the item is now located if not available to you.

32. Do you know of any photos or motion pictures, plans, drawings, blueprints, sketches or diagrams made by anyone other than counsel regarding this occurrence or the location of the occurrence? _____ If so, attach copies at cost of interrogating party to your Answer and state as to each item:

- (a) Exact nature of the item;
- (b) Date the item was made or taken;
- (c) Where the item is now located if not available to you.

ACCIDENT

33. State the exact date, time and place of the accident and describe in detail how you claim the accident occurred.

34. State in detail those facts upon which you base your claim that this defendant, or any of the other defendants, were negligent as averred in your Complaint.

35. Do you allege any mechanical defects in a vehicle or traffic control caused or contributed to the accident? _____ If so, state the facts upon which you rely.

36. At the time of the accident, or immediately before, did you have any temporary or permanent impairment or restriction of vision, hearing, muscle control or other bodily functions? _____ If so, state the details thereof.

37. At the time of the accident, or within twenty-four (24) hours prior thereto, did you ingest any medication or alcoholic beverages? _____ If so, state the details thereof.

38. What are the restrictions on your operator's license?

**THE REMAINING INTERROGATORIES MAY BE ASKED
IF APPLICABLE
PROPERTY DAMAGE**

39. Did the vehicle you owned or operated at the time of the accident sustain any damage? _____ If so, state:

- (a) Name and address of the registered owner;
- (b) Year, manufacturer, model and serial number of the vehicle;
- (c) Your relationship to the owner of the vehicle;
- (d) Parts of the vehicle you allege were damaged in the accident.

40. Has the vehicle been repaired since the accident? _____ If so, state:

- (a) Name and address of the repairer;
- (b) Cost of repairs and by whom paid.

41. If the vehicle has not been repaired, state:

- (a) Name and address of the person(s) who prepared an estimate;
- (b) Amount of the estimate(s);
- (c) Attach a copy of the estimate to your Answers.

42. Was the vehicle covered by collision insurance? _____ If so, state:

- (a) Name, address and claim number of the insurance company;
- (b) Amount paid and the amount of any deductible.

43. Are you making any other claim for damage to property or automobile rental? _____ If so, specify the nature and amount of the claim.

EXPERT WITNESSES

44. If you intend to call an expert witness at trial, state:

- (a) The name and address of each such expert witness;
- (b) The subject matter as to which each such expert witness is expected to testify;
- (c) The substance of the facts and opinions to which each expert is expected to testify and a summary of the grounds for each opinion and/or attach a copy of each expert's report to your Answers to Interrogatories;
- (d) The educational background, field of expertise, professional experience of each of the expert witnesses identified in your Answers above.

TESTS

45. If any tests or procedures have or will be performed by any expert retained by you, your attorney, consultant, surety, indemnitor, insurer or agent in this action, whether or not you intend to call that expert witness at trial, state:

- (a) The name and address of the person conducting the test, including the name of each person's employer;
- (b) The educational background, field of expertise, professional experience, publications, membership in professional societies, employment experience and court appearances (including citations) of each of the expert witnesses identified in your Answers above;
- (c) The location where each test or procedure was or is scheduled to be conducted;
- (d) The date when each test or procedure was or is scheduled to be conducted;
- (e) The result of each test or procedure completed to date;
- (f) The name and address of the person currently in custody of the object tested;
- (g) Attach a copy of the report of each expert identified in your Answers above.

PRODUCT DEFECT

46. Do you, your representative, attorney, consultant, surety, indemnitor, insurer or agent have or know of any facts upon which you alleged or contend that a product of the interrogating defendant, which is alleged to be involved in this action, was defective? _____. If so, state:

- (a) Specifically identify the product by name, number, model, etc.;
- (b) State in detail and specifically the defective condition that allegedly existed;
- (c) Each and every fact upon which you contend or allege said product was defective;
- (d) The name, address and job classification of all the persons known to you or to those identified in the preamble of this interrogatory who have knowledge of such facts and state what facts as to the alleged defectiveness of said product is within the knowledge or possession of each of such persons;
- (e) Identify each and every writing by date and author of which you know, if there are any, which support your allegation or contention that said product was defective.

WARRANTY

47. Do you, your representative, attorney, consultant, surety, indemnitor, insurer or agent have or know of any facts upon which you allege or contend that the interrogating defendant breached any warranty whatsoever to you or anyone else in regard to the specific product of the interrogating defendant which is allegedly involved in this action? _____ If so, please state:

(a) Each and every fact upon which you contend or allege that the interrogating defendant breached any warranties whatsoever to you or anyone else in regard to the specific product which is allegedly involved in this action;

(b) The name, address and job classification of all persons known to you or to those identified in the preamble of this interrogatory who have knowledge of such facts and state what facts as to the alleged breach of warranty are within the knowledge or possession of each of said persons;

(c) Identify each and every writing by date and author of which you know if there are any which support your allegation or contention that interrogating defendant breached any warranty.

By: _____

Attorneys for

See Rule 4015*(d)

Court of Common Pleas of the
County of Bucks, Pennsylvania

To the Appropriate Judicial Authority in _____

“Whereas a certain suit is pending before us, in which A.B. is plaintiff and C.D. is defendant, and it has been suggested to us that there are witnesses residing within your jurisdiction, without whose testimony justice cannot completely be done between the said parties; we, therefore, request you that, in furtherance of justice, you will, by the proper and usual process of your court, cause such witness or witnesses as shall be named or pointed out to you by the said parties, or either of them, to appear before you or some competent person by you for that purpose to be appointed and authorized, at a time and place by you to be fixed, and there to answer on their oaths or affirmations, to the several interrogatories hereunto annexed; and that you will cause their testimony to be committed to writing, and returned to us under cover duly closed and sealed, together with these presents; and we shall be ready and willing to do the same for you in a similar case when required. Witness, etc.”

See Rule 4019(g)(1)*(a)

MOTION TO COMPEL ANSWERS TO DISCOVERY

ORDER

AND NOW, this _____ day of _____, 20____, upon consideration of the within Motion of {FIRM NAME}, it is hereby ORDERED that {INSERT TITLE(S)/NAME(S) OF PARTY(S) AGAINST WHOM MOTION IS DIRECTED} file a Motion for Hearing within ten (10) days of service hereof or full and complete responses to {INSERT NAME OF DISCOVERY OUTSTANDING} within twenty (20) days of the date of this Order or be subject to such sanctions as the Court might impose.

BY THE COURT:

J.

MOTION TO COMPEL ANSWERS TO DISCOVERY

{FIRM NAME}, attorneys for {PARTY REPRESENTED}, move this Honorable Court to enter an appropriate Order against {OTHER PARTY} pursuant to Rule 4019 of the Pennsylvania Rules of Civil Procedure, and in support thereof aver as follows:

1. More than thirty (30) days have elapsed since Interrogatories and a Request for Production of Documents {OR OTHER DISCOVERY} were forwarded to counsel for _____ on _____.

2. No responses or objections to the said discovery have been received by the undersigned.

3. Said discovery concerns matters solely within the knowledge and control of the party or parties to whom it is addressed and is essential to movant's preparation for trial.

WHEREFORE, {PARTY REPRESENTED} move this Honorable Court to enter an Order pursuant to Rule 4019 of the Pennsylvania Rules of Civil Procedure compelling {OTHER PARTY} to serve upon moving counsel full and complete answers to the aforementioned discovery within twenty (20) days or suffer such sanctions as the Court might impose.

{FIRM NAME}

BY: _____
_____, Esquire

ORDER

AND NOW, this ____ day of _____, 20____, upon consideration of the within Motion to Compel Attendance at an Oral Deposition Under Rule 4019, it is hereby DIRECTED and ORDERED that {OTHER PARTY} file a Motion for Hearing within 10 days of service hereof or produce themselves at the Bucks County Courthouse for oral deposition within thirty (30) days of this Order, or, upon the failure of {OTHER PARTY} to appear for oral depositions, {OTHER PARTY} suffer such sanctions as the Court might impose, including a judgment of non pros.

BY THE COURT:

J.

MOTION TO COMPEL ATTENDANCE AT ORAL DEPOSITION UNDER RULE 4019

AND NOW, this ____ day of _____, 20____, {NAME OF FIRM}, attorneys for {INSERT NAME OF PARTY REPRESENTED} move this Court to enter an appropriate Order under the provisions of Rule 4019 of the Pennsylvania Rules of Civil Procedure, directing {OTHER PARTY} present for oral deposition within thirty (30) days of the approval of the attached Order or suffer such sanctions as the Court may impose, including a judgment of non pros, and in support of this request, moving party(ies) aver the following:

- 1. This action involves a claim for damages for personal injuries suffered by _____ in an alleged incident occurring on or about _____.
- 2. On or about _____, the undersigned prepared a Notice of Oral Deposition which was filed with the Court and sent to _____ counsel scheduling the depositions of _____ for _____.
- 3. On _____ counsel telephoned the undersigned and requested that the _____ depositions be cancelled.

WHEREFORE, _____ pray(s) this Honorable Court enter an Order in the form attached hereto.

{NAME OF FIRM}

BY: _____, Esquire

**ORDER FIXING HEARING DATE PURSUANT TO
BUCKS COUNTY LOCAL RULE NO. 4019(g)(1)(b)**

AND NOW, this _____ day of _____, 20____, it is hereby ORDERED and DECREED that a hearing is scheduled to be held on the _____ day of _____, 20____, at _____ m. in Courtroom Number _____ in the Bucks County Courthouse, Doylestown, Pennsylvania. At said hearing evidence shall be received to determine whether an appropriate sanction Order against {OTHER PARTY} should be entered for failure to file Answers to {PARTY REPRESENTED}'s Interrogatories and Request for Production of Documents in accordance with this Court's Order of _____, including the possibility of a Judgment of Non Pros pursuant to Pennsylvania Rule of Civil Procedure No. 4019 and including the possibility of the imposition of reasonable attorney's fees and expenses incurred in obtaining the said Order and in connection with the instant Motion for Sanctions.

Ten (10) days written notice of the hearing date along with a copy of the Motion for Sanctions and attached proposed Court Order shall be given by _____ counsel to all counsel of record by regular mail and to {OTHER PARTY} by regular mail and certified mail, return receipt requested, pursuant to Bucks County Local Rule No. 4019(g)(1)(b).

BY THE COURT:

J.

{NAME OF PARTY}'S MOTION FOR SANCTIONS

AND NOW, come {NAME OF FIRM}, attorneys for the {PARTY REPRESENTED} who move this Honorable Court to enter an appropriate Order under the provisions of Rule 4019 of the Pennsylvania Rules of Civil Procedure against the {OTHER PARTY} for the following reasons:

1. On _____, this Honorable Court entered an Order directing the {OTHER PARTY} to file a Motion for Hearing within ten (10) days or to file complete Answers to discovery documents within twenty (20) days of the date of that Order.
2. Service of the aforesaid Order was made upon counsel for {OTHER PARTY} by correspondence dated _____.
3. {OTHER PARTY} has/have ignored the aforesaid Order by failing to file full and complete responses to the discovery documents.

WHEREFORE, the {PARTY REPRESENTED} move(s) this Honorable Court to enter an Order pursuant to Rule 4019 of the Pennsylvania Rules of Civil Procedure ordering the {OTHER PARTY} to file full and complete Answers to Interrogatories and Request for Production of Documents within twenty (20) days of the Court's Order and to pay appropriate legal fees for the drafting of the Motion to Compel, the Motion for Sanctions and Attendance at Hearing or to suffer Judgment of Non Pros upon Praecipe by the {PARTY REPRESENTED} and/or their counsel.

{FIRM NAME}

BY: _____, Esquire

See Administrative Order No. 13

IN THE COURT OF COMMON PLEAS OF
BUCKS COUNTY, PENNSYLVANIA

DOMESTIC RELATIONS SECTION

INSTRUCTIONS

1. You, _____,
must appear at the Domestic Relations Section, 30 East Court Street,
Corner of Court and Pine Streets, Second Floor, Doylestown, Pa. on
_____, at _____ M. for a Conference
in the case _____
v. _____
Docket #: _____.

2. You must fill out these forms before you come to your Conference.
You must answer all questions and fill in all boxes accurately. Please mark
estimates with an asterisk (*).

3. If you are self-employed or if you receive income from a business of
which you are an owner, you must also fill out the Supplemental Income
Statement on the last page of these forms.

4. After you have completed these forms, you must sign the appropriate
verifications at the end which subject you to criminal penalties for deliber-
ate falsification.

5. You must bring these forms and two extra copies to your Conference
in the Domestic Relations Section. Also you must bring a copy of your last
year's tax return, proof of your earnings to date for this year, such as your
pay stubs, and proof of any unusual expenses. These forms will be used at
the Conference. If a court hearing is necessary, all of this information will
be part of the official court record.

6. If you fail to attend the Conference or to bring the required financial
information, you may be held in contempt of court and a warrant may be
issued for your arrest. Failure to be present or to bring financial informa-
tion will not prevent the Conference from taking place and a support order
being entered against you.

7. You may be represented by an attorney at the Conference. However,
you must appear at the Conference even if your attorney is not available.

8. Please direct any questions in writing to the Domestic Relations Sec-
tion, P.O. Box 351, Doylestown, PA 18901.

Today's date: _____

Your name: _____

Address: _____ Zip code: _____

Home phone #: _____ Work phone #: _____

Date of birth: _____ Age: _____

Social Security #: _____

Operator's license #: _____

Height: _____ Weight: _____ Eyes: _____ Hair: _____ Race: _____

Name, address and phone number of a close relative: _____

Name and ages of others who live with you: _____

Your employer's name and address: _____

Type of work: _____

Employee #: _____ Payroll #: _____

Your federal income tax filing status: _____

Number of income tax exemptions: _____

**COMPLETE THESE FORMS AND BRING THEM ALL
TO YOUR CONFERENCE**

INCOME OF _____ (Your name)

EMPLOYMENT INCOME:

Gross Pay Per _____ is: \$ _____
(Fill in your pay period)

ITEMIZED PAYROLL DEDUCTIONS:	
Federal Withholding	\$ _____
Social Security	_____
Local Wage Tax	_____
State Income Tax	_____
Retirement	_____
Savings Bonds	_____
Credit Union	_____
Life Insurance	_____
Health	_____
Other (Specify)	_____
TOTAL	\$ _____

Net Pay Per _____ is: \$ _____

OTHER EMPLOYMENT INCOME:

(Fill in most appropriate box)

	Week	Month	Year
Tips and Miscellaneous	\$ _____	\$ _____	\$ _____
Bonuses	_____	_____	_____
Commissions	_____	_____	_____
Expense Account	_____	_____	_____
TOTAL	_____	_____	_____

OTHER INCOME:

(Fill in most appropriate box)

	Week	Month	Year
Interest	\$	\$	\$
Dividends			
Pension			
Annuity			
Social Security			
Public Assistance and Food Stamps			
Rents			
Royalties			
Gifts			
Unemployment Compensation			
Worker's Compensation			
TOTAL			

(If the total amount of your other income exceeds \$500.00 per year, attach a separate page identifying the sources of this income.)

Amount of federal income tax refund last year: \$ _____

HOUSEHOLD INCOME:

Names of all others in your household who have income	Source (Name employer or other source of this income)	Amount of this income	Amount contributed to household
		\$ ____ per month	\$
		\$ ____ per month	
		\$ ____ per month	
TOTAL			\$

EXPENSES OF _____ (Your name)				
(Fill in most appropriate box)				
	Week	Month	Year	
HOME (1-10)				
1. Mortgage, Rent	\$	\$	\$	1.
2. Maintenance				2.
3. Electric				3.
4. Gas/Oil				4.
5. Telephone				5.
6. Water/Sewer				6.
7. Other (describe)				7.
EMPLOYMENT (11-20)				
11. Public Transportation	\$	\$	\$	11.
12. Lunch				12.
13. Other (describe)				13.
TAXES (21-30)				
21. Real Estate	\$	\$	\$	21.
22. Personal Property				22.
23. Other (describe):				23.
INSURANCE (31-40)				
31. Homeowners	\$	\$	\$	31.
32. Automobile				32.
33. Life				33.
34. Health				34.
35. Other (describe)				35.
AUTOMOBILE (41-50)				
41. Fuel	\$	\$	\$	41.
42. Repairs				42.
43. Other (describe):				43.
MEDICAL (51-60) (non-reimbursed)				
51. Doctor	\$	\$	\$	51.

52. Dentist				52.
53. Orthodontist				53.
54. Hospital				
55. Special needs (glasses, braces, orthopedic devices)				55.
56. Other				56.
EDUCATION (61-70)				
61. Private or parochial school	\$	\$	\$	61.
62. College				62.
63. Other (describe)				63.
PERSONAL (71-80)				
71. Clothing	\$	\$	\$	71.
72. Food				72.
73. Barber/hairdresser				73.
74. Other (describe)				74.
MISCELLANEOUS (81-91)				
81. Household help	\$	\$	\$	81.
82. Child care				82.
83. Papers/books/magazines				83.
84. Entertainment				84.
85. Pay TV				85.
86. Vacation				86.
87. Gifts				87.
88. Legal Fees				88.
89. Charitable deductions				89.
90. Other child support				90.
91. Alimony payments				91.
OTHER (92-100) (Attach sheet if needed)	\$	\$	\$	
TOTAL	\$	\$	\$	

_____ (Your name)

LOANS/NOTES/CREDIT CHARGES (101-110)	Monthly Payments	Balance Due	
101. Mortgage	\$	\$	101.
102. Automobile			102.
103. Other loans (list)			103.
104.			104.
105.			105.
106. Credit cards			106.
107.			107.
108.			108.
TOTAL	\$	\$	

ASSETS AND PROPERTY OWNED (111-120)	Identify or Describe	Full Value*	(H)	(W)	(J)	
111. Checking accounts	\$	\$				111.
112. Savings accounts						112.
113. Credit union						113.
114. Stocks/bonds						114.
115. Real estate (home)						115.
116. Car(s) (describe year, make)						116.
117. Car(s)						117.
118. Recreational vehicles						118.
119. Pension and other retirement accounts						119.
120. Other						120.

* (List full value. Do not subtract mortgage or loans)
(Attach separate sheet if necessary to identify or describe above items)

H = Husband; W = Wife; J = Joint; C = Child

INSURANCE (121-130)	Company	Policy # if known	(H)	(W)	(C)	
Hospital						
121. Blue Cross						121.
122. Other						122.
Medical						
123. Blue Shield						123.
124. Other						124.
125. Health accident						125.
126. Disability income						126.
127. Dental						127.
128. Other						128.

H = Husband; W = Wife; J = Joint; C = Child

I verify that all of

- the information about myself,
- the information about my income, and
- the information about my expenses is true and correct to the best of my personal knowledge and belief. I understand that false statements herein are made subject to the criminal penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Name _____

Self-employed, Partner or Owner of Corporation:

SUPPLEMENTAL INCOME STATEMENT

(a) You must fill out this form if you (check one):

- ____(1) operate a business or practice a profession; or
- ____(2) are a member of a partnership or joint venture; or
- ____(3) are a shareholder in and are salaried by a closed corporation or similar entity.

(b) Attach to this statement a copy of the following documents relating to the partnership, joint venture, business, profession, corporation or similar entity:

- (1) the most recent Federal Income Tax Return, and
- (2) last year's and any more recent profit and loss statements.
- (3) last year's and any more recent balance sheets for the past year.

(c) Name of business _____

(c) Product of service or business _____

(c) Address _____

(c) Telephone number _____

(c) Number of employees _____

(d) Nature of business (check one)

- (1) partnership
- (2) joint venture
- (3) profession or sole proprietorship
- (4) closed corporation
- (5) other

(e) Name of accountant, controller or other person in charge of financial records:

(f) Your annual income from business:

-
- (1) How often is income received? (weekly, monthly, etc.) _____
 - (2) Gross income per pay period: \$ _____
 - (3) Net income per pay period: \$ _____
 - (4) Specified deductions, if any: \$ _____

I verify that the statements made in this Supplemental Income Statement are true and correct. I understand that false statements herein are subject to the criminal penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

See Administrative Order No. 19

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY
CIVIL ACTION LAW

: No.
:
v. : Protection From Abuse
:
:

ORDER

AND NOW, this ____ day of _____, 20____, under the authority of the Pennsylvania Protection From Abuse Act, the DEFENDANT is hereby Ordered and Directed as follows:

DEFENDANT shall not abuse PLAINTIFF _____

by attempting to cause or intentionally, knowingly or recklessly causing bodily injury; or, by using physical menace to put such person or persons in fear of imminent serious bodily injury.

PLAINTIFF is granted sole possession of the following premises for the period of time stated and DEFENDANT is excluded from the premises during that period of time.

PREMISES _____

PERIOD OF TIME: From _____, 20____

PERIOD OF TIME: To _____, 20____

A photocopy of this ORDER shall be filed with the police department for the above premises and shall be sufficient to constitute the Court's authorization for enforcement.

BY THE COURT:

J.

VIOLATION OF THIS ORDER IS PUNISHABLE BY IMPRISONMENT UP TO SIX (6) MONTHS OR A FINE NOT TO EXCEED \$1,000 OR BOTH.

TO THE POLICE

Under the Pennsylvania Protection From Abuse Act, you are authorized to arrest the defendant for a violation of this Order without warrant upon probable cause whether or not the violation was committed in your presence. The defendant is to be taken forthwith before a district justice for preliminary arraignment.

PFA Order-1

PROTECTION FROM ABUSE INFORMATION AND HEARING NOTICE
BUCKS COUNTY COURT OF COMMON PLEAS
DOYLESTOWN, PA

Plaintiff : _____
v. : Docket No.

Defendant :

TO PLAINTIFF AND DEFENDANT:

This is to inform you that a Protection From Abuse hearing is scheduled for Wednesday, _____, 20__ in the Bucks County Court of Common Pleas. You are to report to the first floor lobby of the Family Court Building, 30 East Court Street, Doylestown, PA on Wednesday morning by 9:00 A.M.

DEFENDANT’S FAILURE TO APPEAR MAY RESULT IN THE ISSUANCE OF A WARRANT FOR HIS ARREST.

Defendant has the right to be represented by a lawyer and, if unable to afford a lawyer, may have one appointed free of charge. A defendant who cannot afford a lawyer may apply to the Public Defender’s Office on the 6th floor of the Courthouse, Monday through Friday, between the hours of 9 A.M. and 4 P.M. Call 348-6473 (Central Bucks) or 752-0281 (Lower Bucks) or 795-2821 (Upper Bucks).

IF PLAINTIFF FAILS TO APPEAR FOR THE PROTECTION FROM ABUSE HEARING, THE PETITION MAY BE DISMISSED.

Plaintiff may obtain a lawyer from the Bucks County Legal Aid Society (781-0800 or 348-9447) or the Bucks County Bar Association Lawyer Referral Service (348-9413 or 752-2666). Plaintiff may also obtain advice at any time from A Woman’s Place (752-8035 or 348-9780) and from any other public and private agencies registered with the district justice.

The Emergency Order will expire at 8:00 A.M. on Monday, or Tuesday, if Monday is a holiday. A further order may be issued only by the Bucks County Court of Common Pleas.

A certification of the record in this case will be made immediately to the Bucks County Court of Common Pleas and will have the effect of commencing a Common Pleas Court proceeding under the Protection From Abuse Act.

District Judge #
Receipt of this notice is acknowledged. Receipt of this notice is acknowledged.

Plaintiff’s Signature Date Defendant’s Signature Date

Address-Street-Apt. No.

Town Zip

PFA-EMERGENCY ORDER INFORMATION AND HEARING NOTICE-2

PROTECTION FROM ABUSE INFORMATION AND HEARING NOTICE
PRELIMINARY ARRAIGNMENT — CRIMINAL CONTEMPT

 Plaintiff : _____
 v. : _____

 Defendant : _____

TO PLAINTIFF AND DEFENDANT:

This is to inform you that defendant has been charged with Criminal Contempt for a Violation of a Protection From Abuse order.

A hearing will be held in the Court of Common Pleas of Bucks County on Wednesday, _____, 20____. You are to report to the first floor lobby of the Family Court Building, 30 East Court Street, Doylestown, PA on Wednesday morning by 9:00 A.M.

DEFENDANT’S FAILURE TO APPEAR MAY RESULT IN THE ISSUANCE OF A WARRANT FOR HIS ARREST AND FORFEITURE OF BAIL, IF ANY.

Defendant has the right to be represented by a lawyer and, if unable to afford a lawyer, may have one appointed free of charge. A defendant who cannot afford a lawyer may apply to the Public Defender’s Office on the 6th floor of the Courthouse, Monday through Friday, between the hours of 9 A.M. and 4 P.M. Call 348-6473 (Central Bucks) or 752-0281 (Lower Bucks) or 795-2821 (Upper Bucks).

IF PLAINTIFF FAILS TO APPEAR, THE CRIMINAL CONTEMPT CHARGE MAY BE DISMISSED AND DEFENDANT’S BAIL REFUNDED.

Plaintiff may obtain a lawyer from the Bucks County Legal Aid Society (781-0800 or 348-9447) or the Bucks County Bar Association Lawyer Referral Service (348-9413 or 752-2666). Plaintiff may also obtain advice at any time from A Woman’s Place (752-8035 or 348-9780) and from any other public and private agencies registered with the district justice.

The District Justice will immediately forward the following documents to the Family Court Prothonotary, 30 East Court Street, Doylestown, PA 18901: 1) criminal complaint; 2) probable cause affidavit, if any; 3) certificate of bail and discharge of commitment; and 4) receipt for notice of the hearing.

 District Judge #
 Receipt of this notice is acknowledged.

_____ Plaintiff’s Signature	_____ Date	_____ Defendant’s Signature	_____ Date
--------------------------------	---------------	--------------------------------	---------------

Address-Street-Apt. No.

Town Zip

PFA-CRIMINAL CONTEMPT PRELIMINARY ARRAIGNMENT
INFORMATION AND HEARING NOTICE-3

PROTECTION FROM ABUSE
BUCKS COUNTY COURT OF COMMON PLEAS

_____ :
 Plaintiff : Verification of nonavailability
 v. : of funds
 _____ :
 Defendant :

As plaintiff in this action, I represent that I do not have the funds available at this time to pay the costs of filing and service.

I understand that a false statement herein is subject to the criminal penalties of 18 Pa. C.S. §4904 relating to Unsworn Falsification to Authorities.

 Plaintiff

Date _____

PFA-NONAVAILABILITY OF FUNDS-5

CASH OR NOMINAL BAIL BOND			
CERTIFICATION OF BAIL AND DISCHARGE	OTN.	POLICE CASE NO.	D.J. NO. C.P. TERM & NO.
COMMONWEALTH VS. <i>(Defendant Name and Address)</i>		CHARGE(S):	DATE OF CHARGE(S)
<input type="checkbox"/> ROR (no surety) <input type="checkbox"/> Nominal Bail <input type="checkbox"/> Bail (total amount set, if any) \$ _____		Indirect Criminal Contempt — Violation of Protection From Abuse Order	
<input type="checkbox"/> Conditions of Release <i>(aside from appearing at court when required):</i> Defendant to have no contact with Plaintiff or members of Plaintiff's household, either directly or indirectly (attach addendum, if necessary)		NEXT COURT ACTION	
		DATE AND TIME	
		LOCATION	
		TO: <input type="checkbox"/> Detention Center <input type="checkbox"/> Other I hereby certify that sufficient bail has been entered: <input type="checkbox"/> By the defendant <input type="checkbox"/> On behalf of the defendant by:	
SECURITY OR SURETY (IF ANY):		<i>(Name and Address of Surety)</i> <i>(License No.)</i>	
<input type="checkbox"/> Cash in full amount of bail <input type="checkbox"/> Percentage cash bail <input type="checkbox"/> Money furnished by: <input type="checkbox"/> Defendant <input type="checkbox"/> 3rd Party		<ul style="list-style-type: none"> • Refund of cash bail will be made within 20 days after final disposition. (Pa. R.Cr.P. 4015(b)) • Refund of all other types of bail will be made promptly after 20 days following final disposition. (Pa.R.Cr.P. 4015(a)) • Bring Cash Bail Receipt to Clerk of Court. 	
JUDGE OR ISSUING AUTHORITY		DISCHARGE THE ABOVE-NAMED DEFENDANT FROM CUSTODY IF DETAINED FOR NO OTHER CAUSE THAN THE ABOVE STATED.	
APPEARANCE OR BAIL BOND			
THIS BOND IS VALID FOR THE ENTIRE PROCEEDINGS AND UNTIL FULL AND FINAL DISPOSITION OF THE CASE INCLUDING FINAL DISPOSITION OF ANY PETITION FOR WRIT OF CERTIORARI OR APPEAL TIMELY FILED IN THE SUPREME COURT OF THE UNITED STATES.		Given under my hand and the Official Seal of this Court, this _____ day of _____, 20____ _____ (SEAL) <i>(Clerk of Court or Issuing Authority)</i>	
WE, THE UNDERSIGNED, defendant and surety, our successors, heirs and assigns, are jointly and severally bound to pay to the Commonwealth of Pennsylvania the sum of _____ dollars (\$_____).			
TO BE USED ONLY FOR PERCENTAGE CASH BAIL: The undersigned about to become Surety in the case cited herein, being duly sworn (or affirmed), deposes and says:			
1. I reside at _____ my phone number is _____ and my occupation is _____ and I work for _____.			
2. I have no undisposed criminal cases against me pending in the Courts of the aforesaid County, except as follows:		3. I am not Surety on any bond of any kind except as follows: DATE AMOUNT DEFENDANT	
4. I have carefully read the foregoing affidavit and know it is true and correct.			
I ACKNOWLEDGE THAT I AM LEGALLY RESPONSIBLE FOR THE FULL AMOUNT OF THE BAIL. The following acknowledgement is also applicable if Percentage Cash Bail is used.			
THIS BOND SIGNED ON _____, 20____ at _____, PENNSYLVANIA. Signed and acknowledged before me this _____ day of _____, 20____ _____ (Clerk of Court or Issuing Authority)		x _____ (SEAL) SIGNATURE OF DEFENDANT _____ (SEAL) Signature of Surety (May be Bondsman, Bail Agency, or private individual or organization). Except when defendant is released on his own recognizance (ROR), this must be signed in all bail situations, including nominal bail. _____ (ADDRESS OF SURETY, SURETY COMPANY OR DEFENDANT)	



See Administrative Order No. 20

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY
CIVIL ACTION

:

:

v. No.

:

:

:

:

:

:

CERTIFICATE OF DEPOSITION

I, _____, do hereby
 certify that on _____, 20____, at _____m.
 the deposition of _____ was taken
 by me at _____.
 The following persons were present: _____

 _____.

The deposition consists of _____ pages and has been delivered
 to _____



See Administrative Order No. 47

MEDIATION NOTICE

You have been selected to participate in a pilot program that is intended to introduce litigants to mediation as an alternative to litigation.

Mediation requires the voluntary participation of all parties to submit this dispute to a mediator trained in resolving conflicts of this nature.

You may submit this matter to mediation at any time during the litigation process prior to arbitration or trial by contacting a mediator directly. A list of mediators approved by the Court is attached.

If your case is mediated and not resolved, you are entitled to proceed directly to trial without proceeding through mandatory arbitration.

The cost of the first two hours of mediation is \$300, split by the parties and paid directly to the mediator. Some cases may require additional time to resolve.

THIS NOTICE MUST ACCOMPANY ORIGINAL SERVICE OF PROCESS ON ALL PARTIES. IF YOU JOIN OTHER PARTIES TO THIS ACTION, YOU MUST ALSO SERVE A COPY OF THIS NOTICE ON EACH PARTY YOU JOIN.

If you have any questions or need any further information, please call the mediation pilot program coordinator at 215-340-7655.

See Administrative Order No. 55

COURT OF COMMON PLEAS OF BUCKS COUNTY
PENNSYLVANIA
CIVIL DIVISION — LAW

Plaintiff : No.
:
:
v. :
:
Defendant :

CERTIFICATION REGARDING STATUS OF FORECLOSED
PREMISES AS RESIDENTIAL AND OWNER OCCUPIED

Pursuant to the Administrative Order dated _____, 2009 dealing with the Residential Mortgage Foreclosure Diversion Program, I hereby certify that the premises at issue in this action known and numbered as:

Premises Address: _____, PA _____

Check applicable box or boxes:

- is an owner residential premises exposed to judicial sale to enforce a residential mortgage.
- is not a residential premises within the meaning of the aforementioned order.

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. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature of Plaintiff or Counsel to Plaintiff
(Address of Plaintiff or Counsel)

EXHIBIT A

URGENT NOTICE

**Under a new Pilot Project of the
Court of Common Pleas of Bucks County**

**You May be Able to Get Help to
Save Your Home**

**Call the Save Your Home Hotline
Immediately at
1-866-760-8911**

You will be put in touch with a Bucks County Housing Counselor. The Housing Counselor will assist you in trying to work out arrangements with your mortgage company. These services are FREE OF CHARGE.

Furthermore, if you are low income, you may be able to get free legal counsel. If you think you might be eligible, call the legal services helpline at 877-429-5994.

To get help, you must call the Hotline number above within the next TEN (10) days. They will tell you what to do next. Call the Hotline immediately. If you do not call the Hotline, you will not be able to get help under this Project to save your home.

**MAKE THIS CALL TO
SAVE YOUR HOME.
THE PROJECT IS FREE.
1-866-760-8911**

EXHIBIT B

COURT OF COMMON PLEAS OF BUCKS COUNTY
PENNSYLVANIA
CIVIL DIVISION — LAW

Plaintiff : No.
:
:
v. :
:
Defendant :

CERTIFICATE OF SERVICE

The undersigned verifies, subject to penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities, that the attached Certification and Urgent notice were mailed to the Defendant(s) at their last known address and, if different, to the address of the premises subject to sale and to counsel of record if any, and to the owners of the noted premises via first class mail, as noted below:

NAME(S)

ADDRESS(ES)

Date: _____

Counsel for Plaintiff
(Address, Telephone number)

EXHIBIT C

COURT OF COMMON PLEAS OF BUCKS COUNTY
PENNSYLVANIA
CIVIL DIVISION — LAW

Plaintiff : No.
:
:
v. :
:
Defendant :

ORDER FOR CONFERENCE

AND NOW, this _____ day of _____, 2009, pursuant to the terms of the Residential Foreclosure Diversion Program, it is hereby ORDERED and DECREED as follows:

1. A Conciliation Conference is scheduled for _____, 2009, at _____ A.M./P.M. in Room _____ (address).
2. Scheduling of the Conference shall stay all further action on the Complaint until at least 20 days following the Conference.
3. Prior to the conference, the Housing Counselor and the Defendant will explore options to address the mortgage delinquency. At Defendant’s request, the Housing Counselor and/or Pro Bono Legal Services shall promptly prepare and submit a written proposal for addressing the mortgage delinquency, payment and any and all supporting financial information to Plaintiff’s attorney at least two weeks before the date of any scheduled Conciliation Conference.
4. The Plaintiff shall evaluate and respond to Defendant’s proposal at the Conciliation Conference.
5. The failure of the Defendant to attend the Conciliation Conference may result in the matter proceeding to judicial disposition whether by default judgment, Sheriff’s sale or trial. A Defendant who does not attend the Conciliation Conference shall have 20 days following the conference date to file an answer to the complaint after which time any applicable stay against the Plaintiff shall be lifted.
6. A representative of the Plaintiff or investor who has actual authority to modify mortgages, to enter into alternative pay-

ment agreements with the Defendant, or otherwise resolve the action shall be present at the Conciliation Conference. The failure of the Plaintiff or of a representative of the Plaintiff or investor with such authority to appear for the Conciliation Conference may result in the rescheduling of the Conciliation Conference and/or the further postponement of the Sheriff's Sale of property upon proper application for stay by Defendant.

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