

# Delaware County Civil Rules



**Rule \*27.                                    *Zoning and Other Local  
Administrative Appeals.***

1. *Zoning Appeals*

- (a) Whenever a zoning hearing board or the governing body of a municipality is required under the Pennsylvania Municipalities Planning Code to certify its record to the court in response to a writ of certiorari in a zoning appeal case, said record shall contain a copy of the entire zoning ordinance, building code or other ordinance, with the relevant portions indicated therein, and a copy of the zoning map of the municipality. After the zoning hearing board or the governing body of the municipality has made its return, the appeal shall be at issue, and any party may certify the appeal ready for hearing by filing a certificate of readiness pursuant to Rule \*241(b).
- (b) When the court deems it necessary it may remand the case to the zoning hearing board for the taking of additional testimony and the filing of a supplemental or additional opinion. Unless specifically relinquished, jurisdiction shall be retained by the court. In cases where jurisdiction is relinquished, the procedure on appeal shall be as prescribed for the original appeal.
- (c) Briefs shall be filed as the court shall direct. After argument or upon briefs submitted, or upon failure to submit briefs, the court shall enter such final decision as may be appropriate.
- (d) Appeals from decisions of a zoning hearing board or a governing body of a municipality shall be heard by the court upon the record. No questions shall be heard or considered by the court which were not raised at the hearing before the zoning hearing board or the governing body of the municipality, except:
- (1) Questions involving the validity of a statute or the procedure before the zoning hearing board or the governing body of the municipality;
  - (2) Questions involving the jurisdiction of the zoning hearing board or the governing body of the municipality over the subject matter;
  - (3) Questions involving the timeliness of the decision rendered by the zoning hearing board or the governing body of the municipality;

- (4) Questions which the court is satisfied that the appellant could not, by the exercise of due diligence, have raised before the zoning hearing board or the governing body of the municipality at the time of the hearing. If, upon argument, the court is satisfied that any such additional questions should be raised, further testimony shall be obtained as provided in section (b) thereof.

2. *Other Administrative Appeals*

All administrative agency appeals other than zoning appeals shall be heard by the court de novo. After the administrative officer of the municipality or hearing agency has made its return, whether or not additional evidence is required, the case shall be placed upon the appropriate list. Briefs shall be filed as the court shall direct.

**Comment:** In any appeal from the decision of the governing body of a municipality brought pursuant to sections 1004 or 1005 of the Pennsylvania Municipalities Planning Code (53 P.S. §11044 and 11005) challenging the validity of a municipal ordinance or map or any provision thereof, the court will follow the procedure detailed in section 1010 of the Pennsylvania Municipalities Planning Code (53 P.S. §11004) and receive such additional evidence as may be required, or may refer the case to a referee.

**Rule \*29.**

***Appeals from Denial of Driver's License or Suspension of Operating Privilege (75 Pa.C.S. §1550).***

- (a) Petitions appealing from the denial of a driver's license or the cancellation, suspension, recall or revocation of one's operating privilege shall have a face sheet in the form of a notice for the Court Administrator's use in setting the hearing date.

Petitions appealing a suspension imposed pursuant to 75 Pa.C.S.A. §1547(b) (refusal to submit to chemical testing after arrest) must identify the municipality in Delaware County where petitioner's arrest for driving under the influence of alcohol and/or controlled substance took place.

- (b) All such petitions and orders shall first be filed with the Office of Judicial Support to be time/stamped and assigned a number.
- (c) The petitioner shall promptly deliver a conformed copy of the petition to the Court Administrator to obtain a hearing date.
- (d) Requests for continuance shall be governed by the provisions of Rule \*208.3(a).

**Editor's note:** Adopted March 29, 1990, effective April 30, 1990; further amended October 25, 1990. Sections (a) and (c) amended November 17, 1998. Section (d) amended January 28th, 2016, effective upon publication in the UJS portal.

**Rule \*30.** *Appeals from Real Estate Assessments.*

- (a) Except as may otherwise be herein provided, the procedure on appeals from real estate assessment shall be governed by the provisions of Rule \*206.1(a).

**Editor's note:** Subsection (a) amended January 28, 2016, effective upon publication in the UJS Portal.

- (b) All such appeals shall be by petition which shall be filed with the Office of Judicial Support to be time-stamped and assigned a number. A separate petition shall be filed for each separately assessed property.

- (c) The petitioner shall file with the petition a certification that service in conformity with Pa.R.C.P. 440 has been made upon the Board of Assessment Appeal of Delaware County and all taxing districts or property owners affected by the appeal. A copy of this certification shall also be filed with the Court Administrator.

- (d) Respondent shall have 20 days within which to answer the petition or enter an appearance. The entry of an appearance shall be deemed to constitute an answer denying the substantive averments in the petition challenging the propriety of the assessment. Failure to answer or appear within the prescribed time may result in a forfeiture of the right to oppose the appeal.

- (e) The 206.1(a)(c)(i) notice shall in a separate paragraph state the amount petitioner contends to be the fair market value of the property.

**Editor's note:** Subsection (e) amended January 28, 2016, effective upon publication in the UJS Portal.

- (f) Where the amount in controversy is not in excess of \$50,000, the appeal shall be arbitrated in accordance with the provisions of Rule \*1301(f), and an arbitration date will be assigned at the call of the tax assessment appeal list. Amount in controversy shall be deemed to be the difference between the assessment amount claimed by the opposing parties multiplied by the applicable common level ratio. All other appeals will receive judicial assignment at the call of the tax assessment appeal list and shall thereafter be processed pursuant to Rule \*206.1(a)(2).

**Editor's note:** Subsection (f) amended January 23, 1998. Amended January 28, 2016, effective upon publication on the UJS Portal.

- (g) In appeals involving income-producing property the appellant must provide to all parties, within 60 days from the date the appeal was filed, the following information:

- (1) Income and expense statements for three years immediately prior to the year in which the appeal was filed.

- (2) A complete and current rent roll, to include a list of all tenants and their annual rent, the term of each lease (including any extension or renewal options), any special provisions and a sample lease.
- (h) All parties shall exchange appraisal reports within 120 days from the date the appeal was filed.
- (i) Petitioner’s failure to comply with Sections (e), (g) or (h), in the absence of good cause, will result in the dismissal of the appeal. Respondent’s failure to comply with paragraph (h), in the absence of good cause, will result in the grant of appropriate summary relief to appellant.
- (j) The caption of any such appeal shall include, in addition to that which is otherwise required, the names and addresses of all record owners, the address of the property in question, the municipal subdivision wherein the property is located, and the tax folio number or numbers.

*Editor’s note:* Adopted March 29, 1990, effective April 30, 1990. Amended July 22, 1992, April 26, 1994 and February 7, 1995. Subsection (f) amended January 23, 1998.

**Rule \*34.**                                    *Termination of Inactive Cases.*

Annually, all cases in which the dockets of the Office of Judicial Support indicate that there has been no activity for two years or more, and where no active status certificate has been filed, shall be marked “Terminated under Pa.R.J.A. 1901.” Any case so terminated shall not be reinstated except upon application to the court and for cause shown. Prior to the termination of any case under this Rule, notice shall be given pursuant to Pa.R.J.A. 1901(c).

**Rule \*35.**                                    *Form of Active Status Certification.*

*See Forms Index*

**Rule \*76.**                                    *Definitions.*

Attorney of record. See the definition in Pa.R.C.P. 76.

Party shall mean a litigant’s attorney of record or an unrepresented litigant.

Plaintiff or Defendant shall mean a party’s attorney of record or the party where the litigant is unrepresented.

**Editor's note:** Amended April 6, 1993, effective June 1, 1993; further amended December 4, 1997.

**Local Rule 107**                      ***Automation Program for  
Case Management.***

The District Attorney's Office and the Office of the Public Defender have adopted an automation program for case management which will create and track subpoenas. Subpoenas which contain an electronic signature of the Director of the Office of Judicial Support and a blue ink seal shall have the same force and effect as subpoenas containing an original ink signature and pressed seal.

**Editor's note:** Adopted June 18, 2002, effective 30 days after publication in the *Pennsylvania Bulletin*.

**Local Rule 117.**                      ***Monetary Bail Acceptance at  
Correctional Facility.***

1. Magisterial District Judges shall provide continuous coverage for issuance of search warrants pursuant to Pa. R. Crim. P. 203, arrest warrants pursuant to Pa. R. Crim. P. 513 and for the acceptance of deposits of bail.
2. Magisterial District Judges shall also provide coverage to conduct preliminary arraignments, conduct summary trials or set collateral in summary cases following arrests with a warrant issued pursuant to Pa. R. Crim. P. 430 (A), set bail whenever an out-of-county warrant of arrest is executed within the Judicial District, accept complaints and provide such other services as may be required by Pa. R. Crim. P. 117 (A) (2) (a), (b), (c) and (d).
3. In order to provide after hours coverage for the services set forth in paragraphs 1 and 2, Magisterial District Judges shall rotate evenings, weekends and holidays according to the provisions of the previous Orders of this Court establishing the Duty Groups within the Judicial District.
4. The Duty Magisterial District Judge shall provide after hours coverage in accordance with the long-standing hearing schedules set forth in the previous Orders of this Court establishing the Duty Groups within this Judicial District.
5. The Duty Magisterial District Judge shall be continuously available during his or her regular after hours coverage for the issuance of search warrants pursuant to Pa. R. Crim. P. 203, arrest warrants pursuant to Pa. R. Crim. P. 513 and to accept deposits of bail as further provided for in paragraph 8 of this Order.

6. In the event a Magisterial District Judge is needed for the issuance of a search or arrest warrant or other emergency matter when the Court is not scheduled for after hours coverage, the Duty Magisterial District Judge will be contacted as provided for in paragraph 7 of this Order.
7. The Duty Magisterial District Judge shall be contacted by either the Delaware County Emergency Services Center (911), the local law enforcement agency or the Pennsylvania State Constable when it becomes necessary to hold a preliminary arraignment or summary trial, issue a search warrant or warrant of arrest, set or accept bail or provide the other services set forth in paragraphs 1 and 2 of this Order.
8. All Magisterial District Court offices shall be open for normal business on Monday through Friday between the hours of 8:30 A.M. to 4:30 P.M. except that Magisterial District Court 32-2-40 shall be open between the hours of 2:00 P.M. and 10:00 P.M. on Monday through Thursday and between the hours of 11:00 A.M. and 7:00 P.M. on Friday for the purpose of conducting normal business and to act as the Duty Court for the Folcroft Duty Group on Monday through Thursday.
9. Monetary bail may be accepted by the issuing authority between the hours of 8:30 A.M. and 4:30 P.M. on Monday through Friday, by the Duty Magisterial District Judge during his or her regular after hours coverage and by the Warden of the George Hill Correctional Facility (or his designee) between the hours of 8:00 P.M. and 8:30 A.M. daily. If the issuing authority is unavailable to accept deposits of bail due to illness, vacation, or continuing education, the Magisterial District Judge covering for the issuing authority may accept the bail.

**Editor's note:** Adopted July 26, 2006, effective 30 days after publication in the *Pennsylvania Bulletin*.

**Rule 205.2** *Filing Legal Papers with the Office of Judicial Support. (Rescinded)*

**Editor's note:** Rule 205.2 was rescinded and renumbered Rule 205(a).

**Rule \*205.2(a)** *Filing Legal Papers with the Office of Judicial Support.*

All papers filed with the Office of Judicial Support shall include the following:

1. The facing page of all pleadings, petitions, and motions, and all other matters filed in the Office of Judicial Support shall



provide a space three (3”) inches in height, on the top right under the docket number for use of the Office of Judicial Support in affixing the date and time of filing.

2. Attorneys of record shall indicate their identification number and their business telephone number on all papers filed with the Office of Judicial Support.

**Editor’s note:** Renumbered January 28, 2016. Effective upon publication on the UJS Portal.

### **Rule \*205.2(b)                      *Cover Sheets.***

A cover sheet is to be completed and attached to the following:

The moving party is to check the appropriate box on the form.

1. Petitions filed pursuant to Rule 206.1(a)
2. Motions filed pursuant to Rule 208.1
3. Responses to Motions or Petitions
4. Motions for Judgment on the Pleadings pursuant to Rule 1034(a)
5. Summary Judgment Motions pursuant to Rule 1035.2 (a)
6. Family Law Petitions and Motions file pursuant to Rule 206.8

***See Forms Index***

7. Preliminary Objections pursuant to Rule 1028(c).

***See Forms Index***

#### **EXPLANATORY COMMENT–2010**

On February 5th, 2010, the Pennsylvania Supreme Court adopted Pa.R.C.P. 205.5, which requires submission Statewide of a uniform cover sheet on each new civil filing. In the interest of efficiency, it was decided that the state-mandated form replace, rather than be filed in addition to, the “Civil Cover Sheet and Entry of Appearance Form” formerly required by Delaware County Local Rule 241(a).

**Editor’s note:** Amended May 14, 2010, effective immediately. Renumbered and amended January 28th, 2016, effective upon publication on the UJS Portal.

### **Rule 205.4.                      *Electronic Filing and Service of Legal Papers. (Rescinded)***

**Editor’s note:** Rescinded February 13, 2007.

**Local Rule 205.4.      *Electronic Filing and Service of  
Legal Papers*****(a)(1)      *Commencement***

- (i) On the commencement date, all parties may electronically file all “legal papers” as defined in Pa.R.C.P. No. 205.4(a)(2), with the Office of Judicial Support through Delaware County’s Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4,
- (ii) Ninety (90) days from the commencement date, parties shall electronically file all “legal papers” as defined in Pa.R.C.P. No. 205.4(a)(2), with the Office of Judicial Support through Delaware County’s Electronic Filing system as more specifically provided in Pennsylvania Rule of Civil Procedure No. 205.4 and Delaware County Civil Rule 205.4.

**Explanatory Note:** The term “legal paper” as defined in Pa.R.C.P. No. 205.4(a)(2) encompasses all pleadings and all other papers filed with the Office of Judicial Support—including exhibits and attachments—even if the legal papers are not adversarial in nature and do not require the non-filing party or parties to respond.

- (2) As used in this rule the following words shall have the following meanings:

*CMS (Case Management System):* A Court case management system manages the receipt, processing, storage and retrieval of data associated with a case and performs actions on the data.

*Electronic Filing (E-Filing):* The electronic transmission, acceptance and processing of a filing. A submission consists of data, one or more documents, and/or images. The definition of electronic filing does not apply to facsimile or e-mail.

*Electronic Service (E-Service):* The electronic transmission of an original document to all other electronically-registered case participants via the electronic filing system. Upon the completion of any transmission to the electronic filing system, an electronic receipt shall be issued to the sender acknowledging receipt by the electronic filing system.

*EFS:* Delaware County Electronic Filing System.

- (b)(1)      *Authorized Electronic Format of Legal Papers Electronically Filed***

All legal papers shall be filed in a portable document format (“pdf”). A legal paper presented for filing in hard copy or in a

format other than portable document format shall be converted to a portable document format and maintained by the Office of Judicial Support pursuant to Pa.R.C.P. 205.4(b)(1)

- (2) This Rule shall not apply to legal papers related to actions in Support as defined in Pa.R.C.P. 1910.1 through 1910.50 and 1930.1 through 1940.9, Custody, Partial Custody and Visitation of Minor Children under Pa.R.C.P. 1951.1, Special Relief under Pa.R.C.P. 1913.13 or Actions for Divorce or for the Annulments of Marriage under Pa.R.C.P. 1920.1; Protection from Abuse under Pa.R.C.P. 1901.3; Protection of Victims of Sexual Violence or Intimidation under Pa.R.C.P. 1951; Petition for Writ of Seizure pursuant to Pa.R.C.P. 1075; Petition to Postpone Sheriff's Sale Pa.R.C.P. 3132; Petition to Appoint a Constable. Claim of Exemption pursuant to Pa.R.C.P. 3123.1; Appeal from Denial of Right to Know Request under Pa.R.J.A. 509. This rule shall also not apply to certified zoning records which include blueprints and/or plot plans under Delaware County Local Rule 27. Motions or petitions seeking relief in emergency situations, injunctive relief or stay of proceedings shall not be filed through the EFS system but shall be taken to the Office of Judicial Support to be time-stamped, processed, and docketed and then brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate judge.

(2) *Website. Access to the Website*

- (i) *Website.* All legal papers shall be filed electronically through Delaware County's Electronic Filing system Electronic Filing system "EFS" which shall be accessible through the County of Delaware website <http://www.co.delaware.pa.us/ojs/efile.html> or at such other website as may be designated from time to time.
- (ii) Use of the EFS shall be in accordance with the local rule and instructions contained on the website.
- (iii) *Access to the Website.* To obtain access to the Delaware County Electronic Filing System, counsel and self-represented litigant must apply for and receive a User Name and Password.
- (iv) Registered users shall be individuals, and not law firms, agencies, corporations nor other groups.
- (v) User access may be suspended to prevent fraud, to maintain security of the system and network, to prevent an

unacceptable level of congestion, or to prevent a disruption to the EFS or another user.

(d)(1) *Payment of Filing Fees under the EFS system.*

- (i) The Office of Judicial Support will accept for payment of all filing fees through PayPal.
- (ii) The Office of Judicial Support will not accept advance deposits for future filings.

(e) Reserved

(f)(1) *Filing Status Messages*

- (i) Upon receipt of the electronic document, the Office of Judicial Support shall provide the filing party with an acknowledgment, which includes the date and time the document was received by the Delaware County Electronic Filing system.
- (ii) After review of the electronic document, the Office of Judicial Support shall provide the filing party with e-mail notification, or notification on the Delaware County Electronic Filing System, that the document has been accepted for filing (“filed”) or refused and not accepted for filing.

(2) *Official Record*

- (i) When an electronic document is accepted, the document is the official record.

(3) *Signatures and Verifications*

- (i) The electronic filing of documents utilizing the issued User Name and Password as provided by this rule and Pa.R.C.P. No. 205.4, constitutes the party’s signature on electronic documents as provided by Pa.R.C.P. No. 1023.1 and, if the filing party is an attorney, constitutes a certification of authorization to file it as provided in Pa.R.C.P. No. 205.1.
- (ii) The electronic document filed by a party must include a signature block, and the name of the filer under whose User Name and Password the document is submitted. The document may be submitted with the filers scanned signature or “/s/” and the filer’s named typed in the space where the signature would otherwise appear on the document.
- (iii) If an attorney is the filing party, the Pennsylvania Supreme Court Attorney Identification number must be

included under the signature line. The correct format for an attorney signature is as follows:

/s/ Attorney name  
Pa Supreme Court ID#  
Attorney for (Plaintiff/Defendant) XYZ Corporation  
ABC Law Firm  
ADDRESS  
TELEPHONE NUMBER  
FAX NUMBER - (FAX)  
E-MAIL ADDRESS

- (iv) An authorized electronic filer must not allow their user name and password to be used by anyone other than an agent who is authorized by the electronic filer.
- (v) Electronic filers shall notify the Office of Judicial Support's Help Desk immediately if there has been any unauthorized use of their EFS user name and password.
- (vi) The Verification required by Pa.R.C.P. Nos. 206.1 and 1024 and the signature page(s) of any document or legal paper executed by a client or other persons other than the filing party must be scanned and attached to the electronic filing in a portable document format at the time the legal paper is submitted.
- (vii) Documents requiring signatures of more than one party must be scanned and attached to the electronic filing in a portable document format at the time the legal paper is submitted.
- (viii) The original of a sworn or verified document that is electronically filed (e.g. affidavit) or is contained with an electronic filing (e.g. verification) shall be maintained by the electronic filer and made available upon direction of the court or reasonable request of the signatory or opposing party.

**Explanatory Note:** This subsection is designed to address issues which may arise regarding signatures on legal documents. A filer's use of the User Name and Password issued through the Delaware County Electronic Filing System is the filer's "electronic signature". However, legal documents often require verifications executed by non-filers. In addition, many legal documents require multiple signatures. Deficiencies in content and execution could be subject to preliminary objections. In order to avoid prejudicial delay, this section requires the filing party to scan such legal documents or signature pages and include them as part of the electronic filing at the time of submission. Original copies should be kept as provided for in Pa.R.C.P. No. 205.4(b)(4).

- (4) *Electronic Filing Fees and Costs.*
- (i) The Office of Judicial Support shall collect an electronic filing user fee for each legal paper or exhibit filed as established by the Office of Judicial Support with the approval of the President Judge of the Delaware County Court of Common Pleas.
  - (ii) In addition to such electronic filing user fee, the Office of Judicial Support is authorized to charge a fee as set forth from time to time for each page of a legal paper or exhibit which is filed in hard copy format and which must be converted by the Office of Judicial Support to a portable document format.
  - (iii) Electronic filers shall alert the EFS to any payment errors within forty-five (45) days of the payment date by notifying the Office of Judicial Support's Help Desk.
- (5) *Other Procedures Necessary to the Operation of a System of Electronic Filing:* authorized by Pa.R.C.P. No. 205.4(f), the following administrative procedures are adopted:
- (i) If a document is accepted, it shall be deemed to have been filed as of the date and time it was received by the Delaware County Electronic Filing System; provided, however, that if a document is submitted without the requisite fee, the document shall be deemed to have been accepted for filing as of the date payment was received. The Office of Judicial Support is authorized to refuse for filing a document submitted without the requisite payment. If the electronic document other than original process is accepted for filing, it will be electronically served as authorized by Pa.R.C.P. No. 205.4(g)(1)(ii) and service shall be effectuated as provided in Pa.R.C.P. No. 205.4(g)(2)(ii).
  - (ii) *Termination Notice.* In addition to the procedures set forth in Pa.R.C.P. No. 230.2, in cases where a party is a registered user of the Delaware County Electronic Filing System, notice of proposed termination may also be electronic.
  - (iii) An electronic filer is not required to file any paper copies unless specifically required by the court.

**Note:** In addition to the electronic paper, a Judge may request counsel or a self-represented litigant to provide a courtesy copy of a pleading(s) or other such material including but not limited to a memorandum of law, a pre-trial binder for the Court including relevant pleadings, a pre-trial memo, if any, stipulations and pre-labeled exhibits which may be useful to a Judge in preparation

for trial. The Court may also request courtesy motions, petitions and answers to such pleadings from time to time.

- (iv) An electronic filer is not required to file multiple copies of documents unless requested by the Court, or as specified elsewhere in these local rules. If documents are to be served electronically, the electronic filer is not required to provide envelopes, unless requested by the Court or as specified elsewhere in the local rules, except for those parties who are to receive the document by regular mail or other means of service as required by other rules.
- (v) Electronic filing is permitted at all times when the EFS is available. If the EFS is unavailable at the time a registered user attempts to file a document, the registered user shall make reasonable efforts to file the document as soon as the unavailability ends.
- (vi) If a registered user believes the unavailability of the EFS prevented a timely filing to the party's prejudice, the registered user may submit a motion to the court within ten (10) days of the registered user's unsuccessful attempt to file the document. The motion shall state the date and time of the first unsuccessful attempt to file the document electronically, the date(s) and time(s) of any subsequent attempts to file the document electronically, and why the delay was prejudicial.
- (vii) The filing deadline for any document filed electronically is 11:59:59PM EST/EDT.
- (viii) *Documents with Attachments.* Attachments, including exhibits, that are part of any filing, shall be filed electronically at the same time as the document.
- (ix) An attachment or exhibit that exceeds the technical standards for the EFS or is unable to be electronically filed must be filed as ordered by the court. A Notice of Exhibit Attachment shall be filed in the EFS referencing such an exhibit with specificity and stating the reason why the exhibit was not filed electronically.
- (x) The Court may, on its own motion or for good cause shown, order a filing be made under seal. Filings requested to be made under seal shall be submitted to the Office of Judicial Support over the counter rather than through EFS.
- (xi) Sealed or confidential documents may be submitted for electronic filing in a manner that maintains confidentiality under applicable law.

- (xii) Filings not under seal are public and parties shall comply with the Public Access policy related to case records of the Appellate and Trial Courts of the Unified Judicial System of Pennsylvania under 204 Pa. Code 213.81 and Delaware County Administrative Rule No. 17-5120.

**Note:** As required by Pa.R.C.P. No. 205.4(c)(1), access to the Delaware County Electronic Filing System shall be available at all times, except for required maintenance. However, legal papers can only be reviewed during normal court hours. Therefore, parties are cautioned to file required legal papers in advance of any filing deadline to enable timely correction and re-submission in the event a legal paper is not accepted or is refused for filing. The Office of Judicial Support may refuse for filing any legal paper submitted without the required filing fees as provided by 42 Pa.C.S. § 1725(c)(2)(xix), or, at the Office of Judicial Support's discretion, may authorize the filer to submit the required filing fees within a stated time period after which the Office of Judicial Support may refuse the legal paper for filing if payment is not received.

- (6) If a legal paper is refused for filing, the Office of Judicial Support shall specify the reason. Subject to the provisions of subsection Rule 205.4(e)(1)(i), a legal paper refused for filing shall be deemed as not having been filed.
- (7) Neither the Court nor the Office of Judicial Support are required to maintain a hard copy of any legal paper or exhibit, notice, or order filed or maintained electronically under this rule.
- (8) If a legal paper is electronically filed, the Delaware County Civil Electronic Filing System will automatically serve all persons who have previously submitted electronic filings in the same case, pursuant to Delaware County Civil Rule \*205.4 and Pa.R.C.P. No. 205.4(g) but the filing party must serve all others as required by rules of Court. All legal papers filed in a hard-copy format must be served by the filing party as required by rules of court.

**Note:** A party has the responsibility of providing legal papers and other correspondence to the Delaware County Sheriff's Office for service of original process pursuant to Pa.R.C.P. 400-425. The Delaware County Electronic Filing Service or CMS program does not encompass the Delaware County Sheriff's Office.

- (9) Documents shall use the universal PDF standard and shall be no more than 25 megabytes (mb). Files that exceed this limit must be split into multiple files so that each individual file is less than 25 megabytes (mb).
- (10) Color shall be Black and White, resolution of 300 dpi. If a filer has a document that is color or greystroke, the document shall not be filed electronically but must be submitted to the Office of Judicial Support.



- (11) All pleadings must conform to Pennsylvania Rule of Civil Procedure 204.1(1) so that the size of the document be 8 1/2 inch by 11 inch paper.
- (12) Any font that is not part of the Microsoft default font list must be embedded in the PDF document
- (13) PDF properties (Title, Author, Subject, and Keywords) should be removed from the document. Documents cannot be password protected or encrypted. Documents names shall not include any special characters such / : \* ? “ < >
- (g)(2) *Service by Electronic Transmission*
- (i) Service shall be made to registered users through the EFS and to all others as otherwise provided in the Pennsylvania Rules of Civil Procedure. Service by the EFS is complete upon transmission on a Saturday, a Sunday, a holiday recognized by Delaware County, or after 5:00PM EST/EDT, shall be considered complete on the next day that is not a Saturday, Sunday or recognized Delaware County holiday.
- (ii) Other than original service, the electronic filer shall not be required to serve a paper copy of the electronic filing on the opposing party if the opposing party is a registered user on the EFS and the electronic filing has been served on them through the EFS.
- (h) An AOPC Civil Court Cover Sheet pursuant to Pa.R.C.P No. 205.5 shall be required and must be scanned separately from the original pleading

**Note:** The following documents may be filed through the EFS system. The Office of Judicial Support, once accepted, will forward the document to Court Administration for review and processing:

(1) Certificate of Readiness pursuant to Local Rule 241; (2) Debtor's Exemption under Local Rule 3123; (3) Application for Continuance in arbitration cases pursuant to Delaware County Local Rule 1303(f) or for a hearing related to a petition or motion (Local Rule 206.1(a)(1) and 208.3(b)(1)); (4) License Suspension Appeal (Local Rule 29); (5) Tax Assessment Appeal (Local Rule 30); (6) Board of View (Local Rule 62 (k)); and (8) Request for Extension pursuant to Local Rule 1028.

Once filed through the EFS system, the document will be processed by the Court Administrator and notice of the outcome and/or a hearing date, if any, will be sent electronically to the filing party. The party requesting a continuance shall provide advance notice to all parties in a case, state if the continuance is opposed or unopposed, and be responsible to notify all parties of the outcome of the request prior to a listed hearing or event.

Applications for Continuance in assigned cases may be filed electronically at the Court's discretion subject to the assigned judge's guidelines.

Motions or petitions seeking relief in emergency situations or stay of proceedings shall not be filed through the EFS system but shall be taken to the Office of Judicial Support to be time-stamped, processed, and docketed and

then brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate judge.

**Note:** This rule is adopted as required by Pa.R.C.P. No. 239.9.

**Editor's note:** Adopted June 5, 2018, effective upon publication on the Pennsylvania Unified Judicial System (UJS) web portal at <http://ujportal.pacourts.us/>.

**Rule 206A.** *Petitions, Rules, Answers and Motions. (Rescinded)*

**Editor's note:** Rule 206A was rescinded on June 28, 2004 and adopted as Rule 206.8.

**Rule 206B.** *Related to Non-Family Matters— Motion Hearing, and Trial Divisions. (Rescinded)*

**Editor's note:** Rule 206B was rescinded June 28, 2004.

**Rule 206.1(a)(c).** *Petition. Definition. Form. Content.*

The following applications are defined as “petitions” and are to be governed by Rule 206.1, et seq.

The following petitions are scheduled for a hearing upon filing:

- (1) Petition for adjudication of local agency
- (2) Petition for appointment of CPA as auditor
- (3) Petition for appointment of private police officer
- (4) Petition for appointment of a receiver
- (5) Petition for approval of bond
- (6) Petition to approve increase in municipal tax levy
- (7) Petition for attachment of bank accounts
- (8) Petition for change of name pursuant to 54 Pa.C.S.A. §701 et seq.
- (9) Petition to change school district election districts
- (10) Petition to compromise, settle, or discontinue minor’s action pursuant to Pa.R.Civ.P. 2039
- (11) Petition to disapprove a private sale by the Tax Claim Bureau
- (12) Petition to evict
- (13) Petition for expunction
- (14) Petition to fix fair market value of real property sold pursuant to Pa.R.Civ.P. 3282
- (15) Petition to issue certificate of title

- (16) Petition for judicial review of revocation of firearms license
- (17) Petition to levy taxes exceeding 30 mills for general municipal purposes
- (18) Petition nunc pro tunc—license suspension appeal
- (19) Petition for objection and exception to upset tax sale
- (20) Petition for private detective license
- (21) Petition for release of property from levy pursuant to Pa.R.Civ.P. 3119
- (22) Petition for return of firearms
- (23) Petition for sale of school district real estate
- (24) Petition to sell real estate at private sale
- (25) Petition to set aside tax sale of real estate
- (26) Petition to set tax millage for police benefits
- (27) Petition to stay tax sale
- (28) Petition to strike off nomination petition
- (29) Petition for supplemental relief in aid of execution pursuant to Pa.R.Civ.P. 3118
- (30) Petition to transfer liquor license
- (31) Petition for vehicle registration suspension

The following petitions are referred directly to a Judge.

- (32) Petition to direct the Sheriff to relist Sheriff's sale
- (33) Petition for emergency relief—stay all proceedings
- (34) Petition for emergency relief—stay public sale of real property
- (35) Petition for emergency relief—set aside Sheriff's sale
- (36) Petition for ex parte writ of seizure
- (37) Petition for liquor license appeal
- (38) Petition nunc pro tunc—liquor license appeal
- (39) Petition to postpone Sheriff's sale
- (40) Petition to proceed in forma pauperis
- (41) Petition to set aside Sheriff's sale
- (42) Petition to stay Sheriff's sale
- (43) Petition to stay suspension
- (44) Petition for zoning hearing—remand to Hearing Board

The following petitions require an answer within twenty (20) days.

- (45) Petition to amend answer
- (46) Petition to amend caption
- (47) Petition to amend complaint
- (48) Petition to amend new matter
- (49) Petition to appoint arbitrator
- (50) Petition to appoint Board of View pursuant to 56 P.S. §1-504
- (51) Petition to approve settlement of wrongful death and survival action
- (52) Petition to approve disbursement of funds
- (53) Petition to approve settlement
- (54) Petition for change of venue
- (55) Petition to confirm arbitration award
- (56) Petition for confirmation of the sale of real property
- (57) Petition for contempt
- (58) Petition for counsel fees
- (59) Petition for counsel fees and costs
- (60) Petition to disburse proceeds of escrow fund
- (61) Petition to disqualify attorney from representing client
- (62) Petition to disqualify the Board of Judges of Delaware County
- (63) Petition to dissolve or terminate supersedeas
- (64) Petition to enforce settlement
- (65) Petition for interpleader pursuant to Pa.R.Civ.P. 2302
- (66) Petition to intervene pursuant to Pa.R.Civ.P. 2328
- (67) Petition to issue order of possession
- (68) Petition to issue subpoena
- (69) Petition to join additional defendant
- (70) Petition for leave to join third party
- (71) Petition to mark judgment satisfied
- (72) Petition to merge judgments
- (73) Petition nunc pro tunc—appeal from district justice judgment
- (74) Petition nunc pro tunc—join additional defendant
- (75) Petition to open confessed judgment

- (76) Petition to open judgment of non pros
- (77) Petition to open order to settle, discontinue and end
- (78) Petition to open safe deposit box
- (79) Petition to open sealed record
- (80) Petition to open and/or strike judgment
- (81) Petition to pay judgment in installments
- (82) Petition to quash appeal and vacate supersedeas
- (83) Petition to quash writ to join additional defendant
- (84) Petition for reassessment of damages
- (85) Petition to reduce order to judgment
- (86) Petition to reinstate appeal
- (87) Petition to remand to arbitration modify judgment
- (88) Petition to remand for clarification of arbitrator's award
- (89) Petition to remove satisfaction and reinstate judgment
- (90) Petition to return writ of execution
- (91) Petition for settlement of survival action
- (92) Petition for stay of execution
- (93) Petition to stay mortgage foreclosure
- (94) Petition to strike appeal
- (95) Petition to strike lis pendens
- (96) Petition to strike mechanic's lien
- (97) Petition to strike non pros
- (98) Petition to strike and/or set aside garnishment
- (99) Petition to strike writ of certiorari
- (100) Petition to substitute party
- (101) Petition to take depositions
- (102) Petition to take depositions for preparation of pleadings
- (103) Petition to transfer to major case status
- (104) Petition to vacate arbitration award
- (105) Petition to vacate judgment
- (106) Petition to vacate, set aside and/or modify arbitrator's award
- (107) Petition to vacate and strike off order to settle, discontinue and end
- (108) Petition to withdraw appearance
- (109) Petition for writ of habeas corpus

- (a) Petitions filed pursuant to Rule 206.1 shall be processed as follows:
- (1) *Cases not yet assigned to a judge*
    - (a) The originals of all petitions shall be filed with the Office of Judicial Support.
    - (b) Service shall be contemporaneously made by the moving party in conformity with Pa.R.C.P. 440, or in the case of petitions that constitute initial process, in conformity with the Pennsylvania rules of Civil Procedure governing the manner of service of original process (see Pa.R.C.P. 400ff).
    - (c) Each petition shall be accompanied by the following:
      - i. A cover sheet pursuant to Rule 205.2(b) clearly indicating the filing date and advising that an answer to the petition must be filed within twenty (20) days from that date.
      - ii. A certification that service in conformity with Pa.R.C.P. 440 or, in the case of original process, in conformity with the Pennsylvania Rules of Civil Procedure governing the service of original process is being contemporaneously made.
      - iii. A form of proposed order fairly encompassing the relief requested.
    - (d) Each answer to petitions filed pursuant to this Rule shall be accompanied by the following:
      - i. A cover sheet pursuant to Rule 205.2(b) clearly indicating that they are being filed pursuant to Rule 206.1; and
      - ii. A form or proposed Order fairly encompassing the relief requested.
  - (i) On the 21st day after filing the Office of Judicial Support shall send the record papers to the Court Administrator for reference by the Court Administrator to the appropriate judge.
  - (ii) The moving party shall promptly advise the Court Administrator in writing if a matter has been resolved or withdrawn.
  - (iii) Requests for an extension of the 20-day period in which to respond to a motion must be made in writing to the Court Administrator. The request shall indicate whether or not it is

opposed by all other parties. No agreement entered into by the parties to extend the 20-day period shall be honored by the court without written notice to and the consent of the Court Administrator.

(2) *Cases assigned to a judge*

- (i) All applications that would otherwise be the subject of a petition will be processed by the assigned judge and should be directed to his or her chambers. The moving party shall contemporaneously notify all parties affected by the application.
- (ii) The form of all such applications and the time in which to respond thereto shall be determined by the judge on an ad hoc basis as circumstances and the exercise of his or her sound discretion shall warrant.
- (iii) Where the application takes the form of a formal petition, the original shall be filed with the Office of Judicial Support. The face sheet shall clearly indicate that a copy of the motion or petition has contemporaneously been submitted to the assigned judge, who shall be identified on the notice.
- (iv) The original of a formal response to a petition shall also be filed with the Office of Judicial Support, and a copy shall be contemporaneously submitted to the assigned judge.

(3) *Emergency Matters or Stays of Proceedings in Non-Family Matters*

- (i) Petitions seeking relief in emergency situations or stay of proceedings shall first be taken to the Office of Judicial Support to be time-stamped and docketed and then immediately brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate judge.
- (ii) After the request for emergency relief or stay of proceedings has been either granted or denied by the court, the motion shall be returned to the Office of Judicial Support for filing of the Order.
- (iii) Hearing dates, where required, shall be set by the judge to whom the matter has been referred, or, where that judge will not also be the hearing judge, by the Court Administrator.
- (iv) The moving party shall make a good faith effort to give all parties affected by the application as much advance notice as reasonably possible of the date and time he/she intends to present his/her application and shall attach to the application

a certification of the good faith effort that has been made. This certification shall provide the specific details of the moving party's efforts to comply with the advance notice requirement of this section, including, but not limited to, the method(s) by which notice was sought to be given, the date(s) and time(s) when notice was sought to be given, the address(es) and/or phone number(s) and/or fax number(s) at which notice was sought to be given and the identity(ies) of the party(ies) to whom notice was sought to be given. When the court fixes a hearing date following the submission of an application under this Rule, a second certification shall be filed by the moving party providing similar specific information setting forth the efforts that have been made to give to all affected parties as much notice as possible of the date, time and place set by the court for the hearing.

- (v) Except in emergency situations, no stay of proceedings shall be granted without actual prior notice to all parties affected thereby.

**Editor's note:** Adopted June 28, 2004.

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

Rules to show cause shall issue as of course with the filing of any Petition or Motion requiring a response in family and non-family matters.

**Explanatory Comment:** In non-family matters governed by Rule 206.1(a), the notice requirement serves the identical purpose of a rule to show cause, and no paper formally designated "Rule to Show Cause" shall be necessary.

In family matters, governed by 206.8, present practice shall continue with rules issuing as of course pursuant to Rule 206.4(c)

**Editor's note:** Former Rule 206.6 was rescinded and renumbered 206.4(c) on June 28, 2004.

**Rule 206.6**                      ***Rules to Show Cause. (Rescinded)***

**Editor's note:** Rescinded June 28, 2004 and renumbered Rule 206.4(c).

**Rule 206.8.**                      ***Petitions. Rules. Answers. Motions in Family Matters***

I. *Cases not yet Assigned to a Judge*

- (a) The original of all family law motions or petitions, including divorce, custody, or equitable distribution shall be filed in the Office of Judicial Support, which shall docket the pleading



and forward to the Court Administrator by either the moving party or the Office of Judicial Support to obtain a hearing or conference date. All matters involving support are to be filed directly with the Domestic Relations Office pursuant to Pa.R.C.P. 1910.4. All family law motions or petitions are initially listed for a hearing and/or conference.

- (b) Service shall be contemporaneously be made by the moving party in conformity with Pa.R.C.P. 440, or in the case of motions or petitions that constitute initial process, in conformity with the Pennsylvania Rules of Civil Procedure governing the matter of service of original process. (See Pa.R.C.P. 400 ff.)
- (c) All motions or petitions shall be accompanied by the following:
  - i. A cover sheet, pursuant to Local Rule 205.2(b), plainly appearing on the face thereof indicating the filing date and the nature of the matter listed.
  - ii. A proposed order page encompassing the relief requested.
  - iii. A certification that service of the hearing/conference date in conformity with Pa.R.C.P. 440 or, in the case of original process, in conformity with the Pennsylvania Rules of Civil Procedure governing the service of original process is being contemporaneously made.

If one of the above items is not included in the motion or petition, the Court Administrator shall send notice to the moving party to refile the original motion or petition.
- (d) Answers to a motion or petition filed prior to the hearing pursuant to this Rule shall be accompanied by the following:
  - i. A cover sheet, pursuant to Rule 205.2(b), clearly indicating that they are being filed pursuant to Rule 206.8 and
  - ii. A proposed order fairly encompassing the relief requested.
- (e) Upon receipt of the motion or petition, the Court Administrator shall promptly schedule a hearing. The moving party shall promptly notify all parties affected of the hearing date. In the event that the moving party does not appear to file the motion or petition and obtain a hearing date, the moving party

shall file an original and include a copy of the motion or petition with a self addressed stamped envelope with sufficient postage for return of the hearing date, which upon receipt by the moving party shall notify all affected parties of the hearing date.

- (f) The moving party shall file a certificate setting forth that notice was given to all affected parties of the date, time and place set by the court for the hearing/conference.
- (g) Matters that are uncontested at the time of filing shall be so certified by the moving party and shall follow the procedure set forth in rule 208.2(d). The Office of Judicial Support shall promptly refer them to the Court Administrator.
- (h) Where a matter is to be withdrawn, a Praecepto to Withdraw Motion or Petition must be filed with the Office of Judicial Support, which shall promptly forward it to the Court Administrator. If the case has been referred to a Judge, the Court Administrator shall promptly forward the Praecepto to the judge.
- (i) After a hearing date has been assigned, requests for a continuance must be made on a continuance application form (available in the Court Administrator's Office) and submitted along with a stamped envelope preaddressed to the party requesting the continuance. Requests for a continuance may be referred to the appropriate Judge for review. After review of the continuance, the Court Administrator shall forward the result of the request of the continuance to the party who applied for the continuance. The requesting party must notify all parties affected of the result of the continuance request and the new hearing date, if applicable.

II. *Emergency Matters or Stays or Proceedings in Cases not yet Assigned to a Judge*

- (a) Motions or petitions seeking relief in emergency situations or stay of proceedings shall be brought first to the Office of Judicial Support to be docketed and time-stamped and then immediately brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate Judge. The motion or petition shall be accompanied by the items required in 206.8(1)(c).
- (b) The motion or petition shall be accompanied by a certification that the moving party has made a good faith effort to give

all parties affected by the application as much advance notice as reasonably possible of the date and time that the application will be presented to the Court. This certification shall provide the specific details of the moving party's efforts to comply with the advance notice requirement of this section including, but not limited to, the method(s) by which notice was sought to be given, the address(s) and/or phone number(s) and/or fax number(s) at which notice was sought to be given, and the identity(s) of the party(s) to whom notice was sought to be given.

- (c) Hearing dates, where required, shall be set by the Judge to whom the matter has been referred by the Court Administrator or, where that Judge will not also be the hearing Judge, by the Court administrator. The moving party shall promptly notify all parties affected of the hearing date and shall file a certification providing specific information setting forth the efforts that have been made to give to all affected parties as much notice as possible of the date, time and place set by the Court for the hearing. Such specific information includes, but not limited to, the method(s) by which notice was sought to be given, the address(s) and/or phone number(s) and/or fax numbers(s) at which notice was sought to be given and the identity(s) of the party(s) to whom notice was sought to be given.
- (d) After the Court has decided the request for emergency relief or stay of proceedings, the motion or petition shall be returned to the Court Administrator who shall then forward it to the Office of Judicial Support for filing of the Order.
- (e) Except in emergency situations, no stay of proceedings shall be granted without actual prior notice to all parties affected thereby.

### III. *Cases Assigned to a Judge*

- (a) All applications, to include emergency matters, that would otherwise be subject of a motion or petition will be processed by the assigned Judge and should be directed to his/her chambers. The moving party shall contemporaneously notify all parties affected by his or her application.
- (b) The form of all such applications and the time in which to respond thereto shall be determined by the Judge on an ad hoc basis as circumstances and the exercise of the Judge's sound discretion shall warrant.



All responses to Motions filed under Rule 208.1 shall be accompanied by a cover sheet pursuant to Local Rule 205.2(b) and shall include a form of proposed Order.

**Editor's note:** Adopted June 29, 2004.

**Rule 208.2(d). *Uncontested Motions. Certifications.***

If counsel for the moving party determines that a motion is uncontested by all parties involved in the case, counsel shall file a certification that the motion is uncontested. The moving party must complete the cover sheet pursuant to 205.2 and check the appropriate box, and include the certification with the motion.

**Editor's note:** Adopted June 28, 2004.

**Rule 208.2(e). *Motion. Certification.***

(a) All motions relating to discovery shall include a certificate signed by counsel for the moving party that counsel for that party has conferred or attempted to confer with all interested parties in order to resolve the matter without Court action, and shall set forth the nature of the efforts made to resolve the matter. Failure to comply with the foregoing shall result in the refusal of the Court to hear the motion.

- (1) All motions relating to discovery shall include a certificate signed by counsel for the moving party that counsel for that party has conferred or attempted to confer with all interested parties in order to resolve the matter without Court action, and shall set forth the nature of the efforts made to resolve the matter. Failure to comply with the foregoing shall result in the refusal of the Court to hear the motion.
- (2) The moving party shall attach a Certification of Good Faith, substantially in the following form to his or her motion.

***See Forms Index***

**Editor's note:** Adopted June 28, 2004; amended August 10, 2004.

**Rule 208.3(a) *Simplified Procedure.***

The following "Motions" may be submitted for consideration by the Court without written responses or briefs.

1. Motion to compel discovery in aid of execution
2. Motion to break and enter

3. Motion requiring a supersedeas appeal board
4. Motion for writ of seizure
5. Motion for return of personal property
6. Motion for reconsideration
7. Motion for peremptory judgment

The foregoing motions, after filing with the Office of Judicial Support shall be presented to the Court Administrator's Office, which shall promptly deliver the motion to the appropriate Judge or schedule the case for a hearing before the Court. The moving party shall include a cover sheet pursuant to Rule 205.2(b) and shall promptly notify all parties affected of the hearing date, if so advised by the Court.

If a hearing date has been assigned, requests for a continuance shall be made on a fully completed continuance application form, available in the Court Administrator's Office and then submitted to the Court Administrator. Stamped envelopes, pre-addressed to all parties in interest, shall accompany the continuance application form. Requests for continuance received by the Court Administrator within one (1) week of the hearing date may be referred to the appropriate Judge for review.

**Editor's note:** Adopted June 28, 2004.

### **Rule 208.3(b)**                      *Alternative Procedures.*

- (a) Motions filed pursuant to Rule 208.1 and 208.2 shall be processed as follows:
  - (1) *In cases that are not assigned to a judge,*
    - (i) on the 21st day after filing the Office of Judicial Support shall send the record papers to the Court Administrator for reference by the Court Administrator to the appropriate judge.
    - (ii) The moving party shall promptly advise the Court Administrator in writing if a matter has been resolved or withdrawn.
    - (iii) Requests for an extension of the 20-day period in which to respond to a motion must be made in writing to the Court Administrator. The request shall indicate whether or not it is opposed by all other parties. No agreement entered into by the parties to extend the 20-day period shall be honored by the court without written notice to and the consent of the Court Administrator.
  - (2) *In cases that are assigned to a judge,*

- (i) all applications that would otherwise be the subject of a motion or petition will be processed by the assigned judge and should be directed to his or her chambers. The moving party shall contemporaneously notify all parties affected by the application.
  - (ii) The form of all such applications and the time in which to respond thereto shall be determined by the judge on an ad hoc basis as circumstances and the exercise of his or her sound discretion shall warrant.
  - (iii) Where the application takes the form of a formal motion or petition, the original shall be filed with the Office of Judicial Support. The face sheet shall clearly indicate that a copy of the motion or petition has contemporaneously been submitted to the assigned judge, who shall be identified on the notice.
  - (iv) The original of a formal response to a motion or petition shall also be filed with the Office of Judicial Support, and a copy shall be contemporaneously submitted to the assigned judge.
- (3) *Emergency Matters or Stays of Proceedings in Non-Family Matters.*
- (i) Motions seeking relief in emergency situations or stay of proceedings shall first be taken to the Office of Judicial Support to be time-stamped and docketed and then immediately brought by the party seeking the emergency relief or the stay of proceedings to the Court Administrator for reference to the appropriate judge.
  - (ii) After the request for emergency relief or stay of proceedings has been either granted or denied by the court, the motion shall be returned to the Office of Judicial Support for filing.
  - (iii) Hearing dates, where required, shall be set by the judge to whom the matter has been referred, or, where that judge will not also be the hearing judge, by the Court Administrator.
  - (iv) The moving party shall make a good faith effort to give all parties affected by the application as much advance notice as reasonably possible of the date and time he/she intends to present his/her application and shall attach to the application a certification of the good faith effort that

has been made. This certification shall provide the specific details of the moving party's efforts to comply with the advance notice requirement of this section to include, but not limited to, the method(s) by which notice was sought to be given, the date(s) and time(s) when notice was sought to be given, the address(es) and/or phone number(s) and/or fax number(s) at which notice was sought to be given and the identity(ies) of the party(ies) to whom notice was sought to be given. When the court fixes a hearing date following the submission of an application under this Rule, a second certification shall be filed by the moving party providing similar specific information setting forth the efforts that have been made to give to all affected parties as much notice as possible of the date, time and place set by the court for the hearing.

- (v) Except in emergency situations, no stay of proceedings shall be granted without actual prior notice to all parties affected thereby.

**Editor's note:** Adopted June 28, 2004.

### **Rule \*208.3(c)    *Return of Weapons and Ammunition.***

The Sheriff of Delaware County, police department or other law enforcement agency, which maintains possession, control or custody of the firearms, other weapons or ammunition seized from a Defendant or owner pursuant to the provisions of the Protection From Abuse Act (23 Pa.C.S.A. § 6101 et seq.), shall, upon receipt of an Order of Court having jurisdiction, which dismisses a temporary or final Protection From Abuse Order and which has been certified by the Director of the Delaware County Office of Judicial Support, return to the Defendant or owner, such firearms, other weapons or ammunition seized, provided that all of the following conditions are satisfied:

1. The Defendant or the owner provides reasonable proof of ownership or of rightful possession of the firearms, other weapons or ammunitions seized;
2. The firearms, other weapons or ammunition seized are not evidence of a crime;
3. The Defendant or owner is not otherwise prohibited by applicable Federal or State law from taking possession of the firearms, other weapons or ammunition seized,



4. The Defendant or owner has been given a clearance by the Pennsylvania State Police Instant Check System (PICS) Unit, as requested by the Sheriff of Delaware County.

In the event that a Defendant or owner fails to satisfy one or more of the above-stated conditions, the firearms, other weapons or ammunition seized shall remain in the possession, control, and custody of the Sheriff of Delaware County, the police department or the other law enforcement agency.

Defendant or owner who, for any reason, objects to the retention of the firearms, other weapons or ammunition seized may file a Petition seeking their return. The petitioning Defendant or owner shall serve a copy of the Petition on the Sheriff of Delaware County, police Department or other law enforcement agency returning possession of the same. The Court, after receipt of said Petition, shall promptly schedule a hearing on said Petition.

**Editor's note:** Adopted March 16, 2009, effective immediately.

### **Rule \*223.                      *Conduct of the Jury Trial.***

(a)

- (5) The trial judge or any master appointed to take testimony may, sua sponte or upon application of any party, require that prospective witnesses remain outside the room where testimony is being taken until they are called to testify, subject to the provisions of Pa. Rule of Evidence 615.
- (6) Before trial no attorney, party or witness shall communicate or cause another to communicate with anyone he knows to be a member of the venire from which the jury will be selected for the trial.
- (7) During trial no involved attorney, party or witness shall communicate with or cause another to communicate with any member of the jury.
- (8) After trial no attorney, party or witness shall initiate communications with or cause another to initiate communications with any member of the jury without first receiving permission from the trial judge.

**Editor's note:** Former Rule \*223(a)(4) renumbered as (a)(5) to conform to the numbering of Pa.R.C.P. 223(a) on May 4, 1998. Former Rule \*228(a), (b) & (c) renumbered as Rule \*223(a)(6), (7) & (8) to conform to the subject matter of Pa.R.C.P. 223(a) on May 4, 1998. Section (a)(5) amended November 17, 1998.

**Rule \*223.1**                      ***Custody and Storage of Trial Exhibits.***

- (a) The moving party shall keep custody of and be responsible for all non-documentary material submitted into evidence at trial. That material shall not be left in the courtroom after the conclusion of the trial of the case.
- (b) All trial exhibits which are larger than 8.5 x 11 shall remain in the custody of and be the responsible of the moving party. The moving party shall submit an original or copy of the trial exhibit no larger than 8.5 x 11 to the Court Clerk, which copy shall be marked and filed of record.
- (c) Notwithstanding the above-provisions, any party may petition the Court to retain custody of the Exhibit.

**Editor's note:** Adopted May 3, 2000.

**Rule 227.1(g).**                      ***Appeal from Objections to Tax Sale.***

A Motion for post-trial relief may not be filed in an Adjudication or determination by the Court upon any Petition seeking to set aside a Tax Sale pursuant to the Pennsylvania Real Estate Tax Sale Law, 72 P.S. Section 5860.101 et seq.

**Editor's note:** Adopted December 18, 2001.

**Rule \*227.3.**                      ***Payment for Transcript.***

The party requesting transcription of the record or any portion thereof in a motion for post-trial relief, or where the transcript is needed to advance the litigation, 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 discretion and to the extent this matter is not covered in the Pennsylvania Rules of Judicial Administration 4000, et seq., assign the cost of such additional transcription to any or all parties or to the county.

The designation of the portion of the record to be transcribed required by Pa.R.J.A. 4000, et seq. shall include the date the trial started and the courtroom where the trial was held utilizing the state standardized form. A copy of this designation shall be submitted contemporaneously with the filing of the motion for post-trial relief to the Office of the Director of the Recording Center.

**Editor's note:** Amended and entirely replaced December 29, 2016, effective January 1, 2017.

**Rule \*237.**                    *Notice of Praecepte for Final  
Judgment or Decree.*

The certification of notice required by Pa.R.C.P. 237 shall include the name and mailing address of all other parties for the use of the Office of Judicial Support in giving the notice required by Pa.R.C.P. 236 (a)(2).

*Editor's note:* Amended February 7, 1995.

**Rule \*237.1.**                *Notice of Praecepte for Entry of  
Default Judgment.*

- (a) The certification of notice required by Pa.R.C.P. 237.1(a) shall include the name and mailing address of all other parties for the use of the Office of Judicial Support in giving the notice required by Pa.R.C.P. 236 (a)(2).

*Editor's note:* Amended February 7, 1995.

**Rule \*241.**                    *Commencement of Action,  
Assignment of Cases, and  
Assessment of Damages Cases.*

- (a) When suit is commenced, the plaintiff shall complete and file with the Office of Judicial Support, in duplicate, the Court of Common Pleas Civil Cover Sheet in accordance with Pa.R.C.P. 205.5. In asbestos cases, a Special Case Information Form shall be filed in addition to the Civil Cover Sheet.
- (b) The Court administrator shall assign the case to a trial judge, who shall thereafter dispose of all further matters in connection therewith, to include scheduling of the case for trial.
- (c) Assessment of damage cases may be certified as ready for trial at any time by sending a Certificate of Readiness to all other parties and filing two (2) copies of the Certificate and one (1) copy of a Certification of Service with the Court Administrator.

*Editor's note:* Rule 241 originally adopted March 11, 1991 rescinded May 3, 2000. Current Rule 241 adopted May 3, 2000, effective June 1, 2000; amended May 14, 2010, effective immediately.

**Rule \*400. *Person to Make Service.***

- (a) A party filing a complaint or any other pleading that constitutes original process which is to be served by the Sheriff's Office shall deliver to that office a copy of the complaint or pleading for each party to be served together with instructions for service on a form available from the Sheriff's Office. Payment for the requested service must be made to the Sheriff's Office before service will be made or attempted.

**Editor's note:** Adopted November 1, 1994.

**Rule 400.1 *Service of Original Process and Other Legal Papers.***

Original process shall be served within Delaware County

- (a) by the sheriff or a competent adult in the actions in equity, partition, prevent waste and declaratory judgment when declaratory judgment is the only relief sought; and
- (b) by the sheriff in all other actions, or such other means, as provided in the Pennsylvania Rules of Civil Procedure.

**Editor's note:** Amended July 27, 1999, effective September 1, 1999; further amended November 23, 1999.

**Rule \*425. *Service of Process and Pleadings, Additional Defendants.***

- (a) No copies of pleadings previously filed with the Office of Judicial Support shall be filed with a complaint against an additional defendant. However, pursuant to Pa.R.C.P. 425(a), copies of previously filed pleadings shall be served with the complaint against the additional defendant.

**Editor's note:** Amended December 4, 1997.

**Rule \*430(b)(1). *Service Pursuant to Special Order of Court. Publication—Approved Newspapers of General Circulation—Legal Newspaper.***

- (i) All legal advertisements required to be published in a newspaper of general circulation, except as otherwise provided by act of assembly, specific procedural rule or order of Court, shall appear only in such newspapers which shall be kept on file at all times in the Office of Judicial Support, arranged in alphabetical Order according to the communities covered thereby. The Director of the Office of Judicial Support, the Court Administrator and a duly

appointed representative, selected by the presiding President Judge on an annual basis, are hereby appointed as a newspaper examining board, hereinafter in this rule called "board." Before any newspaper is placed upon such approved list, there shall be presented to the board the information required by a directive on file in the Office of Judicial Support.

- (ii) After a newspaper has been approved by the board, it shall remain upon the approved list of newspapers, unless there should be a failure of compliance with any of the conditions set forth in the Newspaper Advertising Act, its supplements and amendments; the board requests that a renewal application be filed; or an amended directive signed by the President Judge establishes other procedures.
- (iii) The Delaware County Legal Journal shall be the legal newspaper for the publication of legal advertisements and notices required by law, rule, order or decree of court.
- (iv) Except as otherwise provided by law, service by publication shall be made in the Delaware County Legal Journal and in one newspaper, approved and selected in accordance with this rule. Such publication shall appear once a week for two successive weeks. The second of these advertisements shall appear at least five days prior to the date upon which action may be required.
- (v) In any matter requiring legal advertisement in a newspaper of general circulation, the newspaper selected shall have a circulation in the municipality wherein or near which the person to be served or notified lives or last lived while a resident of the county, or wherein or near which the real estate, if such be involved, is located.

**Note:** The provisions of former Rules \*431, \*432 and \*440 have been incorporated into Rule \*430(b)(1).

**Editor's Note:** Adopted February 7, 1995; amended June 22, 2001.

### **Rule \*621.                    *Eminent Domain.***

In an eminent domain proceeding, a petition for appointment of a Board of Viewers shall be in full compliance with the express provisions of the Eminent Domain Code, section 502 (26 P.S. §1-502).

### **Rule \*622.                    *Board of Viewers' Procedure.***

- (a) The Court Administrator shall act as the clerk for the Board of View.
- (b) The petitioner for the appointment of a Board of View shall present his petition to the Court Administrator, with a copy for

each viewer. A separate petition shall be filed for each location or the premises to be viewed.

- (c) The Court Administrator shall secure the signature of a judge to the order appointing the Board of View and notify the viewers of their appointment.
- (d) Upon receipt of the order of appointment of the Board of View, the petitioner shall serve a copy of the order upon the adverse party or parties (condemner or condemnee).
- (e) The Court Administrator shall arrange a time for viewing and for hearing with the viewers and parties in interest and send notice to all parties. Certified mail shall be used for notice to unrepresented litigants. Whenever possible, the Court Administrator will fix the time for the first hearing to immediately follow the viewing.
- (f) All hearings shall be held in the Delaware County Courthouse complex unless otherwise authorized by the court and arrangements for the use of said facilities shall be made with the Court Administrator.
- (g) At or before the view the condemner shall furnish each member of the Board of View with a plan of the property affected by the taking, comprehensive enough to show the property taken and the “before” and “after” quantities or areas of the real estate involved.
- (h) The petitioner shall present to the viewers at the first hearing a title report of the property involved issued by a reputable title company showing the status of the title at the time of the taking.
- (i) Whenever possible, prior to the hearing before the viewers, attorneys for all parties involved should stipulate in writing to all of the undisputed facts including:
  - (1) The names and addresses of the owners and leaseholders of the real estate involved with abstracts of the last deeds of record and a metes and bounds description of the real estate involved.
  - (2) A list of liens and claims against the real estate involved including an itemization of all delinquent taxes, sewer rents and other municipal claims.
  - (3) A description of all easements, rights-of-ways, uses, franchises and other matters affecting the land involved.



The information summary must contain the following:

- (1) Date of declaration of taking.
  - (2) Location of property involved.
  - (3) Plan showing size of the area before the take, the relation of the take to the whole area, and the amount of the take.
  - (4) Zoning of tract or area.
  - (5) Parties in interest: owners; mortgagees; tenants; judgment creditors; others (if any party has not joined in the stipulation, explain why not).
  - (6) Damages sought: general; severance; business dislocation; removal; moving; consequential.
  - (7) Statute: sections applicable to the case.
  - (8) Contentions: zoning; value; imminence of condemnation; other.
  - (9) Appraisals: one or more (attach).
- (b) Upon receipt of the information summary, the Board of View shall visit the site, either individually or together. The board shall study the information supplied, meet and render an award.

**Rule \*903. *Bill of Costs.***

- (a) Bill of costs may be filed within 10 days after final decree, judgment or award, or within 10 days after the final decision on appeal. A copy shall be served in accordance with the provisions of Pa.R.C.P. 440 upon a party or parties against whom the bill is filed, and the bill shall be accompanied by a certification setting forth the date and manner of service.
- (b) Every bill of costs after trial shall contain the names of the witnesses, the dates of their attendances, the number of miles actually traveled by them, the places between which mileage is claimed, cost of any subpoenas, service of subpoenas and affidavit. Such bill shall be verified by the affidavit of the party filing it or his agent or attorney, setting forth that the witnesses named were actually present in court, and that, in his opinion, they were material witnesses.

Every bill of costs on an appeal from a judgment, order or decree of this court shall contain an itemized statement of the cost



of the printing of the paper books and the affidavit and shall be verified by the affidavit of the attorney of record.

- (c) Exceptions to a bill of costs may be filed within 10 days after service of the bill of costs; otherwise the party so served shall be deemed to have waived all objections to the bill filed. Upon the filing of exceptions, the Office of Judicial Support shall fix a date, time and place for taxation no less than 10 days after the filing of the exceptions. The exceptant shall serve a copy of the exceptions and a notice of the date, time and place of taxation upon the adverse party.
- (d) Any appeal from the taxation of costs shall be taken within 10 days and shall be accompanied with a specification of the items to which the appellant excepts and the reasons for his exceptions. Notice of the taking of the appeal and a copy of the specifications shall be served promptly upon all other parties of record. Said appeals shall be submitted to the appropriate judge for decision.

**Editor's note:** Amended March 11, 1991.

**Rule \*917.                      *Sureties.***

- (a) No attorney, director of the Office of Support, Clerk of Court, Sheriff or their personnel shall become bail or surety in any action.
- (b) The qualifications and sufficiency of all sureties, required at the commencement of all actions, shall be determined and approved by the Office of Judicial Support. Exceptions to the decision of the Office of Judicial Support shall be filed within 10 days. A hearing shall be held as directed by the court.
- (c) No individual surety shall be accepted unless the application is accompanied by the affidavit of the individual offered as surety, setting forth:
  - (1) His or her name, residence and occupation.
  - (2) The location of the real estate owned by the proposed surety, or so much as may be sufficient, with a reference to the record of the deed, the nature and amount of all liens, if any, the assessed value, and whether title is held by the proposed surety in fee.
  - (3) That after the payment of his or her debts, engagements and liabilities, the proposed surety believes that he or she is worth not less than \$ \_\_\_\_\_.

- (d) Any surety company desiring to qualify as a surety shall file with the Office of Judicial Support a certificate of the insurance commissioner, as required by law, accompanied by a financial statement as of December 31 of the last preceding year. Any corporation whose home office is outside of the County of Delaware shall also file a stipulation agreeing that service of process, in any proceeding arising out of its acting as surety, or fiduciary pursuant to approval under this rule, may be made upon it serving such process upon the Office of Judicial Support and that such service shall be equivalent to actual service upon such corporation. If the company desires to continue to offer itself as surety, it shall file annually with the Office of Judicial Support on or before the first Monday of June of each year a similar certificate and statement and failure to do so within such time shall bar it from acting until such certificate and statement shall have been filed. A surety company which shall have complied with the requirements of this rule shall be approved by the Office of Judicial Support, unless otherwise provided by law; subject to the right of exceptions and hearing by the court.
- (e) In all cases where the sufficiency of a corporate surety is before the court, there shall be presented to the court:
- (1) A certificate of the Office of Judicial Support that the surety has complied with this rule.
  - (2) A copy of the power of attorney from the surety to the attorney.
  - (3) A certificate by an officer, under the seal of the surety, that the power of attorney is still in force and effect.
  - (4) A certificate of the recorder of deeds that the power of attorney is recorded and unrevoked.

**Rule \*922.*****Money or Property Paid into Court.***

- (a) In any action (excluding eminent domain) the defendant may at any time before trial pay into court the amount he admits to be due and accrued costs. He shall give notice to the opposite party or his attorney within 10 days. The plaintiff may receive the amount so paid, and either enter a discontinuance or proceed to trial. In the latter case, he shall pay all costs subsequently accruing, unless he is awarded judgment for a sum greater than that admitted to be due and paid into court.

- (b) All money paid or property delivered into court shall be delivered to the Office of Judicial Support, who shall give a receipt. Money paid or property delivered into court shall be disbursed or redelivered by the Office of Judicial Support only upon order of the court.

**Rule \*955. *Vacancies in Municipal Offices.***

- (a) Petitions for appointments to fill vacancies in municipal offices shall set forth:
- (1) The act of assembly authorizing the appointment.
  - (2) The manner in which the vacancy occurred.
  - (3) The name and residence, and the name of the political party, if any, under whose nomination he was elected, of the prior incumbent, whose death, removal, resignation, etc., created the vacancy.
  - (4) The date of the commencement and expiration of the term of the office to be filed.
  - (5) The name, residence, age, occupation, citizenship and political party, if any, of the proposed office holder.
  - (6) A full statement of the facts which petitioners believe qualify the proposed office holder.

The residence (street number, municipality) of each petitioner shall be set forth opposite his signature.

**Rule \*1006(d)(1)(3)(a). *Change of Venue.***

Upon transfer, unless otherwise ordered by the court, the successful petitioner for the change of venue shall pay such fees and costs to the Office of Judicial Support as though the transferred case had initially been filed in this court. These costs shall be part of the transfer costs. Payment of these fees and costs shall be made upon receipt by the Office of Judicial Support of the record papers, to include a certified copy of the docket entries from the transferring court.

**Editor's note:** Adopted September 7, 1990; amended December 4, 1997. Renumbered January 28, 2016. Effective upon publication on the UJS Portal.

**Rule 1007. *Commencement of Action,  
Automatic Certification Form.  
(Rescinded)***

**Editor's note:** Rescinded August 10, 2004.

**Rule \*1007.1.                    *Jury Trial. Demand. Waiver.***

- (e) Except as provided in section (f), juries in civil cases 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 may be declared upon prompt application by any party then on the record.
- (f) Trial by a jury consisting of 12 members may be had if demand is made in accordance with the provisions of Pa.R.C.P. 1007.1(a). If a demand for jury trial does not specifically request 12 members, the jury shall consist of eight members.
- (g) Where the right to jury trial has not been previously waived as provided in Pa.R.C.P. 1007.1 (a), any subsequent waiver of trial by jury shall be by written stipulation of the parties filed of record with the Office of Judicial Support. This stipulation shall be in substantially the following form:

***See Forms Index***

**Rule \*1012.                    *Limited Entry of Appearance.  
Withdrawal of Appearance. Notice.***

- (a)(1) An attorney whose representation is pro bono and through Legal Aid of Southeastern Pennsylvania shall be permitted to enter a written limited entry of appearance which shall state an address at which pleadings and other legal papers may be served in the manner provided by Rule Pa.R.C.P. 440(a)(1), a telephone number and clearly express the limitation of the attorney's representation. This written notice of limited entry of appearance shall be given forthwith to all parties. This limited entry of appearance shall also be accompanied by a Praecepte to proceed In Forma Pauperis including an appropriate certification under rule Pa.R.C.P. 240(d)(1) and any fee for the limited entry of appearance or any filing made at the same time as the limited entry of appearance shall be waived.
- (a)(2) The limited entry of appearance under subsection (a)(1) shall be substantially in the following form:

***See Forms Index***

- (a)(3) An attorney may withdraw his or her appearance without leave of court if the attorney has previously entered his or her appearance under subscription (a)(1) and has completed all of his or her responsibilities as enumerated in the form completed under subsection (a)(2). This written notice of withdrawal of appearance shall be given forthwith to all parties and the court (assigned Judge) and any fee for the withdrawal of the limited entry of appearance shall be waived.
- (a)(4) The withdrawal of appearance under subsection (a)(3) shall be substantially in the following form:

*See Forms Index*

**Editor's note:** Amended and replaced June 21, 2016, effective 30 days after publication in the Pennsylvania Bulletin.

**Rule 1018.1.**                      *Notice to Defend, Form.*

- (c) Pursuant to Pa. R.C.P. 1018.1(c), the Lawyers' Reference Service, Front & Lemon Streets, Media, Pennsylvania 19063, (610) 566-6625, is designated as the agency to be named in the notice from whom legal help can be obtained.

**Editor's note:** Amended June 28, 2004.

**Rule \*1019.**                      *Pleadings, Foreign Statutes.*

- (i)(a) When either party relies on an Act of Congress or the statute of another state or county, or any part thereof, he shall so aver in his pleadings and set forth a copy of the statute and refer to the date of its enactment and place of digest.

**Editor's note:** Renumbered January 28, 2016, effective 30 days after publication in the Pennsylvania Bulletin.

**Rule 1025.**                      *Use of Backers, Endorsement of Pleadings. (Rescinded)*

**Editor's note:** Rule 1025 was rescinded June 28, 2004.

**Rule 1028.**                      *Disposition of Preliminary Objections, Motions for Summary Judgment and Motions for Judgment on the Pleadings. (Rescinded)*

**Editor's note:** Rule 1028 rescinded on June 28, 2004 and renumbered Rule 1028 (c).