

**L76. Definitions.** The words and phrases used in any rule promulgated by this court shall have the meanings as defined in Pa.R.C.P. No. 76 unless the context clearly indicates otherwise or the particular word or phrase is expressly defined elsewhere in these rules.

## **BUSINESS OF THE CIVIL COURTS**

### **L205.2. Filing Legal Papers with the Prothonotary.**

**(a) Size of paper.** All pleadings, motions, petitions, briefs and other legal documents filed with the Prothonotary shall be on paper size 8 ½ inches by 11 inches, unless otherwise required by rule or order of court. The original and one copy of all documents to which rule L205.2(b)B applies shall be filed. Unless otherwise required by another applicable rule or order of court, only the original of a brief or any other document is required to be filed.

#### **(b) Required cover sheets.**

A. Case monitoring notice. This requirement applies to civil actions, statutory appeals and appeals from judgments of magisterial district judges, and any other civil matter requiring court action, except a matter filed under the Domestic Relations Code.

1. An original and one copy of a case monitoring notice shall be filed and served by the plaintiff or appellant:

- i. Within ten days after an answer has been filed in a mortgage foreclosure action, a credit card collection case or a forfeiture action,
- ii. With the filing of a notice of appeal in an administrative agency appeal, or
- iii. With the filing of a complaint in a general civil case.

2. When a case is commenced by a writ of summons, the case monitoring notice shall be filed only with the filing of the complaint and not with the filing of the writ of summons.

3. In the event that no case monitoring notice is filed as required by this rule, any party may file a case monitoring notice.

4. The case monitoring notice shall not exceed one page. If necessary, the caption may be abbreviated to accommodate this requirement.

5. After the case monitoring notice is filed, the procedures set forth in rule L1007 shall apply.

6. The form of the case monitoring notice shall be substantially as follows:

**COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA  
CASE MONITORING NOTICE**

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

: DOCKET NO:  
:  
: CIVIL ACTION  
:  
DATE:

I. This matter is:

\_\_\_\_\_ **Mortgage Foreclosure** (file once an **Answer** has been filed). Time needed for trial \_\_\_\_\_.

\_\_\_\_\_ **Credit Card Collection Case** (file once an **Answer** has been filed)

a) \_\_\_\_ Arbitration. (\$50,000 or less) Time needed for discovery? \_\_\_\_ months

b) \_\_\_\_ Trial. Fast track (6–12 months) \_\_\_\_ Normal track (12–18 months) \_\_\_\_

\_\_\_\_\_ **Forfeiture** (file once an **Answer** has been filed)

\_\_\_\_\_ **Administrative Agency Appeal** (file with **Notice of Appeal**)

\_\_\_\_\_ **General Civil Case** (file with **Complaint**):

a) \_\_\_\_ Arbitration. (\$50,000 or less) Time needed for discovery? \_\_\_\_ months

b) \_\_\_\_ Fast track (6–12 months)

c) \_\_\_\_ Normal track (12–18 months)

d) \_\_\_\_ Complex track (18-24 months)

\_\_\_\_\_ **Other.** Action requested: \_\_\_\_\_

II. Jury trial demanded? \_\_\_\_ YES \_\_\_\_ NO

III. Please note any special scheduling concerns: \_\_\_\_\_

Name of filing counsel or pro se party: \_\_\_\_\_ for \_\_\_\_\_

Address:

Opposing counsel or pro se party: \_\_\_\_\_ for \_\_\_\_\_

Address:

**B. Motion Cover Sheet.** The procedure set forth in this section shall apply to every request for relief and/or application to the court for an order, whether by petition, motion, preliminary objection, exception, or stipulation, that the filing party desires to bring before the court or family court hearing officer, except a motion for a continuance (see rule L205.2(b)c regarding continuance) and exceptions to a Family Court Order (see Rule L1910.12 regarding exceptions).

**NOTE:** The use of this cover sheet is also required in orphans' court; see, Lyc. Co. O.C.R. L3.4.

1. A cover sheet substantially in the form set forth in subsection 7 of this section shall be attached to the front of every request for a court order to which this rule applies.-Any request for relief on the front of which an applicable Pennsylvania Rule of Civil Procedure requires a specific order or notice to be attached shall include that order or notice directly following the cover sheet.
2. The cover sheet shall consist of only one page. Captions may be abbreviated. If additional space is necessary to list counsel and unrepresented parties, a separate sheet may be attached. The filing party or counsel shall be responsible for identifying all parties and others to be given notice or their counsel on the cover sheet. If a party was not served with a copy of the executed cover sheet as a result of an omission of the filing party, the argument or hearing may be rescheduled or, in the discretion of the court, the request for relief may be denied.
3. If a cover sheet is not attached as required by this rule, the court may choose not to act upon the request for relief until an appropriate cover sheet is filed. If the filing party does not attach a cover sheet as required by this rule, a cover sheet, along with a copy of the original motion may be filed by any party, or the court.
4. If expedited consideration by the court is requested or required by statute or rule of procedure, the reason for such consideration shall be set forth on the cover sheet. Such consideration must be requested if the date of the pretrial conference has been set or if the case has already been pre-tried.
5. A proposed order granting the relief requested shall be attached to the cover sheet.

6. The court shall schedule argument, hearing or briefing as the court may require, note the scheduling information on the cover sheet, and issue the scheduling order appearing on the cover sheet. The prothonotary shall docket and promptly forward the completed cover sheet to all parties identified on the cover sheet.

7. The form of the cover sheet shall be substantially as follows:

