

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

,		:	NO. -,
	Plaintiff	:	
		:	
vs.		:	CIVIL ACTION - LAW
		:	IN DIVORCE
,		:	
	Defendants	:	

ORDER

AND NOW, this 16th day of December, 2016, Diane L. Turner/Dana S. Jacques, Esquire, having been appointed Master by Order of the Honorable Judge Joy R. McCoy, it is hereby ORDERED and DIRECTED as follows:

1. **Scheduling Conference:** A Scheduling Conference shall be held on, **2017 at : .m.**, in **Room 310**. The purpose of the Scheduling Conference is to discuss preliminary problems and to issue an Order for obtaining expert evaluations or appraisals. Clients must be present at the scheduling conference or available by telephone.

IN LIEU OF ATTENDING THE SCHEDULING CONFERENCE, the parties may file with the Court a Scheduling Stipulation in the form prescribed by the Court. A copy of a Scheduling Stipulation form may be obtained from Family Court. A completed Scheduling Stipulation signed by both parties or counsel for the parties must be filed and a copy submitted to Family Court the day prior to the Scheduling Conference to cancel the Scheduling Conference.

2. **Pretrial Statements:** Pretrial Statements are due two (2) weeks prior to the Equitable Division Pretrial. Counsel/parties shall serve on the opposing counsel/party a Pre-Trial Statement as set forth in Rule 1920.33(b)(1).

A party who fails to file a Pre-Trial Statement as directed by this Order may be barred from offering testimony or introducing evidence in support of or in opposition to claims for the matters omitted. A party who fails to file a Pre-Trial Statement may also be barred from offering testimony or introducing evidence that is inconsistent with or goes beyond the fair scope of the information set forth in the pre-trial statement.

3. **Pre-Trial Conference:** A Pre-Trial Conference is hereby scheduled on, **2017 at : .m. in Courtroom No. . Clients must be present at the pretrial conference unless excused by the Pretrial Judge.** The equitable division hearing date will be set at the time of the Pre-Trial Conference.

4. **Pre-Trial Memorandum:** It is ORDERED that each party shall provide directly to the Pre-Trial Judge and to the opposing counsel/party a Pre-Trial Memorandum at least 48 hours prior to the Pre-Trial. The Pre-Trial Memorandum shall contain the following information:

- a) Short memo with parties ages, health, annual earnings, value of the marital estate and any other information applicable to the case evaluation.
- b) Written statements of the offer(s) made and the counter-offer(s) made.
- c) A list of all the Exhibits (without the Exhibits themselves), along with a verification that the Exhibits have been provided to the other party.

It is the expectation of the pre-trial judge that not only will the pre-trial memorandums be complete and exchanged in a timely manner, but that each party will be able to articulate the value of each marital asset and the basis for their client's position on division. If a case is not prepared to proceed to a

hearing on the date of the pre-trial conference, it will not be assigned an equitable division hearing date. Instead, the matter will be scheduled for a second pre-trial conference. If the situation arises where one party is prepared and the other party is not prepared at the time of the pre-trial conference, the prepared party will have the right to request sanctions be entered including things such as an award of attorney's fees, suspension of APL, etc. Any sanctions will be at the sole discretion of the pre-trial judge. At all times, the pretrial judge shall have the right to enter sanctions against either or both parties for failing to be prepared. This includes, but is not limited to, completion of the Pretrial memorandum.

❖ To all Court conferences and hearings, you must wear clothing that is respectful, clean and in good repair.

AS HEARD BY THE FAMILY COURT HEARING OFFICER,

_____ Date: _____
Hearing Master

APPROVED BY THE COURT,

_____ Date: _____
Joy Reynolds McCoy, Judge

cc: _____, Esquire
_____, Esquire