

publication of this order in the Pennsylvania Bulletin.

BY THE COURT,

s/ Nancy L. Butts
Nancy L. Butts, P.J.

s/ Dudley N. Anderson
Dudley N. Anderson, J.

s/ Richard A. Gray
Richard A. Gray, J.

s/ Marc F. Lovecchio
Marc F. Lovecchio, J.

s/ Joy Reynolds McCoy
Joy Reynolds McCoy, J.

L205.2. Filing Legal Papers with the Prothonotary.

(a) . . .

(b) Required cover sheets.

A. . . .

B. Motion Cover Sheet.

. . .

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

**COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA
MOTION COVER SHEET**

Caption (may be abbreviated)

Docket No. _____

vs.

Case assigned to Judge _____

- none
- Family Court Hearing Officer

1. Name of filing party:
2. Filing party's attorney:
3. Type of filing:

<p>4. The following is/are requested:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Argument <input type="checkbox"/> Evidentiary Hearing <input type="checkbox"/> Court conference <input type="checkbox"/> Rule to show cause <input type="checkbox"/> Entry of uncontested order (attach supporting documentation) <input type="checkbox"/> Expedited consideration. State the basis: <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Video conferencing requested. Request form has been submitted. See Lyc. Co. R.G.C.B. L8.</p> <p><input type="checkbox"/> Attach this cover sheet to original motion previously filed on: _____</p> <p>5. Time required: _____</p>	<p>6. Names and addresses of filing and all counsel of record and unrepresented parties:</p> <p align="center">Court Scheduling Technician</p> <p align="center"><input type="checkbox"/> Continued on separate sheet.</p>
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ORDER

1. ___ An ___ argument ___ factual hearing ___ court conference is scheduled for _____
_____ at ___ m. in courtroom no. ____, Lycoming County Courthouse, Williamsport, PA.
2. ___ Briefs are to be filed by the following dates:
Filing party _____.
Responding party(ies) _____.
3. ___ A rule is issued upon respondent to show cause why the petitioner is not entitled to the relief requested.
4. ___ A response to the motion/petition shall be filed **as follows:** _____ within _____ days.
5. ___ **See order attached.** ___ **See separate order issued this date.**
- 5-6. ___ Other _____.

_____ Judge _____ Date

cc: ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN "6." ABOVE.

L212. Pretrial Conferences and Trial Scheduling.

A. . . .

B. Pretrial Conferences.

. . .

6. The pretrial statement shall be in substantially the following form:

CIVIL PRETRIAL STATEMENT OF LYCOMING COUNTY

Caption

Docket #

1. Name of Party
 2. Attorney's Name
 3. Judge
 4. Date of Pretrial
 5. List all parties and counsel to the action.
 6. Has there been a timely demand for a jury trial? Yes No
- Number of jurors demanded: 8 ____, 12 ____.
7. Scheduling – list any unusual scheduling problems, which are anticipated.
 8. Estimated time to try.
 9. Brief narrative statement of the submitting party's version of the case. Attach any helpful diagram.
 10. Legal theory of liability. List those theories upon which you will rely, as each party may be limited to those theories at trial.
 11. If there is a counterclaim, set forth the theory of liability and contentions on damages.
 12. If an agreement is involved in this action, is it written or oral? Quote the provisions of the agreement, which are central to this dispute.
 13. Damages – List types and amounts of damages claimed.
 14. Names of witnesses:
 - a) Definite witnesses and scope of testimony (liability, damages or both).
 - b) Possible witnesses and scope of testimony (liability, damages or both).
 15. Expert witnesses – list name and specialty and attach all expert reports.
 16. Exhibits – ~~A:~~ List all exhibits and indicate whether or not they have been shown to opposing counsel.

~~B. Indicate all electronic and/or technological equipment, which is intended to be used in presentation of exhibits or evidence.~~

17. Technological issues:

- a) Is there a request for any witness to appear live at trial by way of video or audio conferencing? See Lyc. Co. R.G.C.B. L8 for required form and procedure.**
- b) Indicate all electronic and/or technological equipment, which is intended to be used in presentation of exhibits or evidence.**

~~17~~**18.** Requested stipulations (Qualifications of experts, admissibility of documents without custodian, special damages, etc).

~~18~~**19.** Unusual legal issues – issues on which trial briefs should be required.

~~19~~**20.** Outstanding motions.

~~20~~**21.** Miscellaneous – list any matter that you feel is important but which has not been covered.

NOTE: As to settlement and attendance by parties see Lyc. Co. R.C.P. L212.

Attorney's signature

Date

C. . . .