

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY

IN RE: Amendments to the Lycoming County

Rules of Civil Procedure

ORDER

AND NOW, this 3<sup>rd</sup> day of December, 2001 , it is hereby ORDERED AND DIRECTED as follows:

1. Lycoming County Rules of Civil Procedure L206 and L212 are revised as indicated on the attachment.
2. The Prothonotary is directed to:
  - a. File seven (7) certified copies of this order with the Administrative Office of the Pennsylvania Courts.
  - b. Forward two (2) certified copies of this order to the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.
  - c. Forward one (1) certified copy of this order to the Pennsylvania Civil Procedural Rules Committee.
  - d. Forward one (1) copy of this order to the Lycoming Reporter for publication therein.
  - e. Forward one (1) copy to the chairman of the Lycoming County Customs and Rules Committee.
  - f. Keep continuously available for public inspection copies of this order.

3. The rule revisions approved by this order shall become effective 30 days after publication in the Pennsylvania Bulletin.

BY THE COURT,

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Clinton W. Smith, P.J.

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Kenneth D. Brown, J.

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William S. Kieser, J.

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Nancy L. Butts, J.

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Dudley N. Anderson, J.

L206. Motion Procedure.

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F. **Scheduling.** The court shall schedule argument, hearing or briefing as required, note the scheduling information on the cover sheet, and issue the scheduling order appearing on the cover sheet. The due dates of briefs, if ordered, shall also be noted on the cover sheet. The prothonotary shall forward the completed cover sheet to ~~the filing party or counsel~~ *all parties identified on the cover sheet*. The filing party or counsel shall be responsible for identifying all parties or their counsel on the cover sheet ~~and for serving the completed cover sheet upon all parties or their counsel~~. 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.

G. **Form.** The form of the cover sheet shall be substantially as follows:

**LYCOMING COUNTY COURT OF COMMON PLEAS  
LOCAL RULE L206 COVER SHEET**

Caption (may be abbreviated)

Docket No. \_\_\_\_\_

vs.

Case assigned to Judge \_\_\_\_\_  
 none

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

<p>4. The following is/are required:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Issuance of a rule to show cause - See Pa.R.C.P. No. 206.5 for form</li> <li><input type="checkbox"/> Argument</li> <li><input type="checkbox"/> Evidentiary Hearing</li> <li><input type="checkbox"/> Court conference</li> <li><input type="checkbox"/> Entry of order in an uncontested matter or upon agreement of the parties (attach order and all supporting documentation)</li> <li><input type="checkbox"/> Expedited consideration. State the basis: _____ _____ _____</li> </ul> <p>_____ 5. Time required: _____ _____</p>	<p>6. Name and addresses of all counsel of record and unrepresented parties (Continue on separate sheet.)</p>
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**ORDER**

4. An \_\_\_ argument \_\_\_ factual hearing \_\_\_ court conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_m in courtroom no. \_\_\_\_\_, Lycoming County Courthouse, Williamsport, PA.
5. \_\_\_ Briefs are to be filed by the following dates:  
Filing party \_\_\_\_\_.  
Responding party(ies) \_\_\_\_\_.
6. \_\_\_ A rule to show cause or other order is issued as attached.
7. ~~THE FILING PARTY SHALL SERVE A COPY OF THIS EXECUTED SCHEDULING ORDER ON ALL COUNSEL OR UNREPRESENTED PARTIES AND ALSO ON~~ Other: \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Judge Date

cc: All parties  
Court Scheduling Technician

L212. Pretrial Conferences and Trial Scheduling.

A. ....

**B. Pre-trial conferences.**

1. ....

2. ~~On or before the date set for~~ *Seven days prior to the date set for* the pre-trial conference, each party shall file three copies of a pre-trial statement. A copy of the pre-trial statement shall be ~~handed to the judge conducting the pre-trial conference at the time of the pre-trial conference~~ *served on all other parties simultaneously with the filing*. The pre-trial statement shall be in substantially the following form :

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