COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA
ORPHANS' COURT MOTION COVER SHEET

Caption (may be abbreviated)

Docket No. _____

1. Name of filing party: _____

Case assigned to Judge: _____

2. Filing party ‘s attorney: _____

Family Court Officer/Auditor: _____

3. Type of filing: _____

4. The following is/are requested:
- ☐ Argument
- ☐ Evidentiary hearing
- ☐ Court conference
- ☐ Pretrial conference
- ☐ Entry of uncontested order (attach supporting documentation)
- ☐ Expedited consideration. State the basis: _____
- ☐ Issuance of a Citation/Rule to Show Cause
- ☐ Video conferencing requested. Request form has been submitted. See Lyc. Co. R.G.C.B. L8.

Attach this cover sheet to original motion previously filed on: _____

5. Time required: _____

6. Name***s*** and addresses of all counsel, unrepresented parties and interested parties (including CASA representative, if appointed) and indicate if anyone is incarcerated:

_____
_____
_____
_____
_____

☐ Continued on separate sheet.

ORDER

1. ____ An ___ argument ___ factual hearing ___ court conference is scheduled for _____ at _____ , in courtroom no. _____, Lycoming County Courthouse, Williamsport, PA.

Filing party: _____ Responding parties: _____ _____

2. ____ Pretrial memos including witness list and exhibits are to be filed by the following dates: _____

3. ____ A response to the motion/petition shall be filed as follows: _____.

4. ____ Petitioner shall ensure service of this scheduling order on all parties and interested persons within _____ days of the date of this order and shall provide the court with proof of service at least _____ working days prior to the scheduled proceeding.

5. _____ is appointed as counsel for the alleged incapacitated person, and petitioner shall serve a copy of this scheduling order, petition and any attachments on the appointed attorney. The appointed attorney is to be reimbursed at the rate of $ _____ per hour to be paid by the county/estate of the alleged incapacitated person (circle one).

6. ____ See order attached. ____ See separate order issued this date.

7. Other: _____.

_____ Judge

_____ Date

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

NOTICE: The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.