

FILING A MOTION FOR APPOINTMENT OF DIVORCE MASTER

Before a Motion for Appointment of Master can be processed there are several requirements that must be met. Below is an information sheet on what paperwork is necessary for Appointment of a Master. If there are any questions, please feel free to contact the Divorce Masters Office. Any Motions that are incomplete will be returned to counsel! The following documents must be brought to the Divorce Masters Office after paying the fees in the Prothonotary's Office.

Motions:

- * One (1) Original Motion~ which has been clocked and paid @ the Prothonotary's Office.
- * Three (3) copies of the Motion~ which have been clocked and paid @ the Prothonotary's Office.

Filing for ALL CLAIMS:

- * The above Motions, plus:
 - * One copy of the complaint
- * One copy of the Income & Expense, which has been clocked at the Prothonotary's Office.
 - * Recent pay stub, tax return or support order
- * One copy of the Inventory, which has been clocked at the Prothonotary's Office.

After the correct information is obtained, the Motion must be filled out **completely!** Below are the requirements that must be complete before filing the Motion.

* Both Plaintiff/Defendant and Attorney addresses must be filled in completely.

*Docket number must be filled in.

* The issues that are being requested have been paid for, clocked, and initialed by Prothonotary staff.

* Bottom portion of page 1, and all of page 2, including #1-6 of the Motion are filled in completely. (All the claims raised in the pleadings must have the same filing date as Prothonotary has on file)

*Any additional discovery, if necessary, is attached.

* The Attorney has signed the bottom of the Motion, including his/her Name, ID#, Address, Telephone# and date.

*The Divorce Masters Office will fill out pages 3 and 4. We will assign a Master, and schedule a Preliminary Conference.

FYI

Opposing counsel will have 33 days from the filing of the Motion in the Divorce Masters Office to provide their Inventory/Income statements. The Divorce Masters Office will fill in the deadline at the bottom of page 4. The Preliminary Conference will be scheduled after the deadline for opposing counsel's Inventory and Income statements. The Divorce Masters Office will fill in the Preliminary Conference date.

If there are any questions when filing a Motion, please feel free to contact our office. 717-771-9333. It will save everyone time, if you call before filing a Motion to be sure that the correct information is prepared.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

CIVIL ACTION – LAW IN DIVORCE

PLAINTIFF

STREET ADDRESS

CITY – STATE – ZIP CODE

VS

DEFENDANT

STREET ADDRESS

CITY – STATE – ZIP CODE

ATTORNEY FOR PLAINTIFF

STREET ADDRESS

CITY – STATE – ZIP CODE

PHONE NUMBER

DOCKET NO _____

**PROTHONOTARY’S CERTIFICATION
THE FOLLOWING FEES HAVE BEEN PAID:**

ALL CLAIMS _____ \$300 ()

ALIMONY PENDENTE LITE ONLY _____ \$50 ()

MODIFICATION OF ALIMONY _____ \$200 ()

MODIFICATION OF A.P.L. _____ \$50 ()

ATTORNEY FOR DEFENDANT

STREET ADDRESS

CITY – STATE – ZIP CODE

PHONE NUMBER

MOTION FOR APPOINTMENT OF MASTER

(PURSUANT TO R.C.P. 1920.74)

_____(PLAINTIFF) (DEFENDANT) MOVES THE COURT

TO APPOINT A MASTER WITH RESPECT TO THE FOLLOWING CLAIMS:

() ALL CLAIMS RAISED IN THE PLEADINGS

() ALIMONY PENDENTE LITE ONLY: () NEW CLAIM () MODIFICATION

() MODIFICATION OF EXISTING ALIMONY ORDER

AND IN SUPPORT OF THE MOTION CERTIFIES AS FOLLOWS:

1. DISCOVERY IS COMPLETE AS TO THE ABOVE CLAIMS EXCEPT AS SET FORTH ON THE ATTACHED SHEET. (Attach separate sheet specifically listing each item that has been requested by either party through formal or informal discovery and the date by which it is to be provided.)
2. THE DEFENDANT (HAS) (HAS NOT) APPEARED IN THE ACTION (PERSONALLY) (BY HIS / HER ATTORNEY, _____, ESQUIRE). IF THE DEFENDANT HAS NOT APPEARED IN PERSON OR BY ATTORNEY, THE DEFENDANT'S MAILING ADDRESS OF RECORD IS:

3. THE STATUTORY GROUND(S) FOR DIVORCE (IS) (ARE) _____
_____.

4. THE COMPLAINT WAS SERVED ON (insert date):

5. THE METHOD OF SERVICE OF THE COMPLAINT WAS:

6. THE FOLLOWING CLAIMS HAVE BEEN RAISED IN THE PLEADINGS:

| CLAIM | DATE OF FILING |
|---------------------------------------|----------------|
| 3301(a) Divorce | _____ |
| 3301(c) Divorce | _____ |
| 3301(d) Divorce | _____ |
| Alimony Pendente Lite | _____ |
| Alimony | _____ |
| Equitable Distribution | _____ |
| Counsel Fees | _____ |
| Costs and Expenses | _____ |
| Interim Counsel Fees | _____ |
| Modification of Alimony Pendente Lite | _____ |
| Modification/Termination of Alimony | _____ |

 ATTORNEY FOR (PLAINTIFF) (DEFENDANT)
 SUPREME COURT ID:
 ADDRESS:
 PHONE:

DATE: _____

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

| | | |
|-----------|---|--------------------|
| _____ | : | NO |
| PLAINTIFF | : | |
| | : | |
| VS | : | CIVIL ACTION – LAW |
| | : | |
| _____ | : | IN DIVORCE |
| DEFENDANT | : | |

ORDER APPOINTING MASTER

() AND NOW, THIS _____ DAY OF _____, 200 ,

_____, ESQUIRE IS APPOINTED MASTER

WITH RESPECT TO THE CLAIMS RAISED IN THIS CASE.

() AND NOW, THIS _____ DAY OF _____, 200 , THIS

MATTER IS REFERRED TO THE DOMESTIC RELATIONS OFFICE FOR FURTHER PROCEEDINGS ON THE CLAIM FOR ALIMONY PENDENTE LITE.

BY THE COURT,

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

| | | |
|-----------|---|--------------------|
| _____ | : | NO |
| PLAINTIFF | : | |
| | : | |
| VS | : | CIVIL ACTION – LAW |
| | : | |
| _____ | : | IN DIVORCE |
| DEFENDANT | : | |

SCHEDULING OF PRELIMINARY CONFERENCE

AND NOW, THIS _____ DAY OF _____, 200 ,

A PRELIMINARY CONFERENCE IS SCHEDULED FOR _____

20___, AT _____ (A.M.) (P.M.) IN THE DIVORCE MASTERS HEARING ROOM, YORK

COUNTY JUDICIAL CENTER, 45 NORTH GEORGE STREET, SUITE 4400, YORK, PA.

THE PARTIES AND ATTORNEYS MUST ATTEND. THEY MUST BE PREPARED TO

DISCUSS ANTICIPATED ISSUES AND MAKE A GOOD FAITH EFFORT TO SETTLE

SOME OR ALL CLAIMS. ANY REQUEST FOR A CONTINUANCE MUST BE IN

WRITING AND MUST COMPLY WITH THE REQUIREMENTS OF YORK RULE OF

CIVIL PROCEDURE 1920.51(k).

IF THIS CASE INVOLVES ANY ECONOMIC CLAIMS, THE RESPONDENT IS

HEREBY DIRECTED TO PROVIDE THE DIVORCE MASTERS OFFICE WITH A COPY

OF HIS/HER FILED INCOME & EXPENSE STATEMENT AND INVENTORY (IF

APPLICABLE) ON OR BEFORE THE _____ DAY OF _____, 20___. SEE

PA.R.C.P. 1920.31(a)(1) AND 1920.33(a), RESPECTIVELY. FAILURE TO DO SO WILL

SUBJECT THE RESPONDENT TO SANCTIONS, WHICH MAY INCLUDE THE

INABILITY TO PRESENT TESTIMONY ON CERTAIN ISSUES.

BOTH PARTIES ARE HEREBY DIRECTED TO COMPLETE ALL OUTSTANDING
DISCOVERY ITEMS PRIOR TO THE PRELIMINARY CONFERENCE. FAILURE TO DO
SO WILL SUBJECT THE RECALCITRANT PARTY TO SANCTIONS, WHICH MAY
INCLUDE AN AWARD OF COUNSEL FEES OR COSTS OR BOTH.

BY THE COURT,