NEW LOCAL RULES FOR YORK COUNTY
EFFECTIVE DECEMBER 28, 2009

ACCESS THE NEW RULES AT http://www.york-county.org/NewCIVRULES.pdf

HIGHLIGHTS OF CHANGES FOR CIVIL COURT - PROTHONOTARY

205.1(a)(2) An original proposed order, with a brief title describing the nature of the order shall accompany each document delivered to the Court Administrator but shall not be stapled together. **No proposed orders shall be filed with the Prothonotary with the original application.**

205.1(a)(4) Where notice of the entry of any order is required under Pa.R.Civ.P.236, the moving party shall include in the proposed order the names of the parties who are required to be notified and shall provide sufficient copies of the order with stamped envelopes addressed to those parties bearing the return address of the Prothonotary so notice can be made, unless notice will be made to a party by electronic means.

205.1(c) **Parties should avoid attaching copies of pleadings or documents already filed of record**.

205.1(d) A filed document in a case shall not contain any of the personal data identifies listed in this rule unless otherwise required by law:

(1) Social Security Numbers: last four digits only
(2) Dates of birth: year only
(3) Financial account numbers: last four digits only

205.1(d)(5) **The responsibility for redacting these personal identifies rests solely with the parties. Documents will not be reviewed by the Prothonotary for compliance with this Rule.**

205.2(a)(1)(i) The originals of all pleadings, applications, documents and affidavits, and any responses thereto, except forms preprinted by the court, to be presented to and filed with the Court, shall be backed by and securely fastened to a plain sheet of colored paper or to a document backer, using binder clips. **No original document shall be fastened with staples.**

205.2(a)(1)(ii) The use of plastic strips is prohibited.

205.2(a)(1)(iii) The use of exhibit tabs is permitted but such tabs shall only be placed at the bottom of the page.

205.2(a)(1)(iv) Filings already of record may be referenced in any subsequent document to be filed, but shall not be attached to the original document to be filed.

205.2(a)(1)(vi) The first page of any document to be presented to and filed with the Court shall have a three inch margin at the top of the first page pursuant to Pa.R.Civ.P.204.1 and each subsequent page shall have at least a two inch margin at the top of the page.

205.2(a)(2) Any document signed by a party for filing shall contain under the signature line the name, address, and telephone number of the party, and the facsimile number, e-mail address, and Pennsylvania or other state bar identification number.

YCCiv.205.2 (b) Cover sheet: All applications requiring action by the Court, and any responses thereto, shall be accompanied by a cover sheet as the first page of the application. The cover sheet shall be substantially in the form as set forth after this Rule.

Note – the Civil Cover sheet is available on the Prothonotary's website or in the office.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA
COVER SHEET

_____
PLAINTIFF(S)

_____

VS.

_____
DEFENDANT(S)

_____

_____
CASE NUMBER

_____
PREVIOUS JUDGE

_____
ASSIGNED JUDGE

_____
RELATED CASE NUMBER(S)

_____
TYPE OF ACTION

FOR PLAINTIFF:

_____
NAME OF ATTORNEY

_____
ADDRESS OF ATTORNEY

_____
ADDRESS OF ATTORNEY

_____
PHONE NUMBER OF ATTORNEY

_____
FAX NUMBER OF ATTORNEY

_____
E-MAIL ADDRESS OF ATTORNEY

FOR DEFENDANT:

_____
NAME OF ATTORNEY

_____
ADDRESS OF ATTORNEY

_____
ADDRESS OF ATTORNEY

_____
PHONE NUMBER OF ATTORNEY

_____
FAX NUMBER OF ATTORNEY

_____
E-MAIL ADDRESS OF ATTORNEY

_____
TITLE OF DOCUMENT

_____
SUBMITTED

Note – The new Civil Cover sheet is available on the Prothonotary's website and in the office.

208.3(a)(2) The moving party must give actual notice to all other parties in interest, and to the motions court judge, of the intention to present an application at a session of motions court **at least five (5) days** *(previously three (3) days)* prior to the date of the specific motions court session at which it will be presented, by providing a copy of the application and proposed order to all other parties in interest, and to the District Court Administrator for delivery to the motions court judge, pursuant to YCCiv 205.1.

208.3(b)(3) Procedure in one-judge disposition matters: unless otherwise noted in these local rules or by order of court:

(i) All applications which are filed requiring disposition by one judge shall be supported by a brief filed within ten (10) days of the date of filing of the application.

(ii) One original brief in opposition shall be filed by all parties opposing the application **within thirty (30) days** *(previously 15 days)* after the date of filing of the application of the moving party.

Note - A new form for One Judge Disposition is available on the Prothonotary's website and in the office.

212.3 (b) No party shall list an action for pre-trial conference until after:

(1) A Case Management Plan has been executed by all parties and filed with the Prothonotary, and all dates contained therein have passed; and
(2) A certificate of readiness has been executed by all parties and filed with the Prothonotary; or
(3) The listing is consistent with the provisions of a scheduling order filed in the action.

212.3 (d) One original of each party's pre-trial memorandum in such form and containing such information as is directed in an order scheduling a pre-trial conference shall be filed with the Prothonotary at least one week prior to the date of the pre-trial conference. **Pre-trial memoranda shall not contain copies of proposed exhibits, copies of matters previously filed of record, or copies of discovery materials.**

Note – A new form called Praecipe to List for Pre-Trial / Trial is available on the Prothonotary's website and in the office.