

## YCCiv. SELECTED RULES OF CIVIL PROCEDURE SUMMARY

- 1) Applications shall include original proposed order with a brief descriptive title (i.e. "Order Compelling Discovery" or "Order Scheduling Argument"). YCCiv. 205.1(a) (2).
- 2) Sufficient copies of proposed order are to be provided. Sufficient copies are required for conforming, for return to applying party and for service on all other parties. YCCiv. 205.1(a) (3).
- 3) Addressed, pre-paid envelopes for pro se parties are required. YCCiv. 205.1(a) (4). [May be brought to Court/Current Business.]
- 4) Orders shall be physically separate from the other pleadings and may not be stapled to other pleadings. See YCCiv. 205.2(a) (1) (i).
- 5) The use of plastic strips and binding is prohibited. YCCiv. 205.2(a) (1) (ii).
- 6) The first page of any document presented to the Court must have a 3 inch margin; each subsequent page must have at least a 2 inch margin; type shall be at least 12 point. YCCiv. 205.2(a) (1) (vi); Pa.R.Civ.P.No. 204.1.
- 7) All Motions that do not involve a matter for one-judge disposition pursuant to YCCiv. 208.3(b) must be forwarded to AOYCC (Administrative Office of York County Courts) for assignment to a Judge. YCCiv. 205.1(a) (1).
- 8) Motions shall include a certification that Movant sought concurrence from the opposing party and that each party has either concurred in the motion or contests the motion. YCCiv. 208.2(d).
- 9) Discovery motions shall include a Discovery Conference Certification. YCCiv. 208.2(e) (2).
- 10) The Notice of Presentation at Current Business shall substantially comply with YCCiv. 208.3(a) (2) (a).
- 11) A Motion must be presented at Current Business because unless there is a Certification of Concurrence. Uncontested motions need not be presented at Current Business only when the Motion includes a YCCiv. 208.2(d) Certification of Concurrence. See YCCiv. 208.3(a) (7) for a list of Motions that need not be presented at Current Business.
- 12) A Petition to Withdraw as Counsel shall comply with both YCCiv. 1012 and Pa.R.Civ.P. No. 1012.
- 13) If application requires the issuance of a RTSC, sufficient copies (with envelopes, if necessary) shall be provided with the application. See YCCiv. 206.1(a).
- 14) Documents may not be sent to the Court or AOYCC by fax. YCCiv. 205.1 (b).
- 15) Matters shall be withdrawn by a praecipe filed in compliance with YCCiv. 206.4(c) (4).
- 16) Matters shall be rescheduled pursuant to the procedure set forth in YCCiv. 206.4(c) (5).
- 17) For matters that must be disposed of through one judge disposition see YCCiv. 208.3 (b) (2).
- 18) The Court does not enter orders based upon a signed stipulation of counsel unless it is accompanied by a filed motion with a stipulation by all counsel attached to the motion or all counsel joining in the motion. The Court will take no action with regard to a document forwarded directly to Chambers. A motion seeking a court order should be filed with the Prothonotary and a clocked-in copy forwarded to AOYCC for assignment to a judge.
- 19) Motion or Petition must be docketed. York County Local Rules of Civil Procedure Rule 205.1 requires that "Any party filing an application or other document which requires a signature of a judge or action by the court shall first file the original document with the Prothonotary or the Clerk of Courts, as the case may be." A copy of the document should also be forwarded to AOYCC for assignment to a Judge by the filing party.

- 20) York County has a form application for continuance that can be, although it does not have to be utilized by counsel for requesting continuance. If our application for continuance format is used, it should be sent directly to Chambers. The opposing counsel's original signature does not have to appear on the original application but can be attached to the application by fax or a copy. After the application for continuance has been received, it will be ruled upon and then filed with the Prothonotary. If you do not use our format for application for a continuance then our normal local rules of procedure apply and you will have to file your original motion with the Prothonotary and provide a clocked-in copy to AOYCC to be forwarded to Chambers to be ruled upon.
- 21) No action can be taken with respect to a Praecipe for Pre-Trial Conference unless the Praecipe complies with YCCiv. 212.3. Rule 212.3(b) provides that the action cannot be listed until a Case Management Plan has been executed by all parties and filed with the Prothonotary and all dates in that Case Management Plan have passed and a Certificate of Readiness has been executed by all parties and filed with the Prothonotary. Rule 212.3(e) provides that if the parties are unable to agree on a Case Management Plan a party may move the Court to schedule a Case Management Conference or issue a Case Scheduling Order. A motion under Rule 212.3(e) should be filed for presentment at Current Business with notice to opposing counsel and unrepresented parties as set forth in YCCiv. 208.3(a).

***This is the checklist that the Judge uses to review filings. Please ensure filings comply with the checklist or your motions and petitions will be denied.***

**LOCAL RULES CAN BE FOUND AT [WWW.YORKCOUNTYPA.GOV](http://WWW.YORKCOUNTYPA.GOV) OR AT THE YORK COUNTY BAR ASSOCIATION WEBSITE [WWW.YORKBAR.COM](http://WWW.YORKBAR.COM)**