

**Rule 1900. Domestic Relations Actions – rescinded, effective
1/30/2018.**

**Rule 1900.1. Procedure to Recover Exhibits – rescinded, effective
1/30/2018.**

Actions for Support/Alimony Pendente Lite

Rule 1910.1. Support and Alimony Pendente Lite – rescinded, effective 1/30/2018.

Rule 1910.4. Commencement of Action. Filing.

All actions shall be commenced pursuant to Pennsylvania Rule of Civil Procedure 1910.4. The original and one copy of the complaint shall be submitted to the Monroe County Domestic Relations Office for filing.

The original and one copy of all subsequent support, alimony, and alimony pendente lite filings, including those filed to a divorce action, shall be submitted to the Prothonotary for filing. The Prothonotary shall immediately serve a copy of all documents filed in support and alimony pendente lite actions and all divorce complaints containing claims for support or alimony pendente lite upon the Monroe County Domestic Relations Office. Service upon the Monroe County Domestic Relations Office shall be complete upon the placement of the document(s) in the Monroe County Domestic Relations Office Courthouse mailbox.

Rule 1910.10. Alternative Hearing Procedure – rescinded, effective 1/30/2018.

Rule 1910.12. Exceptions.

Any party filing exceptions to the report of the hearing officer shall, at the time of filing of the exceptions, file a motion for transcript of the proceedings before the hearing officer in conformity with Pa.R.J.A. 4000 et. seq. and Monroe County R.J.A. 4007 et. seq.

Rule 1910.12-A. Form Exceptions Order – rescinded, effective 1/30/2018.

Actions in Custody

Rule 1915.1. Definitions

“Conciliator” shall be an active-status attorney duly licensed to practice law in the Commonwealth of Pennsylvania and appointed by the Court.

“Conciliation Conference” shall be a prehearing negotiation meeting conducted under the auspices of the Court by the Conciliator and in accordance with Pa.R.C.P. 1915.4-3.

“Evidentiary Hearing” shall be a record hearing before a judge of the Court of Common Pleas, the 43rd Judicial District, Monroe County.

“Family Social Study” shall be an evaluation and/or report which shall include, but not be limited to, a custody questionnaire, custody evaluation, psychological evaluation, mental health evaluation, drug and alcohol evaluation, drug and alcohol testing, and/or homestudy.

“Program” shall be the Monroe County Co-Parent Education Program.

“Provider” shall be the provider of the Monroe County Co-Parent Education Program.

Rule 1915.3. Commencement of Action, Complaint, Order, Fees

(a) All complaints for custody, petitions for modification, petitions for contempt, and all motions for conciliation conference shall be substantially in the form set forth in Pa.R.C.P. 1915.15 or 1915.12, as applicable, filed with the Prothonotary, and forwarded promptly to the Court Administrator.

(b) Initial complaints and initial motions for conciliation conference shall be accompanied by a scheduling order, the co-parent order, information and registration forms, and a blank criminal or abuse history verification in the forms set forth at Local Rule 1915.22(a), (b) below and Pa.R.C.P. 1915.3-2(c).

(c) Upon the filing of any complaint, petition or motion relating to child custody, the moving party shall pay a fee to the Prothonotary (in addition to the fees required by Local Rule 1940.5) in an amount set forth in the fee schedule adopted by the Court.

(d) Motions for the scheduling of a conciliation conference shall be in accordance with Local Rules 208.2(c), 208.2(d), and 208.3(a).

Rule 1915.3-3. Co-Parent Education Program

All parties to initial custody actions and to divorce actions in which the divorce complaint contains a count for custody shall attend and complete the Program. The Court, in its discretion, may require repeat attendance.

Rule 1915.4. Prompt Disposition of Custody Cases

After an initial conciliation conference, any party may petition the court for an Evidentiary Hearing in accordance with Monroe County R.C.P.

208.3(a). The motion for Evidentiary Hearing shall be filed with the Office of the Prothonotary and in accordance with Monroe Co. R.C.P. 205.2(a) and Monroe Co. R.C.P.1930.1.

Rule 1915.4-3 Conciliation Conference

(a) All parties and all children specifically ordered to attend shall attend the conciliation conference. At the conciliation conference, the conciliator shall meet with the parties and their counsel to conciliate all claims and may meet with the children if deemed appropriate in the discretion of the conciliator. The conciliator shall also screen for referral of the appropriate cases to mediation.

(b) To facilitate conciliation and to encourage frank, open and meaningful exchanges between the parties and their counsel, statements made by the parties, children, counsel or the conciliator at the conciliation conference shall not be admissible as evidence in court. The conciliator shall not be competent to serve as a witness for or against any party nor shall there be any testimony taken at the conciliation conference. The conciliator shall not be subject to subpoena to compel testimony regarding information revealed at the conciliation conference.

(c) Promptly following the conciliation conference, the conciliator shall file a recommendation with the Court setting forth the terms of a consent agreement reached by the parties or setting forth a recommendation for an interim order that may include a requirement that the parties undergo a specific period of counseling with a licensed psychologist or therapist or with a certified mediator. In appropriate cases, the conciliator may recommend mediation pursuant to Pa.R.C.P. 1940.1 et seq.

(d) Where it appears that the resolution of the matter will require an evidentiary hearing, the conciliator shall recommend family social studies or the completion of custody questionnaires. Unless otherwise directed by the Court, the agency issuing the family social study shall mail the written study

to the custody conciliation office and to counsel of record for the parties or to the parties if there are no attorneys of record, pursuant to Pa.R.C.P. 1915.8.

(e) Where it appears that the resolution of the matter will require an evidentiary hearing, the conciliator may make any additional recommendations for mental health evaluations, drug and alcohol evaluations, the appointment of experts, guardians ad litem, or counsel for the child or for any other prehearing matters the conciliator deems necessary or appropriate.

(f) No exceptions may be taken from the recommendation of the conciliator.

(g) Nothing in this rule shall be interpreted to contravene Pa.R.C.P. 1915.4.

Rule 1915.4-4. Pre-Trial Procedures

(a) Pre-trial conferences shall be held in accordance with Pa.R.C.P. 1915.4-4. Unless otherwise ordered by the Court, counsel of record and the parties shall be present for pre-trial conferences.

No later than five days prior to the pre-trial conference, all parties shall provide to the Court and all other parties a pre-trial statement, completed parenting plan, in substantially the form set forth below, and an updated Criminal Record/Abuse History Verification concerning any criminal and/or abusive history, in accordance with Pa.R.C.P. 1915.3-2. The completed parenting plan and Criminal Record/Abuse History Verification shall be attached and submitted to the Court as part of the party's pre-trial statement.

(b) Form. Parenting Plan.

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

_____	:	NO. ____ CV 20__
Plaintiff	:	NO. ____ DR 20__
	:	
vs.	:	
	:	
_____	:	IN CUSTODY
Defendant	:	

PARENTING PLAN

This parenting plan involves the following child/children:

Child's Name	Age	Where does this child live?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

If you have children not addressed by this parenting plan, name here:

Child's Name	Age	Where does this child live?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Legal Custody (who makes decisions about certain things):

Circle one

Diet	Both parties decide together / Plaintiff / Defendant
Religion	Both parties decide together / Plaintiff / Defendant
Medical Care	Both parties decide together / Plaintiff / Defendant
Mental Health Care	Both parties decide together / Plaintiff / Defendant
Discipline	Both parties decide together / Plaintiff / Defendant
Choice of School	Both parties decide together / Plaintiff / Defendant
Choice of Study	Both parties decide together / Plaintiff / Defendant
School Activities	Both parties decide together / Plaintiff / Defendant
Sports Activities	Both parties decide together / Plaintiff / Defendant
Additional items	Both parties decide together / Plaintiff / Defendant

Explain what process you will use to make decisions? (For example, the parent confronted with or anticipating the choice will call the other parent when the choice presents itself, and the other parent must agree or disagree within 24 hours of any deadline.)

Physical Custody (where the child/children live(s)):

The child's/children's residence is with _____.

Describe which days and which times of the day the child/children will be with each person:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Describe where and when the child/children will be dropped off and/or picked up (day and time of day)?

Drop-Off:

Where: _____

When: _____

Pick-Up:

Where: _____

When: _____

If one of you doesn't show up, how long will the other wait? _____

If there are any extraordinary costs (taxi, train, airplane, etc.), who will pay for which costs?

HOLIDAYS

Where will the child/children stay?

HOLIDAY	YEAR A	YEAR B	EVERY YEAR
Martin Luther King Day	_____	_____	_____
President's Day	_____	_____	_____
Easter	_____	_____	_____
Memorial Day	_____	_____	_____
Fourth of July	_____	_____	_____
Labor Day	_____	_____	_____
Yom Kippur	_____	_____	_____
Rosh Hashanah	_____	_____	_____
Thanksgiving	_____	_____	_____
Vacation after Thanksgiving	_____	_____	_____
Christmas Vacation	_____	_____	_____
Kwanzaa	_____	_____	_____
New Year's Eve/Day	_____	_____	_____
Spring Vacation	_____	_____	_____
Easter Sunday	_____	_____	_____

Child's Birthday	_____	_____	_____
Mother's Day	_____	_____	_____
Father's Day	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____

Summer Vacation Plans:

Special Activities or School Activities:

Will both of you attend?

Child's Name	Activity	If not, which of you will attend?
_____	_____	_____
_____	_____	_____
_____	_____	_____

Temporary changes to this parenting schedule:

From time to time, one of you might want or need to rearrange the parenting time schedule due to work, family or other events. You can attempt to agree on these changes. If you cannot agree, the parent receiving the request will make the final decision.

The parent asking for the change will ask ___ in person ___ by letter/mail ___ by phone

No later than ___ 12 hours ___ 24 hours ___ 1 week ___ 1 month

The parent being asked for a change will reply ___ in person ___ by letter/mail ___ by phone

No later than ___ 12 hours ___ 24 hours ___ 1 week ___ 1 month

May parents contact one another? _____

When the child/children is/are with one of you, how may they contact the other parent?

When and how may _____ contact the child?

In the event that proposed changes, disputes or alleged breaches of this parenting plan and custody order are necessary or desired, the parties agree that such changes will be addressed by the following method (specify method of arbitration, mediation, court action, etc.):

The following matter or matters as specified by the court:

Other (Anything else you want to agree on):

Date

Signature of Mother

Date

Signature of Father

Date

Signature of Witness

Rule 1915.8. Disclosure of Evaluations and Reports

A party to a custody action shall not disclose the contents of an evaluation or report prepared pursuant to Pa.R.C.P. 1915.8, including but not limited to, Family Social Studies and test results, to anyone except the attorneys of record for the parties, any unrepresented party, the guardian ad litem and/or counsel for the child(ren), if any, and the court in accordance with Pa.R.C.P. 1915.8. Disclosure to an unauthorized person, including the child who is the subject of the action, may result in a finding of contempt and sanctions.

Rule 1915.12. Civil Contempt for Disobedience of a Custody Order

Petitions for contempt shall be filed in the Office of the Prothonotary in accordance with Pa.R.C.P. 1915.12. Petitions for contempt may be scheduled for a conference before the Conciliator. If the contempt matter is not resolved at Conciliation Conference, then the Conciliator shall refer the matter to the judge for appropriate action.

Rule 1915.22. Forms

(a) The scheduling order on complaints and motions for conciliation conferences shall be in the form attached hereto.

(b) The co-parent order, information and registration forms shall be in the forms attached hereto, as supplemented annually.

(c) The order for prehearing conference and final hearing shall be in the form attached hereto.

(d) The parenting plan to be submitted to the Court shall be in the form attached hereto.

**COURT OF COMMON PLEAS OF MONROE COUNTY
 FORTY-THIRD JUDICIAL DISTRICT
 COMMONWEALTH OF PENNSYLVANIA**

_____	:	NO. _____ CV 20 _____
Plaintiff	:	NO. _____ DR 20 _____
	:	
vs.	:	IN CUSTODY
	:	
_____	:	
Defendant	:	

ORDER

You, _____, have been sued in court to obtain/modify custody or partial custody of the minor child(ren), _____, born _____, now age _____; _____, born _____, now age _____; _____, born _____, now age _____; _____, born _____, now age _____.

AND NOW, upon consideration of the attached Complaint/Petition, it is hereby Ordered that the parties and their respective counsel appear before _____, Esquire, Custody Conciliator, on the _____ day of _____, 20____ in the Conciliation Room, Second Floor, Monroe County Courthouse at _____ (a.m./p.m.) for a conciliation conference. At such conference, an effort will be made to resolve the issues in dispute; or, if this cannot be accomplished, to define and narrow the issues to be heard by the Court and to enter into an Interim Order. Failure to appear at the Conference may provide grounds for the entry of a Temporary Order.

You are further ordered to bring with you the following children to the conference: _____

NOTE: Children under the age of eight (8) need not attend.

You are also ordered to provide to the Court and all other parties a current criminal or abuse history verification in accordance with Pa.R.C.P. 1915.3- 2(c) prior to the custody conference.

If you fail to appear as provided by this Order, to bring with you the minor child(ren), or provide the criminal or abuse history verification, an Order for custody may be entered against you by the Court or the Court may issue a warrant for your arrest.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET HELP:

**MONROE COUNTY BAR ASSOCIATION
FIND A LAWYER PROGRAM
913 MAIN STREET, P.O. BOX 786
STROUDSBURG, PENNSYLVANIA 18360
(570) 424-7288**

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Monroe County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact our office. All arrangements must be made at least 72 hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT:

Date: _____
_____ **J.**

cc: _____, Esquire, Custody Conciliator

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

_____	:	NO. _____ CV 20 _____
Plaintiff	:	NO. _____ DR 20 _____
	:	
vs.	:	IN CUSTODY
	:	
_____	:	
Defendant	:	

ORDER

AND NOW, this _____ day of _____, 20____, **ALL PARTIES ARE HEREBY ORDERED** to attend a program entitled the Co-Parent Education Program and to bring with you the Certificate of Completion you will receive at the program. You must register for the program using the registration form attached within fifteen (15) days of the date that you receive this Order. Further, you must attend and complete the program within sixty (60) days of the date that you receive this Order.

FAILURE TO ATTEND AND COMPLETE THE PROGRAM IN ACCORDANCE WITH THE INSTRUCTIONS ATTACHED TO THIS ORDER WILL BE BROUGHT TO THE ATTENTION OF THE COURT AND MAY RESULT IN THE FINDING OF CONTEMPT AND THE IMPOSITION OF SANCTIONS BY THE COURT.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET HELP:

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The Court of Common Pleas of Monroe County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact our office. All arrangements must be made at least 72 hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT:

J.

cc:

2018 CO-PARENT EDUCATION PROGRAM

Children are not permitted to attend the program. There is no child care available during the program. A party bringing a minor child may not participate in the program.

PROGRAM CONTENT

The program focuses on the impact of divorce on parents and children, with an emphasis on fostering a child's emotional health and well-being during the periods of stress.

When

The program is offered every other month on one Saturday morning from 9:00 a.m. until 1:00 p.m. or one Tuesday evening from 5:30 p.m. until 9:00 p.m.

Where

The program is presented in the lower level of the Monroe County Courthouse, 610 Monroe Street, Stroudsburg, Pennsylvania, 18360.

Attendance

Attendance at the program is court ordered of parties to a case where the interests of children under the age of eighteen years are involved. Additional interested persons may attend the seminar upon prior approval; additional fees apply.

Fees

The fee for the program is \$45 per person for all parties ordered to attend. Guests are welcome for a \$15 fee but no certificates are issued or filed with the court for guests. Only money orders are accepted.

Registration

The registration form must be received by Family/Divorce Services at least seven (7) days prior to the program date selected. Confirmations are **not** sent by mail or phone. Any changes in scheduling must be arranged through Family/Divorce Services.

Verification of Attendance

Please bring a picture I.D. to the program. Family/Divorce Services will record each party who attends and provide to the Prothonotary of Monroe County a Certificate of Completion, which shall be filed of record. Each person successfully completing the program will be given a Certificate of Attendance.

Security

The Monroe County Sheriff's Office will provide armed, uniformed deputies at each program.

Americans With Disabilities – If you need access to the court reasonable accommodations are available to disabled individuals. Please contact the Custody office at (570) 517-3822/3809.

CO-PARENT EDUCATION PROGRAM – 2018 Registration Form

REGISTRATION IS BY MAIL ONLY.

Questions regarding the Program should be directed to Family/Divorce Services at 610-366-8868.

The Program fee is \$45 per person for all persons ordered to attend. Guests are welcome, but require an additional \$15 fee. Sign them up on form below.

A DVD to view and return is available ONLY to parties who reside more than 90 minutes driving time from Stroudsburg. See order form below.

Please **register at least a week before you plan to attend**. Confirmations are NOT sent by mail or by phone. Send in your form and come to the courthouse on the date you choose.

Children shall not be brought to the courthouse. Be prompt. Latecomers will not be admitted and will have to re-schedule.

In case of inclement weather, a message will play at 610-366-8868 if class is canceled. Also, listen to radio 93.5FM or 840AM or WYOU TV for notices of cancellation.

TO REGISTER: Choose your date, fill out the form below and send a money order payable to:

Family/Divorce Services, P.O. Box 318, Trexlertown, PA 18087.

Case Numbers: These are found on your Order to attend the Co-Parent Education Program

_____CV_____ _____DR_____
Number Year Number Year

Name _____
Address _____ City _____ State _____ Zip _____
Guest _____
Phone: Home _____ Work _____ Cell _____

Pick a Saturday Morning OR a Tuesday Evening:

SATURDAYS 9am-1pm

January 6, 2018 _____

March 17 _____

May 12 _____

July 14 _____

September 15 _____

November 17 _____

TUESDAYS 5:30 pm -9 pm

February 13, 2018 _____

April 10 _____

June 12 _____

August 7 _____

October 9 _____

December 11 _____

____DVD: \$77 fee (includes S&H and \$25 deposit. Deposit is refunded when tape is returned per instructions.)

Americans With Disabilities – If you need access to the court reasonable accommodations are available to disabled individuals. Please contact the Custody office at (570) 517-3822/3809.

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

Plaintiff	:	NO. _____ CV 20__
	:	NO. _____ DR 20__
vs.	:	
Defendant	:	IN CUSTODY

ORDER

AND NOW, this ____ day of _____, 20__ , upon consideration of the attached motion for hearing, a full evidentiary hearing is scheduled for the _____ day of _____, 20__, at _____ o'clock a.m./p.m., in Courtroom No. _____ of the Monroe County Courthouse, Stroudsburg, Pennsylvania.

Further, a pre-hearing conference is scheduled for the _____ day of _____, 20__, at _____ o'clock a.m./p.m., in the Chambers of the Honorable _____, Monroe County Courthouse, Stroudsburg, Pennsylvania. Unless otherwise ordered by the Court, the parties shall be present for prehearing conferences.

On or before _____, counsel for each party shall provide to the Court and to opposing counsel a written pre-hearing memorandum which shall include the following:

1. Name of client, name and telephone number of attorney.
2. A statement of all legal and evidentiary issues anticipated at hearing and citation to legal authorities relied upon by counsel.

3. The names and addresses of all witnesses to be called at hearing with a notation of their specific purpose.

4. A list of all exhibits to be used at hearing and a statement certified by counsel that all exhibits were furnished to opposing counsel as part of the pre-hearing memorandum.

5. The estimated length of hearing time necessary for counsel to present evidence.

6. A proposed order providing the terms you seek.

7. A proposed order providing the terms you seek if the opposing party prevails.

8. The parties shall complete a parenting plan, in accordance with 23 Pa.C.S.A §5331 and Pa. Monroe Co. R.C.P. Rule 1915.22(4), and an updated criminal or abuse history verification, in accordance with Pa.R.C.P. 1915.3-2(c). The completed parenting plan and criminal or abuse history verification shall be attached and submitted to the Court as part of the party's pre-hearing memorandum.

BY THE COURT:

, J.

cc:

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

_____, : NO. ____ CV 20__
Plaintiff : NO. ____ DR 20__
 :
vs. :
 :
_____, : **IN CUSTODY**
Defendant :

PARENTING PLAN

This parenting plan involves the following child/children:

Child's Name	Age	Where does this child live?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

If you have children not addressed by this parenting plan, name here:

Child's Name	Age	Where does this child live?
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Legal Custody (who makes decisions about certain things):

Circle one

Diet	Both parties decide together / Plaintiff / Defendant
Religion	Both parties decide together / Plaintiff / Defendant
Medical Care	Both parties decide together / Plaintiff / Defendant
Mental Health Care	Both parties decide together / Plaintiff / Defendant
Discipline	Both parties decide together / Plaintiff / Defendant
Choice of School	Both parties decide together / Plaintiff / Defendant
Choice of Study	Both parties decide together / Plaintiff / Defendant
School Activities	Both parties decide together / Plaintiff / Defendant
Sports Activities	Both parties decide together / Plaintiff / Defendant
Additional items	Both parties decide together / Plaintiff / Defendant

Explain what process you will use to make decisions? (For example, the parent confronted with or anticipating the choice will call the other parent when the choice presents itself, and the other parent must agree or disagree within 24 hours of any deadline.)

Physical Custody (where the child/children live(s)):

The child's/children's residence is with _____.

Describe which days and which times of the day the child/children will be with each person:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Describe where and when the child/children will be dropped off and/or picked up (day and time of day)?

Drop-Off:

Where: _____

When: _____

Pick-Up:

Where: _____

When: _____

If one of you doesn't show up, how long will the other wait? _____

If there are any extraordinary costs (taxi, train, airplane, etc.), who will pay for which costs?

HOLIDAYS

Where will the child/children stay?

HOLIDAY	YEAR A	YEAR B	EVERY YEAR
Martin Luther King Day	_____	_____	_____
President's Day	_____	_____	_____
Easter	_____	_____	_____
Memorial Day	_____	_____	_____
Fourth of July	_____	_____	_____
Labor Day	_____	_____	_____
Yom Kippur	_____	_____	_____
Rosh Hashanah	_____	_____	_____
Thanksgiving	_____	_____	_____
Vacation after Thanksgiving	_____	_____	_____
Christmas Vacation	_____	_____	_____
Kwanzaa	_____	_____	_____
New Year's Eve/Day	_____	_____	_____
Spring Vacation	_____	_____	_____
Easter Sunday	_____	_____	_____
Child's Birthday	_____	_____	_____
Mother's Day	_____	_____	_____
Father's Day	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____

Summer Vacation Plans:

Special Activities or School Activities:

Will both of you attend?

Child's Name	Activity	If not, which of you will attend?
_____	_____	_____
_____	_____	_____
_____	_____	_____

Temporary changes to this parenting schedule:

From time to time, one of you might want or need to rearrange the parenting time schedule due to work, family or other events. You can attempt to agree on these changes. If you cannot agree, the parent receiving the request will make the final decision.

The parent asking for the change will ask ___ in person ___ by letter/mail ___ by phone

No later than ___ 12 hours ___ 24 hours ___ 1 week ___ 1 month

The parent being asked for a change will reply ___ in person ___ by letter/mail ___ by phone

No later than ___ 12 hours ___ 24 hours ___ 1 week ___ 1 month

May parents contact one another? _____

When the child/children is/are with one of you, how may they contact the other parent?

When and how may _____ contact the child?

In the event that proposed changes, disputes or alleged breaches of this parenting plan and custody order are necessary or desired, the parties agree that such changes will be addressed by the following method (specify method of arbitration, mediation, court action, etc.):

The following matter or matters as specified by the court:

Other (Anything else you want to agree on):

Date

Signature of Mother

Date

Signature of Father

Date

Signature of Witness

Actions in Divorce

Rule 1920.3. Commencement of Action

An action shall be commenced pursuant to Pa.R.C.P. 1920.3. The original and one copy of all complaints containing claims for support, alimony or alimony pendente lite shall be submitted to the Prothonotary for filing. In all other instances, only the original complaint shall be submitted.

**Rule 1920.12. Filing and Service of Complaint. Costs. – rescinded,
effective 1/30/2018.**

Rule 1920.43. Motions and Petitions. – rescinded, effective 1/30/2018.

Rule 1920.51. Proceedings Before the Master

(a) Monroe County shall follow the master's hearing procedure set out at Pa.R.C.P. 1920.55-2.

(b) Either party may file a motion for the appointment of a divorce master provided that:

- (1) The moving party has complied with the requirements of Pa.R.C.P. 1920.33 (pertaining to inventory and pretrial statement); and
- (2) The required fee has been paid to the Prothonotary; and
- (3) The moving party has filed of record and served a time stamped copy of the party's written notice of intention to file a motion for the appointment of a divorce master along with a certificate of service, using the forms set forth below, to all counsel of record and unrepresented parties a minimum of 20 days prior to the filing of the motion for the appointment of a divorce master.

(c) If opposing counsel or any unrepresented party objects to the filing of the motion for the appointment of a divorce master, the objector shall, within 20 days of the service of the notice of intention to file motion

for the appointment of a divorce master, file with the court a statement of objections which shall include the basis for objection and a statement of when the case will be ready for master's hearing, along with a request for argument. All of the foregoing shall be served on all counsel of record and unrepresented parties.

(d) Failure of a party to timely file objections to the appointment of a divorce master shall be deemed a waiver of the party's right to receive additional discovery.

(e) Upon the filing of the motion for appointment of a divorce master, the Court Administrator shall assign the master and the court shall issue orders scheduling a hearing and a pretrial conference, and setting a deadline for the filing and service of the non-moving party's pretrial statements in conformity with Pa.R.C.P. 1920.33.

(f) Counsel of record and unrepresented parties shall attend the pretrial conference; represented parties shall be available to consult with their counsel by telephone during the pretrial conference. In the event that counsel for either party or an unrepresented party fails to attend the pretrial conference, or fails to file a pretrial statement as ordered, the master may recommend that the court impose sanctions.

(g) If a pretrial conference or any portion of a hearing day is held, the

master shall receive a fee in an amount determined by the court.

(h) If additional hearing days are needed, the master shall petition the court with a recommendation regarding the number of additional full or partial hearing days requested and the amount of the additional court costs to be paid by one or both of the parties. The court shall issue an order for the payment of additional costs and following payment of the costs as ordered shall set the additional hearing dates. No additional hearing dates shall be scheduled prior to the payment of the full amount of the additional court costs ordered. The master shall be compensated for any additional full or partial days of hearing in an amount to be determined by the court.

(i) Forms.

[CASE CAPTION]

NOTICE OF INTENTION TO FILE PETITION REQUESTING
THE APPOINTMENT OF A DIVORCE MASTER

Notice is hereby given that 20 days following the date set out below,
[Plaintiff/Defendant] intends to file a Motion Requesting the Appointment of
a Divorce Master.

Date: _____

[Signature of Counsel or Pro Se Party
with full address and telephone.]

CERTIFICATE OF SERVICE

I certify that I have provided or will immediately provide a copy of this Notice of Intention to File a Motion Requesting the Appointment of a Divorce Master on all counsel of record and all self-represented parties at the following address:

Name _____

Address _____

Date: _____

[Signature of Counsel or Pro Se Party with full address and telephone.]

Rule 1920.51-1. Continuance of Master's Hearing in Divorce

(a) Scheduled master's hearings may be continued by motion only, filed in accordance with Monroe Co.R.C.P. 208.2(c), 208.2(d) and 208.3(a).

(b) Prior to filing a motion to continue a master's hearing, the moving party or, if represented, their counsel shall contact the office of the Court Administrator to secure several prospective dates for the rescheduled hearing, and shall list those dates on the concurrence/non-concurrence required to be attached to the motion and which shall be substantially in the form set forth below.

(c) Upon receipt of prospective continuance dates from the office of the Court Administrator, the moving party shall forward to all responding parties, or if represented, to their counsel, the concurrence/non-concurrence form setting forth the prospective continuance dates.

(d) Within three (3) business days of receiving the concurrence/non-concurrence form from the moving party, all responding parties, or if represented, their counsel, shall complete the form stating their concurrence or non-concurrence in the motion, and notwithstanding their non-concurrence, shall indicate their availability for hearing on the prospective continuance dates.

(e) The moving party or counsel shall complete a proposed order rescheduling the master's hearing by filling in a specific date for the rescheduled hearing from the list of prospective dates provided by the Court Administrator and approved by all responding parties and counsel, and shall attach the proposed order to the motion.

(f) The completed motion, concurrence/non-concurrence form and proposed order shall be filed in the office of the Prothonotary and copies served on the master, the office of Court Administration and all parties, with a certificate of service.

(g) Motions for continuance of master's hearings shall be filed no later than one week before the scheduled pretrial conference with the master, except for good cause shown.

(h) Form

**CERTIFICATION OF CONCURRENCE, NON-CONCURRENCE OR NO
REPLY**

I hereby certify that I am counsel for the movant OR I am the pro se movant and that concurrence in the prayer of the within motion for continuance of divorce master's hearing has been sought from _____, counsel to respondent, OR _____, pro se respondent, by mailing the motion for continuance of divorce master's hearing, with a copy of this certification of concurrence, non-concurrence or no reply to the following, addressed as follows on [date of mailing]:

**

I further certify that:

_____ Responses are set out below with signatures of counsel or pro se respondent.

_____ No responses were provided.

I further certify that the office of the Court Administrator has provided the following prospective dates for the rescheduled master's hearing in divorce, all of which are dates on which I am available and movant is available:

Dated: _____
_____, Esquire
Counsel to Movant

[OR]

Dated: _____

Pro Se Movant

I hereby certify that I am counsel to the respondent and that:

_____ I concur in the Motion for Continuance.

_____ I do not concur in the Motion for Continuance.

I further certify that I am available and the respondent is available on the following prospective dates identified above provided by the office of the Court Administrator. I understand that whether I concur or do not concur I am required to identify dates of availability:

_____.

Dated: _____
_____, Esquire
Attorney for Respondent

I hereby certify that I am the responding pro se party and that:

_____ I concur in the Motion for Continuance.

_____ I do not concur in the Motion for Continuance.

I further certify that I am available on the following prospective dates identified above provided by the office of the Court Administrator. I understand that whether I concur or do not concur I am required to identify dates of availability:

Dated: _____

Pro Se Respondent

Rule 1920.54. Settlement Before Scheduled Hearing

In the event that the parties settle all claims prior to hearing, the parties and counsel shall appear before the master and state the terms of their settlement on the record. Said appearance is waived if by the close of business on the day before the scheduled hearing the parties file with the Prothonotary and deliver to the master an executed divorce settlement agreement and affidavits of consent. Where parties settle on the record or by the filing of a written divorce settlement agreement, the master shall file a report and recommendation within thirty days of the scheduled hearing date.

Rule 1920.55.2 Master's Report

Following the conclusion of the final hearing, the master shall file the record and the report and recommendation within:

- (a) twenty days in uncontested actions, or
- (b) thirty days from the last to occur of the receipt of the transcript by the master or last submission to the master in contested actions.

Counsel for the parties shall file briefs or memoranda of law within fifteen days after the filing of the transcript. The service of the master's report and recommendations and the filing of exceptions shall follow the procedures set out in Pa.R.C.P. §1920.55-2. The parties shall serve a copy of any exceptions they file upon the master, by regular mail or by personal service by a competent adult at the master's principal office.

Rules Relating to Domestic Relations Matters Generally

Rule 1930.1. Pleadings. Form of Caption.

(a) The form of the caption in all domestic relations matters shall be substantially as follows:

COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA

Litigant A,	:	NO. _____ DR 20_____
Plaintiff	:	
	:	NO. _____ CV 20_____
	:	(*type of action)
	:	
vs.	:	
	:	PACSES Case
	:	No. _____ (*for support
	:	actions)
Litigant B,	:	
Defendant	:	

(b) Each new domestic relations action shall have a caption that identifies the litigant who commences the action as the Plaintiff and the

other litigant(s) as the defendant(s). Every domestic relations action shall be filed to the same domestic relations (DR) docket number as all other pending domestic relations actions involving the same parties. In the event no domestic relations action has been previously filed naming the same parties, the prothonotary shall assign a DR docket number to the initial domestic relations action filed between the parties, and that DR docket number shall thereafter be utilized for all future domestic relations actions between the parties.

(c) In addition to the domestic relations (DR) docket number, a separate civil action (CV) docket number shall be assigned to each type of domestic relations action (e.g., divorce, custody, support, or protection from abuse). The filing party shall designate parenthetically after the civil case (CV) docket number the type of action.

(d) All pleadings filed in support actions shall include the PACSES Case Number in the caption.

(e) There shall be one custody action, filed to the same DR and CV docket numbers, for all custody matters involving the same child or children. Any custody action or pleading filed by a litigant with respect to a particular child or children shall be filed to the DR and CV docket numbers

assigned to any previously filed custody action concerning that particular child or children.

Rule 1930.3. Motions to Participate by Electronic Means

All requests by a party or witness to participate by electronic means in a domestic relations proceeding shall be made by the filing of a written motion with the court.

Rule 1930.4-1 Service of Legal Papers Other Than Original Process

(a) Manner of Service. Copies of all legal papers other than original process filed in an action or served upon any party shall be served upon every other party to the action in conformity with Pa.R.C.P. 440.

(b) Time for Service. Service shall be made upon every other party to the action on or before the date the legal paper is filed with the court.

(c) Certificate of Service. A certificate of service shall be filed together with any legal papers other than original process filed in an action or served upon any party. The certificate of service shall identify the document served, the individual(s) served, the address(es) where service is made, and the manner of service, and shall be signed by the person responsible for service.

Rule 1930.8. Self-Represented Party. – Rescinded, effective 1/30/2018.