

RULE L1303 HEARING. NOTICE.

(a) Upon the filing of a praecipe for arbitration or a referral of a case for arbitration by the Court, a hearing date shall be assigned by Court Administration. The praecipe for Arbitration shall be in the following format:

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

Plaintiff	:	CASE # AD
	:	
vs.	:	
	:	
	:	
Defendant	:	

PRAECIPE FOR ARBITRATION

The _____(Plaintiff / Defendant) hereby requests that the above case be scheduled for Compulsory Arbitration.

Note: Either party may request that a Pre-Arbitration conference be scheduled before the assigned Judge by filing a written motion or by checking the box below.

A pre-hearing conference before the assigned Judge is requested.

Preliminary estimate of time required for arbitration hearing_____.

Date

Counsel for Plaintiff / Defendant

Counsel/party fax contact information:

Plaintiff/Counsel fax # _____

Defendant /Counsel fax # _____

Respectfully submitted,

(b) The Court Administrator’s Office shall fix the date for the arbitration hearing at the Butler County Courthouse. There shall be at least two (2) arbitration panels scheduled for single arbitration date each month. The scheduled dates will be noted in the court calendar as posted on the Butler County website, www.co.butler.pa.us. The scheduling order will be in the following format:

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

Plaintiff	:	CASE # AD
	:	
vs.	:	
	:	
Defendant	:	

ORDER OF COURT

The above-captioned matter is scheduled for Arbitration on _____.

A Pre-Arbitration conference:

_____ has not been requested

_____ is scheduled _____ @ ____m in Courtroom # ____.

An Arbitration status report, in the form set forth in Butler County L.R.C.P. 1303(a)(4), shall be filed with Court Administration on or before _____. A copy of the Arbitration status report form is available on the Butler County Website, www.co.butler.pa.us.

The time for the Arbitration shall be posted on the Butler County Website and faxed to counsel on or before _____.

Any continuance of the Arbitration hearing must be obtained upon motion presented to the assigned Judge. Continuances requested after the posting of the time for the Arbitration shall only be granted upon the payment of the Arbitrators' fees.

BY THE COURT,

(1) For each monthly arbitration date, the Prothonotary shall appoint two (2) panels of three (3) arbitrators each. Said lists shall be forwarded to Court Administration by the Prothonotary.

(c) Arbitration Status Report. All orders of court scheduling the arbitration hearing shall provide for notification that an arbitration status report shall be filed with Court Administration fourteen (14) days prior to the scheduled arbitration date. The arbitration status report shall be in the format set forth below:

Caption

ARBITRATION STATUS REPORT

Plaintiff's Counsel Name & Phone No. _____

FAX No. _____

Defendant's Counsel Name & Phone No. _____

FAX No. _____

Status of Settlement negotiations: _____

Anticipated total length of Arbitration Hearing – (counsel should consult with all sides to provide a reliable estimate of time because other arbitration hearings may be scheduled to follow the time allotted for your case) _____.

Other considerations that the court needs to be aware of concerning scheduling of a hearing time: _____.

NOTICE: Any continuance requested after the scheduling of a hearing time for your arbitration hearing as per Butler County L.R.C.P. 1303(d) will require the payment of the arbitrators' fees.

Date: _____

Plaintiff / Defendant
(legal counsel or party, if unrepresented)

This form may be filed individually or jointly by all counsel and any unrepresented parties.

This form may be filed in person or by FAX to the office of the Court Administrator. FAX # 724-284-5185

(d) Upon receipt of the arbitration status report forms, the arbitration cases will be scheduled for a specific time for hearing before a panel of arbitrators on the scheduled arbitration date. Notification of the scheduled arbitration time shall be forwarded to all counsel and unrepresented parties by mail and/or facsimile transmission. The scheduled arbitration times will also be posted on the Butler County website, www.co.butler.pa.us, and in the offices of Court Administration and the Prothonotary.

(e) The Order of Court scheduling the arbitration time shall also contain a notice that will include the following statement:

This matter will be heard by a board of arbitrators at the time, date and place specified. But if one or more of the parties is not present at the hearing, the matter may be heard at the same time and date before a judge of the court without the absent party or parties. There is no right to trial de novo on appeal from a decision entered by a judge in such circumstance.

(f) Arbitration Time Scheduling Order. The scheduling order for the arbitration time shall be in the following format:

Caption

ARBITRATION TIME SCHEDULING ORDER

And now, _____, the Arbitration hearing for the above case is scheduled for _____ at _o'clock _ M in Room _____ of the Butler County Courthouse. _____ hour(s) or _____ day(s) has/have been allotted for this case to be presented and concluded.

This matter will be heard by a board of arbitrators at the time, date and place specified. But if one or more of the parties is not present at the hearing, the matter may be heard at the same time and date before a judge of the court without the absent party or parties. There is no right to trial de novo on appeal from a decision entered by a judge in such circumstance.

Any continuance requested after this date WILL require the payment of the arbitrators' fees.

BY THE COURT,

(Adopted 2009)