

L1915.4-4 Pretrial Procedures

- (a) A party may file a Request for Custody Pretrial Conference anytime within 30 days after service of a Custody Order issued as a result of a Conciliation Conference, in cases where a comprehensive agreement is not reached. The Request shall be filed at the Prothonotary's Office. The Prothonotary shall forward the Request to Court Administration for scheduling. Said Request shall be served on the opposing party, or counsel, if represented.
- (b) All parties and trial counsel shall be present at the Pretrial Conference unless otherwise provided by Order of Court. Failure of a party to appear at the Pretrial Conference may result in the entry of a custody/visitation order by the Court.
- (c) Any agreement reached at the Pretrial Conference shall be reduced to writing and entered as an order of Court.
- (d) The Court will enter an order scheduling a trial if the case is not resolved at the Pre-trial Conference. The Prothonotary shall mail a copy of the trial scheduling order to the evaluator, if one has been appointed in the case.
- (e) **The Request for Custody Pretrial Conference shall be substantially as follows:**

(Caption)

REQUEST FOR CUSTODY PRETRIAL CONFERENCE

I, _____, hereby request a pretrial conference before the Court of Common Pleas. This Request is being filed within 30 days of the date of Service of the Custody Order.

The issues to be considered are:

Verification

I verify that the statements made in this request are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsifications to authorities.

Signature of Petitioner or Counsel

Date

(f) The Scheduling Order shall be substantially as follows:

(Caption)

ORDER OF COURT

The above named parties and trial counsel are hereby ordered to appear in person approximately _____ days from the date of this Order on _____, 20____ at _____ o'clock _____.m. before the Honorable _____, in Courtroom number _____ in the Butler County Courthouse, for a Pretrial Conference. Counsel or the parties, if unrepresented, shall file a Pretrial Narrative with the Prothonotary's Office at least seven days prior to the Pretrial Conference. Courtesy copies shall not be delivered to the Court prior to the Pretrial Conference. Copies of the Pretrial Narrative shall be served on all parties. The parties are required to attend the Pretrial Conference pursuant to Butler County L1915.4-4(b). One-half hour is allotted.

The Pretrial Narrative shall include:

- (1) Names and addresses of all witnesses, including experts;
- (2) A brief summary of each witness's anticipated testimony;
- (3) Lists of all exhibits¹;
- (4) Proposed parenting plan, pursuant to 23 Pa CSA §5331;
- (5) Requested stipulation of facts;
- (6) Offer of proof for each of the 16 custody factors.

If no Pretrial Narrative is filed, the offending party may be fined or otherwise sanctioned by the Court.

BY THE COURT:

Date: _____

Judge

¹ Copies of all exhibits shall be provided to opposing counsel or to the opposing party. Copies of exhibits shall not be included in the original pre-trial narrative filed with the Prothonotary's Office.