

APPENDIX A

[CAPTION]

COVER SHEET
FOR PETITION REQUIRING EVIDENTIARY HEARING

-1-

Has any judge heard this matter previously?

_____ Yes _____ No

-2-

If yes, which judge has heard it? _____

-3-

How much time will be reasonably necessary to conduct the hearing?

_____ minutes _____ hours _____ days

I hereby certify all of the above statements are true and correct to the best of my knowledge.

Attorney for Petitioner

APPENDIX B

[CAPTION]

ORDER

AND NOW, this _____ day of _____, 2_____,
upon consideration of the foregoing petition, it is hereby
ORDERED that

1) a rule is issued upon the respondent to show cause
why the petitioner is not entitled to the relief requested;

2) the respondent shall file an answer to the petition
within twenty (20) days of service upon respondent;

3) the petition shall be decided under Pa.R.C.P. No.
206.7;

4) an evidentiary hearing on disputed issues of
material fact shall be held on (day of week) , _____,
2_____, at _____M. in Courtroom No. _____ of the Armstrong
County Courthouse in Kittanning, Pennsylvania;

5) notice of the entry of this Order shall be provided
to all parties by the Prothonotary.

BY THE COURT,

_____J.

APPENDIX C

[CAPTION]

APPLICATION FOR CONTINUANCE

NOW COMES _____, by and through
(Name of Applicant)

(his) (her (its) attorney, _____, who
(Name of Attorney)

applies for a continuance based on the following:

1. The above-captioned matter is scheduled for

(Name of proceeding, i.e., argument, hearing, trial, etc.)
on the _____, 2_____, at _____ .M.,
before _____ .
(Name of Judge, Master, etc.)

2. The moving party for said proceeding is

(Name of party whose claim is to be heard)

3. The other parties are:

_____ represented by: _____
_____ represented by: _____
_____ represented by: _____

4. The proceeding was scheduled by _____
(Order or notice)
dated _____ .
(Date)

5. The proceeding (has) (has not) been previously
continued (____ time(s)). (The party filing this application
has obtained a continuance ____ time(s)).

6. A continuance is requested because

APPENDIX C (continued)

(State specific reason for request. If continuance is requested because of a conflicting court matter, state (1) name of the case; (2) the court; (3) the nature of the scheduled proceeding; (4) the date, time and expected duration of the conflicting proceeding; and (5) the date of the order or notice scheduling the conflicting proceeding. Attach a copy of the order or notice.)

7. (a) _____ The following parties have been notified of this request and have no objection:

(b) _____ The following parties have not been notified of this request:

(c) _____ Efforts to notify the opposing party include: _____

(d) _____ The following parties objected to the continuance for the reason stated herein: _____

APPENDIX C (continued)

8. The proceeding, when heard, will not exceed _____
(hours) (days).

9. I specifically request a continuance to the next
available date.

Respectfully submitted,

APPENDIX C (continued)

[CAPTION]

ORDER

AND NOW, this _____ day of _____, _____, upon consideration of the attached Application of _____ (Name of Applicant) requesting a continuance:

_____ the Application is denied.

_____ the Application is granted and the matter is scheduled for _____ (Date), _____ at _____ (Time) .m. before

_____ is hereby continued until _____ (Name of judge, master, etc.)

_____, 2 _____ at _____ (Time) .m.

The applicant shall promptly notify all interested parties of this Order. Thereafter, the Prothonotary shall serve notice of the entry of this Order upon all parties.

BY THE COURT,

_____ J.

APPENDIX C-1

[CAPTION]

ORDER

AND NOW, this _____ day of _____, 2____,
upon consideration of the Motion for Post-Trial Relief, it is
hereby **ORDERED** as follows:

1) Oral argument upon the Motion will be held on

(day of week) _____, _____, 2____, at _____M. in
Courtroom No. _____ of the Armstrong County Courthouse,
Kittanning, Pennsylvania.

2) The movant shall file a brief in support of the
Motion on or before _____, 2____.

3) _____ (Name of party defending against Motion) shall
file a brief concerning the issues raised in the Motion on or
before _____, 2____.

4) Notice of the entry of this order shall be served
upon all parties by the Prothonotary.

BY THE COURT,

_____ J.

APPENDIX D

[CAPTION]

NOTICE OF INTENT TO PRESENT MOTION,
PETITION OR APPLICATION TO
MOTIONS JUDGE

To: _____ (name of person)

TAKE NOTICE that the attached _____
_____ (Name of legal paper)

_ will be duly presented to the Motions Judge in Motions Court
on the second floor of the Armstrong County Courthouse,
Kittanning, Pennsylvania on (day of week), _____,
2____, at _____.M. The Motions Judge will be asked to sign an
order granting the prayer for relief. You may appear and be
heard at that time if you wish.

Date: _____

Attorney

APPENDIX E

[CAPTION]

CERTIFICATE OF SERVICE
(Civil Division Matter)

I, the undersigned, hereby certify that I caused a copy of the attached Notice of Intent to Present Motion, Petition or Application to Motions Court Judge to be served upon

Name of Person

Method of Service

Date of Service

and that attached to said Notice was a true and correct copy of the legal paper referred to therein.

Date: _____

Attorney

APPENDIX F

[CAPTION]

ORDER

AND NOW, this _____ day of _____, 2_____, upon consideration of the (the nature of the preliminary objection and the name of the objector), it is **ORDERED** as follows:

1. An evidentiary hearing to be followed by oral argument will be held upon the Preliminary Objections on (day of week), _____, 2_____, at _____ .M. in Courtroom No. _____ of the Armstrong County Courthouse in Kittanning, Pennsylvania. (Strike if no evidentiary hearing is necessary.)

OR

1. Oral argument upon the Preliminary Objections will be held on (day of week), _____, 2_____, at _____ .M. in Courtroom No. _____ of the Armstrong County Courthouse in Kittanning, Pennsylvania. (Strike if no evidentiary hearing is necessary.)

2. (Name of party to whom preliminary objections are addressed) shall file a brief concerning the issues raised in the Preliminary Objections on or before _____, 2_____.

3. Notice of the entry of this Order shall be served by the Prothonotary.

BY THE COURT,

J.

APPENDIX G

[CAPTION]

ORDER

AND NOW, this _____ day of _____, 2_____,
upon consideration of the _____ (the nature of the motion) _____, it is
hereby **ORDERED** as follows:

1. Oral argument upon the Motion will be held on
____ (day of week) _____, 2_____, at _____ .M. in
Courtroom No. _____, of the Armstrong County Courthouse,
Kittanning, Pennsylvania.

2. _____ (Name of party defending against motion) _____ shall
file a brief concerning the issues raised in the Motion on or
before _____, 2_____.

3. Notice of the entry of this order shall be served
upon all parties by the Prothonotary.

BY THE COURT,

_____ J.

APPENDIX H

[CAPTION]

ORDER

You, _____ (Name of Defendant or Respondent) _____, have been sued in court concerning custody, partial custody, visitation or relocation of the children: _____

You are **ORDERED** to appear in person in Room 202 of the Armstrong County Courthouse in Kittanning, Pennsylvania on _____, 2_____ at _____ .M. for a conciliation conference.

If you fail to appear as required by this order, an order concerning custody, partial custody, visitation or relocation may be entered against you 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 LEGAL HELP.

PROTHONOTARY OF ARMSTRONG COUNTY
ARMSTRONG COUNTY COURTHOUSE
ROOM 103
KIT TANNING, PA 16201
724-548-3252

AMERICAN WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Armstrong 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.

APPENDIX I

[CAPTION]

CONSENT ORDER FOR MEDIATION IN A
CHILD CUSTODY MATTER

AND NOW, this _____ day of _____, 2_____,
the parties having consented to the entry of this Order as
witnessed by their signatures below, it is hereby **ORDERED** as
follows:

1) The parties are hereby referred to mediation.
Mediation shall be conducted by _____ (Name of mediator)
in accordance with Pa.R.C.P. No. 1940.1 through Pa.R.C.P. No.
1940.9, inclusive.

2) The compensation of the mediator shall be paid by
the parties as follows: _____% by Plaintiff/Petitioner and
_____ % by Defendant/Respondent in accordance with the following:

3) The following issues shall be the subject of the
mediation:

APPENDIX I (continued)

4) The rules set forth in 42 Pa.C.S. §5949, relating to confidential mediation communications and documents, shall be applicable.

5) Other:

BY THE COURT,

_____ J.

CONSENTED TO BY:

Plaintiff/Petitioner

Date: _____

Defendant/Respondent

Date: _____

APPENDIX J

[CAPTION]

NOTICE

TO: _____ (Name of Person)

TAKE NOTICE that an action has been instituted for the wrongful death of (name of decedent) at the above-captioned number.

A copy of the complaint is attached. (Strike if inapplicable.)

Name of Attorney for Plaintiff
Address
Telephone Number

APPENDIX K

[CAPTION]

CONSENT

I, _____, having read and considered the contents of the foregoing

_____ (type of petition),

do hereby consent to the Court granting the prayer for relief, and I join in such prayer.

Date: _____

Witnessed:

APPENDIX L

[CAPTION]

ORDER AWARDING CITATION

AND NOW, this _____ day of _____, 2_____,
upon presentation and consideration of the foregoing Petition, it
is hereby **ORDERED** that a citation be awarded, directed to
_____, to show cause why the relief prayed
for therein should not be granted.

The citation shall be returnable on _____,
2_____.

OR

The citation shall be returnable within twenty (20)
days of the date of its service upon the person cited.

BY THE COURT,

_____ J.

APPENDIX M

[CAPTION]

NOTICE

TO: _____ (Name of Person)

TAKE NOTICE that _____ (name of petitioner) filed a
Petition _____ (type of petition)
with the Clerk of the Orphans' Court Division in connection with
the above-captioned matter on _____, 2____. A copy of
the petition is attached.

You have twenty (20) days from the date you were served
with this notice to file an Answer with the Clerk of the Orphans'
Court Division admitting or denying the averments of the
Petition, specifically stating your objections thereto and
averring the facts which you rely upon. (Strike if
inapplicable.)

OR

You have until _____, 2____ to
file an Answer with the Clerk of the Orphans' Court Division
admitting or denying the averments of the Petition, specifically
stating your objections thereto and averring the facts which you
rely upon. (Strike if inapplicable.)

If you do not file a timely Answer, the Court may grant
the prayer of the Petition without further notice to you.

Name of Attorney for Petitioner
Address
Telephone Number

APPENDIX N

[CAPTION]

PRAECIPE TO TRANSMIT RECORD

TO THE CLERK OF THE ORPHANS' COURT DIVISION:

I, the undersigned, hereby direct the Clerk of the Orphans' Court Division forthwith to transmit the record of this matter, including this praecipe, to the Court for review and action. I certify that notice of _____ (type of petition)

was served upon all parties in interest and that the required proofs of service have been filed. The date of service of the last notice to be served was _____, 2____.

Attorney for Petitioner

APPENDIX O

[CAPTION]

ORDER TO TRANSMIT THE RECORD

AND NOW, this _____ day of _____, 2_____,
upon consideration of Petitioner's Motion to Transmit the Record,
it is hereby **ORDERED** that the Clerk of the Orphans' Court
Division immediately transmit the full record of the above-
captioned matter to the Court for further action.

BY THE COURT,

_____ J.

APPENDIX O-1

[CAPTION]

PROOF OF SERVICE

I, the undersigned, hereby certify that I caused a copy of the attached Notice to be served upon the following parties in interest

Name and Address
of Person

Method of Service

Date of Service

and that attached to said Notice was a true and correct copy of the legal paper referred to therein.

Date: _____

Attorney

APPENDIX P

**IN THE COURT OF COMMON PLEAS OF ARMSTRONG COUNTY, PENNSYLVANIA
ORPHANS' COURT DIVISION**

ESTATE OF _____, :
DECEASED, LATE OF _____ : Estate No. _____
_____ :

Date of Death: _____ Date of first publication of Letters: _____

Date Letters Granted: _____ Date to which Account is Stated: _____

ACCOUNT

RECEIPTS

Principal - Realty

Total Principal - Realty \$ _____

Income - Realty

(include date of receipt, source of payment and amount)

Total Income - Realty \$ _____

Principal - Personalty

Total Principal - Personalty \$ _____

Income - Personalty

(include date of receipt, source of payment and amount)

Total Income - Personalty \$ _____

DISBURSEMENTS

Costs of Administration

(include date of payment, payee and amount)

Total Costs of Administration \$ _____

APPENDIX P (continued)

Preferred Debts

(include date of payment, payee and amount)

Total Preferred Debts \$ _____

Other Debts

(include date of payment, payee and amount)

Total Other Debts \$ _____

Advance Distributions

(include date of payment, distributee and amount)

Total Advance Distributions \$ _____

RECAPITULATION

Receipts:

Principal - Realty	\$ _____
Income - Realty	\$ _____
Principal - Personalty	\$ _____
Income - Personalty	\$ _____

Total Receipts \$ _____

Disbursements:

Costs of Administration	\$ _____
Preferred Debts	\$ _____
Other Debts	\$ _____
Advance Distributions	\$ _____

Total Disbursements \$ _____

Balance for Distribution \$ _____

APPENDIX P (continued)

AFFIDAVIT

STATE OF _____ SS
COUNTY OF _____

The above named Accountant(s) being duly sworn according to law depose(s) and say(s) that Letters _____ were granted to _____ and advertised more than four months prior to the filing of this Account; that the disbursements shown in the Account have been made to the parties entitled thereto and that the Account as stated is true and correct as _____ verily believe.

Sworn to and subscribed before me
this _____ day of _____,
2____.

APPENDIX Q

[CAPTION]

NOTICE

Attached is a true and correct copy of the account of

which was filed in the Office of the Clerk of the Orphans' Court Division on _____, 2_____, and which will be presented to the Court for confirmation on _____, 2_____, unless written objections are filed.

Also attached is a proposed decree of distribution, which was filed on the same day, and which sets forth the distribution as proposed by the accountant(s). It will be presented to the Court for approval at the same time the account is presented. (Strike if inapplicable.)

After the account is confirmed, the Court will be asked to appoint an Auditor to determine distribution. (Strike if inapplicable.)

Also attached is a copy of the will. (Strike if inapplicable.)

Unless written objections to the account are filed in accordance with the Local Rules of Orphans' Court on or before _____, 2_____, the Court may confirm the account.

Unless written objections to the proposed decree of distribution are filed in accordance with the Local Orphans'

APPENDIX Q (continued)

Court Rules on or before _____, 2____, the Court
may approve it and enter a decree directing distribution as
proposed. (Strike if inapplicable.)

Dated this _____ day of _____, 2____.

Attorney

Address:

APPENDIX R

[CAPTION]

DECREE CONFIRMING ACCOUNT AND
DIRECTING DISTRIBUTION

AND NOW, this _____ day of _____, 2____,
it appearing that the account was duly filed; that proper notice
was given to all parties in interest; and that no objections have
been filed which require consideration before the entry of this
decree; NOW, THEREFORE, the account is confirmed, the statement
of proposed distribution is approved, and the accountant is
directed to make distribution as follows:

BY THE COURT,

J.

APPENDIX S

[CAPTION]

NOTICE OF FILING AUDITOR'S (MASTER'S) REPORT

TAKE NOTICE, that the undersigned, the duly appointed auditor, (master,) filed his (her) Report with the Clerk of the Orphans' Court Division on _____, 2____. A copy of the Report is attached.

Under the Local Orphans' Court Rules, you have ten (10) days from the date the Report was filed to file written exceptions to it with the Clerk of the Orphans' Court Division. If you fail to do so, the Court may confirm the Report (may adopt the recommendations of the Report).

Auditor (Master)

APPENDIX T

[CAPTION]

**NOTICE OF HEARING FOR APPOINTMENT
OF GUARDIAN OF MINOR**

TO: _____ (Name of Person)

TAKE NOTICE that a Petition for the Appointment of a
Guardian of _____ (the person, the estate or both)
has been filed by _____ (name of petitioner) seeking the
appointment of _____ (name of proposed appointee).
A hearing will be held on _____ (day of week), _____,
2____ at _____ .M. in Courtroom No. _____ of the Armstrong County
Courthouse in Kittanning, Pennsylvania.

You may file written objections to the Petition with
the Clerk of the Orphans' Court Division at any time before the
hearing is held. Even if you do not file written objections, you
may appear at the hearing and be heard if you wish.

Attorney
Address
Telephone Number

APPENDIX U

[CAPTION]

NOTICE OF PETITION FOR APPOINTMENT
OF GUARDIAN AND HEARING

TO: _____ (Name of Person)

TAKE NOTICE that a Petition for Appointment of Guardian of the Person and/or the Estate has been filed by _____ (name of petitioner) _____ in connection with this matter. A copy of the petition is attached.

The Court will hold a hearing upon the petition on _____ (day of week) _____, 2____ at _____.M. in Courtroom No. _____ of the Armstrong County Courthouse, Kittanning, Pennsylvania. You may appear at that time and be heard if you wish.

Attorney
Address
Telephone Number

APPENDIX V

[CAPTION]

PRELIMINARY ORDER

AND NOW, this _____ day of _____, _____, the foregoing Petition for Appointment of Guardian having been presented in open Court, upon consideration thereof, it is **ORDERED** that a Citation be awarded, directed to the above-named alleged incapacitated person, to show cause why he/she should not be adjudged an incapacitated person and a plenary/limited guardian of his/her person and estate be appointed.

The time and place of hearing on the petition are fixed for _____, _____, _____, at _____ .M. in Courtroom No. _____ of the Armstrong County Courthouse, Kittanning, Pennsylvania.

The petitioner shall give notice to all persons who are entitled thereto as intestate heirs under 20 Pa.C.S. §5511(a), at least ten (10) days in advance of the hearing.

BY THE COURT,

J.

APPENDIX W

[CAPTION]

PRELIMINARY ORDER

(Emergency Guardian)

AND NOW, this _____ day of _____, _____,
the foregoing Petition for Appointment of Emergency Guardian
having been presented in open Court, upon consideration thereof,
it is **ORDERED** that a Citation be awarded, directed to the above-
named alleged incapacitated person, to show cause why an
emergency plenary/limited guardian of his/her person and estate
should not be appointed.

The time and place of hearing on the petition are fixed
for _____, _____, 2 _____, at
_____ .M. in Courtroom No. _____ of the Armstrong County
Courthouse, Kittanning, Pennsylvania.

The Court finds that

[] Service of notice of the hearing on
the petition for emergency guardian is not
feasible under the circumstances and is
waived.

[] Notice of the hearing to the
following persons is feasible under the
circumstances and directs that the same be
given as indicated: _____

_____.

[] Strict compliance with 20 Pa.C.S.
§5511(e); relating to contents of the

APPENDIX W (continued)

petition, is not feasible under the circumstances and is waived.

[] Strict compliance with 20 Pa.C.S. §5511(a), pertaining to the right to counsel, is not feasible under the circumstances and is waived in connection with the petition for appointment of emergency guardian only.

BY THE COURT,

_____ J.

APPENDIX Y

[CAPTION]

MOTION FOR CONTINUANCE

NOW COMES _____, by and through
(Name of Movant)
(his) (her) (its) attorney, _____, who
(Name of Attorney)
applies for a continuance based on the following:

1. The above-captioned matter is scheduled for

(Name of proceeding, i.e., argument, hearing, trial, etc.)
on _____, the ____ day of _____, 2____,
at ____ .M., before _____.
(Name of Judge)

2. The other party is represented by _____
_____.

3. The proceeding was scheduled by _____.
(Order or Notice)
dated _____.
(Date)

4. The proceeding (has) (has not) been previously
continued (____ time(s)). (The party filing this application has
obtained a continuance _____ time(s)).

5. A continuance is requested because

(State *specific* reason for request. If continuance is requested because of a conflicting court
matter, state (1) name of the case; (2) the court; (3) the nature of the scheduled proceeding;
(4) the date, time and expected duration of the conflicting proceeding; and (5) the date of the
order or notice scheduling the conflicting proceeding. Attach a copy of the order or
notice.)

6. Check all that apply:

(a) The (Commonwealth) (Defendant) has been notified of the presentation of this motion, as follows: _____

(b) The (Commonwealth) (Defendant) has not been notified of the presentation of this Motion. The reasons therefor are the following:

(c) The (Commonwealth) (Defendant) has informed me that (he) (she) (it) has no objection to a continuance.

7. The proceeding, when heard, will not exceed

No. of hours/days

8. I specifically request a continuance to the next available date.

Respectfully submitted,

APPENDIX Z

[CAPTION]

ORDER

AND NOW, this ____ day of _____,
2____, upon consideration of the foregoing Motion for
Continuance:

____ the Motion is denied.

____ the Motion is granted and the matter is
scheduled for _____, 2 _____ at _____ .m. before
(Date) (Time)

_____ is hereby continued until _____,
(Name of Judge)
2 _____ at _____ .M. before _____
(Name of Judge)

_____, 2 _____ at _____ .M.

The applicant shall promptly notify all interested
parties of this Order.

Thereafter, the Clerk of Courts shall serve notice of
the entry of this Order upon all parties.

BY THE COURT,

_____ J.