

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**  
**COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

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**President Judge General Court Regulation No. 2014-01**

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*In re: Rescission of all current Domestic Relations Local Rules pertaining to Protection from Abuse, Support, Custody, and Divorce or Annulment; and Adoption of the following Domestic Relations local rules: Rule 1901.1; Rule 1901.2; Rule 1901.3; Rule 1901.9; Rule 1901.10; Rule 1901.11; Rule 1901.12; Rule 1905.1; Rule 1920.1; Rule 1920.4; Rule 1920.42; Rule 1920.51; and Rule 1930*

**ORDER**

AND NOW, this 23<sup>rd</sup> day of May, 2014, the Board of Judges of Philadelphia County having voted at the Board of Judges' meeting held on May 15, 2014 to rescind all current Domestic Relations local rules pertaining to Protection from Abuse, Support, Custody, and Divorce or Annulment, and having voted to adopt new Domestic Relations local rules, as provided below,

IT IS HEREBY ORDERED that all current Domestic Relations local rules pertaining to Protection from Abuse, Support, Custody, and Divorce or Annulment are rescinded, and it is further ORDERED that the following Domestic Relations local rules are adopted: *Rule 1901.1; Rule 1901.2; Rule 1901.3; Rule 1901.9; Rule 1901.10; Rule 1901.11; Rule 1901.12; Rule 1905.1; Rule 1920.1; Rule 1920.4; Rule 1920.42; Rule 1920.51; and Rule 1930*, as attached.

This General Court Regulation is issued in accordance with Pa.R.C.P. No. 239 and shall be filed with the Office of Judicial Records in a Docket maintained for General Court Regulations issued by the President Judge of the Court of Common Pleas of Philadelphia County. As required by Pa.R.C.P. No. 239 (c), two certified copies of this Administrative Order and amended local rule as well as a copy on a computer diskette shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*, one certified copy shall be submitted to the Administrative Office of Pennsylvania Courts, and one certified copy to the Domestic Relations Procedural Rules Committee. The above-referenced rule changes shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*. Copies of the General Court Regulation and rules shall also be submitted to American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and shall be posted on the website of the First Judicial District of Pennsylvania: <http://courts.phila.gov/regs>.

BY THE COURT:

*/s/ Sheila Woods-Skipper*

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**HONORABLE SHEILA WOODS-SKIPPER**  
**President Judge, Court of Common Pleas**

**Rescissions and Adoptions of Court of Common Pleas,  
Family Court Division, Domestic Relations Section, Local Rules  
May 15, 2014 Board of Judges' Meeting**

#	<b>LOCAL RULES</b>
	All current Domestic Relations Local Rules pertaining to Protection from Abuse, Support, Custody and Divorce or Annulment are rescinded
	The Following Local Rules are Adopted:
	<b>Protection from Abuse</b>
1	Rule 1901.1 - Scope
2	Rule 1901.2 - Scheduling. Continuances
3	Rule 1901.3 - Emergency Orders. Master for Emergency Relief
4	Rule 1901.9 - Presence of Domestic Violence Counselor/Advocate in Proceedings
5	Rule 1901.10 - Evidence. Medical Records, Affidavits of Repair, Statements of Lost Earnings
6	Rule 1901.11 - Order by Consent. Consent Agreement
7	Rule 1901.12 - Order by Default. Bench Warrant
8	Rule 1905.1 - Bilingual Forms
	<b>Divorce and Annulment</b>
9	Rule 1920.1- Scope
10	Rule 1920.4- Service
11	Rule 1920.42- Documents required to be filed in Divorce Actions under Section 3301(c) and Section 3301(d) of the Divorce Code.
12	Rule 1920.51- Proceedings before Master in Divorce
	<b>Domestic Relations Matters Generally</b>
13	Rule 1930 The rules of this chapter shall govern all civil actions or proceedings brought in the Court of Common Pleas for Philadelphia County in Divorce, Support, Custody, and Protection From Abuse under the Domestic Relations Code, and shall be cited as "Phila.DR.R."

**Proposed Philadelphia County Local Rules**  
**Pursuant to the Protection From Abuse Act**

Rule 1901.1	Scope.
Rule 1901.2	Scheduling. Continuances.
Rule 1901.3	Emergency Orders. Master for Emergency Relief
Rule 1901.9	Presence of Domestic Violence Counselor/Advocate in Proceedings.
Rule 1901.10	Evidence. Medical Records, Affidavits of Repair, Statements of Lost Earnings.
Rule 1901.11	Order by Consent. Consent Agreement.
Rule 1901.12	Order by Default. Bench Warrant.
Rule 1905.1	Bilingual Forms.

**Rule 1901.1 Scope.**

The rules of this chapter shall govern all civil actions or proceedings brought in the Court of Common Pleas for Philadelphia County under the Protection from Abuse Act. 23 Pa.C.S. §6101 *et seq.*, and shall be cited as “Phila.DR.R.”

**Rule 1901.2 Scheduling. Continuances.**

Cases shall be scheduled consistent with Pa.R.C.P. 1901.2. Upon application of any party or by agreement of the parties, the Court may grant a continuance for good cause shown. Upon the granting of a continuance, the temporary order shall remain in effect unless otherwise ordered.

**Rule 1901.3 Emergency Orders. Master for Emergency Relief**

(a) A party may seek emergency relief pursuant to 23 Pa.C.S. §6110 by filing a petition with the Emergency Hearing Master presiding at the Justice Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert Street, Philadelphia, PA whenever the Court of Common Pleas is unavailable.

(b) For the purposes of this Rule, the Court of Common Pleas is unavailable from the close of business at the end of each day to the resumption of business the next morning or from the end of the business week to the beginning of the next business week.

(c) Emergency Protection from Abuse Unit staff shall assist the plaintiff in filling out the necessary forms.

(d) The Emergency Hearing Master on duty shall review the petition for emergency relief and, when appropriate, grant an emergency order.

(e) The Emergency Hearing Master shall advise the plaintiff that the emergency order will automatically be certified to the Family Division of the Court of Common Pleas for a hearing before the assigned Court of Common Pleas Judge.

(f) When an emergency order is certified, the case shall be scheduled for hearing before the assigned Court of Common Pleas Judge within ten business days from the date on which the petition was filed.

(g) All certified emergency orders shall continue in effect until review by the assigned Court of Common Pleas Judge on the next business day.

(h) At the beginning of the next business day, all certified emergency orders and accompanying petitions shall be delivered to the Domestic Violence Unit, Family Division, which shall arrange for docketing and delivery to the assigned Court of Common Pleas Judge for prompt review. After review, the Judge shall enter temporary orders where necessary to protect the plaintiff and/or minor children until the scheduled hearing.

(i) The Philadelphia Police Department shall assist the plaintiff or any other competent adult in serving the petition and emergency order on the defendant. The notice to defend which shall accompany the petition for an emergency order shall advise the parties of how they may learn whether a temporary order has been issued and if so how they may obtain a copy of that order.

**Rule 1901.9 Presence of Domestic Violence Counselor/Advocate in Proceedings.**

(a) Upon request of a plaintiff, the Court shall allow a domestic violence counselor/advocate who has accompanied the plaintiff to Court to be present in the courtroom throughout the proceedings.

(b) Where a plaintiff is unrepresented by counsel, the domestic violence counselor/advocate may provide assistance to the plaintiff in his or her presentation of the facts relevant to the action.

(c) A domestic violence counselor/advocate is an individual who is engaged in a domestic violence program, who provides services to victims of domestic violence, who has undergone 40 hours of training and who is under the control of a direct services supervisor of a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence.

**Rule 1901.10 Evidence. Medical Records, Affidavits of Repair, Statements of Lost Earnings.**

The Court shall receive into evidence without further proof copies of bills, hospital and physician reports, and all other records of licensed health care providers which are offered to substantiate claims of personal injury stemming from domestic abuse. The Court shall also receive into evidence without further proof copies of bills, records, reports, affidavits of repair, estimates of value, statements of lost earnings and similar documentation offered to substantiate any other reasonable losses suffered as a result of the abuse. Upon a proper showing, the Court may continue the hearing to allow any other party to subpoena the person whose testimony is waived by this rule to appear at a later hearing at which time any adverse party may cross-examine him/her as to the document as if he/she were a witness for the party offering the document.

**Rule 1901.11 Order by Consent. Consent Agreement.**

(a) The parties may agree to the entry of a final order by consent.

(b) The consent agreement shall contain only those terms directly related to Protection From Abuse Act issues which are properly before the Court of Common Pleas.

(c) A consent agreement shall be signed by both parties. If the parties are represented, counsel shall witness their signatures.

(d) The signed consent agreement may be submitted to the Court at the hearing.

**Rule 1901.12 Order by Default. Bench Warrant.**

If a defendant who was properly served fails to appear in Court at the time of the hearing, the Court, in its discretion, may issue a bench warrant for the arrest of the defendant, or it may enter a final order by default, granting the plaintiff such relief as is proper under the Act.

**Rule 1905.1 Bilingual Forms.**

Bilingual forms shall be made available to litigants with limited English proficiency in the Spanish language, and in other languages, as the need arises.

**Proposed Philadelphia County Local Rules**  
**Actions for Divorce and Annulment of Marriage**

Rule 1920.1	Scope.
Rule 1920.4	Service.
Rule 1920.42	Documents required to be filed in Divorce Actions under Section 3301(c) and Section 3301(d) of the Divorce Code.
Rule 1920.51	Proceedings before Master in Divorce.

**Rule 1920.1 Scope**

The rules of this chapter shall govern all civil actions or proceedings brought in the Court of Common Pleas for Philadelphia County under the Divorce Code 23 Pa.C.S. §3101 *et seq.*, and shall be cited as “Phila.DR.R.”

**Rule 1920.4 Service**

(a) Upon good cause shown, the Court may enter a special order directing service by ordinary mail directed to defendant's last known residence or other address.

(b) The requirements of good cause shall be satisfied upon the filing of an affidavit by plaintiff setting forth the extent of unsuccessful efforts to make service if the address is known, or the nature and extent of a good faith investigation made to ascertain the present residence and whereabouts of a defendant whose whereabouts are unknown.

(1) Such affidavit shall set forth the following information:

(i) the time and place at which the parties last resided together as spouses;

(ii) the last time the parties were in contact with each other, and the defendant's address and telephone number at that time;

(iii) the name and address of the last employer of the defendant either during the time the parties resided together or at a later time, if known to the plaintiff;

(iv) the names and addresses and relationship to defendant of those relatives known to be close to the defendant;

(v) proof that inquiry has been made of applicable voter registration records in an effort to ascertain the address of the defendant;

(vi) any other information which could furnish a fruitful basis for one truly bent on learning the present whereabouts of the defendant;

(vii) such affidavit should detail the particular efforts made to ascertain the defendant's present address and to effect service.

(2) A petition seeking such relief shall be filed with the Court requesting entry of a special order for service. The proposed order accompanying such Petition shall set forth the specific address at which counsel or unrepresented party will serve process on the defendant by regular mail. No hearing shall be held on such Petition unless the Court directs otherwise.

(c) When service of the Complaint in Divorce is made by registered mail, or by Acceptance of Service pursuant to Pa.R.C.P. 402(b), service shall not be deemed complete unless (1) the signature on the return receipt or on the Acceptance of Service form is identified to be that of the defendant by affidavit or verification of the plaintiff or other person familiar with said signature, or (2) where service is accepted by an unauthorized agent of the defendant, an affidavit or verification as to the identity of the agent and his or her relationship to the defendant.

**Rule 1920.42 Documents required to be filed in Divorce Actions under Section 3301(c) and Section 3301(d) of the Divorce Code.**

(a) Unless previously filed of record, the following documents shall be filed along with the Praeceptum to Transmit Record after all economic claims of record have been resolved or withdrawn:

(1) if the action is brought under Section 3301(c), the Affidavits required under Pa.R.C.P. 1920.42(a)(1);

(2) if the action is brought under Section 3301(d), the Affidavit required under Pa. R.C.P. 1920.42(a)(2);

(3) an Affidavit of Service as to the Complaint;

(4) in the case of actions brought under Section 3301(d), an Affidavit of Service as to the Affidavit required under Pa.R.C.P. 1920.42(a)(2);

(5) a proposed Final Decree in Divorce;

(6) if the proposed Final Decree in Divorce purports to incorporate a written agreement between the parties, a true and correct copy of the fully executed agreement;

(7) a stamped pre-addressed envelope addressed to the counsel of each represented party or, if unrepresented, to each unrepresented party;

(8) if the Defendant has failed to appear or has not filed an Affidavit of Consent in the action, an Affidavit of Non-Military Service;

(9) a copy of the Notice of Intent to File Praeceptum that was earlier sent to the opposing party or to his or her counsel of record; and

(10) current docket entries.

(b) The aforesaid procedure is only applicable in all cases under Section 3301 (c) and Section 3301(d) where all issues between the parties have been resolved. The party filing the Praeceptum may withdraw a claim by so noting on the Praeceptum to Transmit Record. Any outstanding claims by the opposing party may only be withdrawn by a separate Praeceptum signed by that party or his attorney of record. If any claims are not specifically withdrawn or resolved by attached written agreement, the case must be referred to a Master for disposition (unless bifurcated by Order of Court).

(c) If a Praeceptum to Transmit is defective, the Clerk of the Family Court may require that a corrected Praeceptum be filed, preceded by notification to the opposing party. No additional filing fee need be paid when the corrected Praeceptum is filed.



(d) In a case proceeding under Section 3301(c), if any objection is filed to the Praecipe to Transmit Record, the following procedure shall be followed:

(1) The Clerk of the Family Court shall place any case wherein an objection has been filed on the next available list for the Family Court Motions Judge. All parties or their counsel shall be given at least ten (10) days notice prior to the listing date for the Court to determine whether the objection should be sustained or dismissed.

(2) If the Family Court Motions Judge determines that an objection should be sustained, an Order shall be entered which shall provide one of the following:

(i) require the filing of additional pleadings;

(ii) refer the case to the Permanent Master in Divorce, subject to the requirements set forth in Rule 1920.51;

(iii) enter a Decree in Divorce with jurisdiction reserved over certain claims;

(iv) grant such other relief as the Court deems necessary.

(3) If the Family Court Motion Judge determines that an objection should be dismissed, that Judge shall enter a Final Decree in Divorce.

(e) In any case where a Section 3301(d) Counter-affidavit is filed, the matter will be promptly listed before the Permanent Master in Divorce for purposes of a hearing on all non-economic issues raised therein. The written notice of said hearing shall clearly state that failure of the non-moving party to appear at the scheduled time will result in the dismissal of all objections and claims raised in the Counter-affidavit and the entry of a Final Decree in Divorce without additional notice to that party.

(1) If the non-moving party fails to appear for the scheduled listing of the case, the Master shall there upon file a summary Report or Proposed Order recommending dismissal of the Counter-affidavit. If no exceptions are filed to the Report or Proposed Order within twenty days, then the Report or Proposed Order shall forthwith be presented to a Judge for approval and entry of an Order dismissing the Counter-affidavit. A Final Decree pursuant to Section 3301(d) or Order approving grounds for Divorce may then be entered following judicial review of the file.

(2) If both parties appear for the listing of the case, the Permanent Master in Divorce shall then conduct a conference to ascertain what issues are actually in dispute. Following conclusion of the conference, the Master may immediately proceed with a record hearing to dispose of any contest as to grounds, or he may defer the matter to another listing, for which notice shall be given while the parties are in attendance.

(i) After the completion of testimony relating to Grounds under Section 3301(d), the Permanent Master shall expeditiously prepare and file a Report which contains his or her

findings as to whether the prerequisites under that Section have been met. Copies of said Report shall be served on counsel and any unrepresented parties.

(ii) Within twenty (20) days after the date of the Report by the Permanent Master, any party may file written exceptions thereto. Any such exceptions shall thereafter be listed for argument before a Judge of the Family Court who shall dispose of the same on the basis of the record compiled before the Permanent Master. In the absence of exceptions within said twenty (20) day period, the Report shall be transmitted to a Judge for approval and entry of an Order consistent with the Master's recommendation as to Grounds for a Section 3301(d) Divorce. If no economic issues remain outstanding in the case, a Final Decree pursuant to Section 3301(d) may then be entered following judicial review of the file.

(iii) If economic issues are raised in a case for the first time through a Counter-affidavit, the Permanent Master shall submit a proposed Order to the Court whereby a deadline is set for the defendant to perfect his/her claims for economic relief through the filing of a Counterclaim or petition pursuant to Pa.R.C.P. 1920.15. If the defendant subsequently fails to comply with such Order, the Clerk of the Family Court, upon praecipe of the plaintiff, shall submit the file to a Judge for entry of a Final Decree.

(iv) If economic issues were raised in a case prior to the filing of a Counter-affidavit, or if the defendant perfects his/her claims for economic relief under the preceding paragraph, it shall be the responsibility of the parties to dispose of such issues through the filing of a Certification for Hearing pursuant to Pa.R.C.P. 1920.51.

**Rule 1920.51 Proceedings before Master in Divorce**

(a) As used in this section, "Master" means a Permanent Master in Divorce who has been authorized by the Court to hear:

- (1) matters relating to grounds for Divorce under Sections 3301(a), 3301(b), and 3301(d)(1)(ii), and for Annulment under Sections 3303, 3304 and 3305 of the Divorce Code;
- (2) economic issues, including claims for equitable distribution of property, alimony, counsel fees, costs and expenses.

(b) Procedure for Divorce under Sections 3301(a) and 3301(b), and for Annulment:

- (1) When a party wishes to proceed under fault grounds for Divorce or an Annulment, said party shall file a "Motion for Divorce Hearing on Fault Grounds or for Annulment" accompanied by a certification of service and a proposed Order of assignment setting forth the issues to be referred by the Court to the Master.
- (2) Within ten (10) days following service of a Motion for Divorce Hearing on Fault Grounds or for Annulment, a party may file an Answer thereto for purposes of objecting to the proposed assignment of the case to a Master. It shall not constitute grounds for objection that discovery on economic issues has not been completed.

(3) The Motion for Divorce Hearing on Fault Grounds or for Annulment may be filed by either party as soon as twenty (20) days have elapsed following service of the complaint.

(4) Thirty (30) days advance notice of the hearing shall be given to the attorneys of record and any unrepresented parties. All parties shall be prepared to proceed at that time on the case,

(5) Unless otherwise ordered by the Court, an official Court interpreter of the Court of Common Pleas shall be utilized where a party or witness is unable to communicate in the English language.

(6) In uncontested proceedings, the moving party shall be prepared to present the following to the Master on the day of the hearing:

- (i) an Affidavit setting forth jurisdictional facts;
- (ii) a separate narrative Affidavit setting forth the specific facts relied upon as the basis for the fault allegations in the case, or where an Annulment is requested, the facts establishing grounds for such relief under Sections 3304 or 3305;
- (iii) in cases where no appearance of record has been entered for the defendant, an Affidavit of Non-Military Service as required by the Soldiers' and Sailors' Civil Relief Act; and
- (iv) in actions for Indignities under Section 3301(a)(6), a Certification of Counseling Notice.

(7) In contested cases, all testimony before the Master shall be recorded. Upon request of a party or on the Master's own motion, the attendance of witnesses before the Master may be secured through the issuance of a subpoena from the Clerk of Family Court.

(8) Copies of the Master's Report in Fault Grounds or Annulment cases shall be mailed to counsel of record and to any unrepresented parties. Such copies shall be accompanied by a proposed Decree and notice informing the parties that either side may file exceptions to the Report within twenty (20) days of the date said Report is filed.

(c) Procedure on Economic Issues.

(1) No hearing shall be scheduled before the Permanent Master to dispose of economic issues in a case unless one of the following has occurred:

- (i) a Master's Report has been filed recommending a divorce under Section 3301(a), 3301(b) or 3301(d)(1)(ii) in a case where economic issues have been raised by a pleading. If no exceptions have been filed to said Report, or after exceptions thereto have been dismissed, the Court shall enter an Order in the following form:

ORDER APPROVING GROUNDS FOR DIVORCE

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, pursuant to the Report of the Master in Divorce, it is hereby Ordered that a Decree in Divorce shall

hereafter be entered following resolution by the Permanent Master of all claims of record relating to equitable distribution of marital property, alimony, counsel fees, costs and expenses, and related claims under Divorce Code of 1980, as amended;

(ii) A Praeceptum to Transmit Record has been filed pursuant to Section 3301(c) or Section 3301(d)(i) in a case where economic claims have been raised of record. Said Praeceptum to Transmit Record and the Notice of Intent that shall precede it shall be accompanied by all other documents required by Rule 1920.42. After any objection to said Praeceptum has been dismissed, the Court shall enter an Order in the following form:

#### ORDER APPROVING GROUNDS FOR DIVORCE

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, upon receipt of the record setting forth a cause of action under Section 3301(c) or Section 3301(d), a Decree in Divorce shall hereafter be entered following resolution by the Master of all claims of record relating to equitable distribution of marital property, alimony, counsel fees, costs and expenses, and related claims under Divorce Code of 1980, as amended;

(iii) A bifurcated Decree In Divorce has been entered by the Court.

(2) A Master's hearing may only be scheduled on economic issues after one of the parties or their attorney of record has certified that:

(i) an Order Approving Grounds for Divorce or a Bifurcated Decree has been entered;

(ii) all discovery has been completed; and

(iii) there are no motions or petitions outstanding in the case.

(3) All such Certifications for Hearing before the Master in Divorce shall be filed in the Office of the Clerk of the Family Court following payment of the required fee; provided, however, that no additional fee shall be required where fault grounds have been established pursuant to a hearing before the Permanent Master. At the time of filing the Certification, the attorney for the moving party shall also file with the Clerk of Family Court a verification that a copy of said Certification was served on the opposing attorney of record, or on the opposing party, if unrepresented.

(4) Within ten (10) days following the date of filing a Certification for Hearing before the Permanent Master, opposing counsel or the unrepresented party may file objections to the same in the Office of the Clerk of the Family Court. Any such objections shall state with particularity the basis for denying the representations in the Certification. All objections to Certifications for Hearing before the Permanent Master will be promptly listed for hearing before the Family Court Motions Judge.

(5) If no objections are filed to the Certification for Hearing pursuant to subsection (4) hereof, the case shall be scheduled for a hearing before a Permanent Master. Thirty (30) days advance notice of any such hearing shall be given to counsel and any unrepresented party, unless otherwise ordered by the Court.

(6) At least ten (10) days prior to the scheduled hearing before the Permanent Master, each party shall file a mandatory pre-trial memorandum in accordance with Pa.R.C.P. 1920.33(b). The pre-trial memorandum shall be filed with the Clerk of Family Court and a copy of the same shall be mailed or personally served on the same day to opposing counsel or any unrepresented party.

(7) The Master shall take non-record testimony from the parties only, unless, at the sole discretion of the Master, additional non-record testimony is required. The parties may offer into evidence, without formal proof, documentary evidence in the nature of appraisals, pension evaluations, statements from financial institutions, official or certified records of any governmental or judicial body, and other reports, bills and records relating to real estate, personal property, counsel fees and costs, provided that true and correct copies of all such evidence is provided to all parties or counsel of record at least ten (10) days prior to the hearing.

(8) Within thirty (30) days after conclusion of the final hearing on economic issues, the Permanent Master shall file with the Court a report containing findings of fact and conclusions of law along with a recommendation and proposed Decree and/or Order disposing of all issues of record. Copies of said findings and order shall be mailed to the counsel of record, or unrepresented parties, together with a notice explaining the procedure for requesting a trial *de novo* by the Court.

(9) Within twenty (20) days after the mailing date of the Master's Report and proposed Decree, either party may file with the Clerk of Family Court a Praecipe for a trial *de novo* before a Judge. Time stamped copies of any such Praecipe shall forthwith be served on the opposing counsel of record or unrepresented party, and on the Master who heard the matter. The case thereafter shall be listed before a Judge for a full evidentiary hearing.

(10) In the event there is no demand for a trial filed within twenty (20) days following mailing of the Report and proposed Decree, such Report and proposed Decree shall be submitted to the Court for approval and entry of a Decree.

(11) Any willful violation of this Rule including a failure to comply with filing requirements, failing to provide the required pre-trial memorandum, not providing all parties or counsel copies of documentary evidence to be introduced at the hearing before the Master, or not attending a hearing, shall be grounds for contempt of Court and imposition of sanctions. The Master is empowered to recommend that anyone not complying with this Rule be cited for contempt of Court

**Proposed Philadelphia County Local Rules**  
**Rules Relating to Domestic Relations Matters Generally**

**Rule 1930**

The rules of this chapter shall govern all civil actions or proceedings brought in the Court of Common Pleas for Philadelphia County in Divorce, Support, Custody, and Protection From Abuse under the Domestic Relations Code, and shall be cited as “Phila.DR.R.”

(a) The following shall be filed with the office of the Clerk of Family Court:

- (1) the entry of appearance by an attorney on behalf of a party, which shall be substantially in the following form:

***See Form on Page 14***

- (2) the entry of an appearance by a self-represented party pursuant to Pa.R.C.P.1930.8; which shall be substantially in the following form:

***See Form on Page 15***

- (3) the original and four copies of all complaints, petitions, motions, mandatory filings, and all other pleadings and documents in the nature of pleadings.

(b) All local forms shall be posted on the First Judicial District’s website:

<http://courts.phila.gov/forms>.

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
FAMILY DIVISION**

\_\_\_\_\_  
: DOCKET NO. \_\_\_\_\_  
:  
vs. :  
:  
: PACSES No. \_\_\_\_\_  
:  
\_\_\_\_\_

**ATTORNEY'S ENTRY / WITHDRAWAL OF APPEARANCE**

PLEASE ENTER/WITHDRAW OF RECORD MY APPEARANCE FOR:

\_\_\_\_\_  
CLIENT'S NAME

\_\_\_\_\_  
ATTORNEY'S NAME

\_\_\_\_\_  
ATTORNEY'S ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
ATTORNEY'S TELEPHONE NUMBER

\_\_\_\_\_  
ATTORNEY'S EMAIL ADDRESS

\_\_\_\_\_  
ATTORNEY'S ID NO. SIGNATURE OF ATTORNEY

\_\_\_\_\_  
DATE

Entry of Appearance Self Represented Party

		: IN THE COURT OF COMMON PLEAS
		: OF PHILADELPHIA COUNTY, PENNSYLVANIA
VS.	PLAINTIFF	: DOMESTIC RELATIONS SECTION
		:
	DEFENDANT	: DOCKET
		: PACSES CASE ID

TO THE DOCKETING DIVISION OF THE DOMESTIC RELATIONS SECTION:

I am the \_\_\_ plaintiff \_\_\_ defendant in the above captioned \_\_\_ support \_\_\_ custody \_\_\_ divorce \_\_\_ annulment \_\_\_ protection from abuse case.

I intend to represent myself in upcoming legal proceedings at the Philadelphia County Domestic Relations Section. Remove the counsel of record from my case, if applicable.

Papers may be served at the address set forth below:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Mobile Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

For Self Represented Party:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Pursuant to Pa.R.C.P. 1930.8(b) a self-represented party is under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.**