

Discovery Court Hearing – Reference Guide

Hearing Requirements

- Please arrive prior to 09:00 am. The calling of the list will begin promptly at 09:00 am.
- Counsel must appear in the assigned City Hall courtroom if the dispute is unresolved.
- Bring **three (3) complete copies** of the motion package and/or response.

Required Motion Package Contents

1. Proposed Order (listing discovery deadline and/or arbitration date)
2. Motion or Response (three copies)
3. Tabbed exhibits (if any)
4. Notice of Presentation (for non-EFS parties)
5. Proof of Service (for non-EFS parties)
6. Attorney Certification of Good Faith
7. Email Notification of hearing

Hearing Day Procedure

- Review the posted case list and note your **list number and control number**.
- Include the list number (upper right) and discovery deadline/arbitration date (lower left) on the proposed order.
- Date the proposed order.
- Follow any additional instructions from Pete or assigned judge.

Call of the List

- Movant responds: **“Movant”**
- Contested response: **“Contest”**
- Resolved matters: **“By Agreement”**

- Failure to respond when called may result in an adverse ruling.
- Uncontested or agreed matters may leave after call of the list; orders are issued pursuant to Pa.R.C.P. 236.
- Contested matters will be called individually to the bench; the movant provides the motion package to the Clerk.

Missed Appearances

- No appearance by any party: motion deemed moot.
- Movant appears; others do not: motion uncontested.
- Movant absent; others appear: motion dismissed; sanctions may be imposed.
