

RULE 1.8(c). Docketing of Cases and Request for Assignment

- (1) All matters shall be filed with the Clerk of the Orphans' Court before they are entertained by this Court. Attorneys and self-represented parties shall comply with the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* and Local Rules of Judicial Administration 101 and 102 found at <http://www.dauphincounty.org/government/Court-Departments/Local-Rules-of-Court/Pages/default.aspx>.
- (2) When the issuance of a citation is requested, or when any petition, account, objection, preliminary objection, exception to an auditor's or master's report, or motion is ready to be scheduled for a hearing, argument, or disposition by the Court, or when a conference with the Court is requested, a party must file a "Request for Assignment" using the latest format, together with a proposed citation, rule, or order which contain a distribution legend. The Request for Assignment must state:
 - (a) the name and docket number of the case;
 - (b) the title and date of the matter(s) ready for assignment;
 - (c) whether all responsive pleadings have been filed or the time for responsive pleadings has elapsed;
 - (d) if a hearing or argument is requested, the anticipated length of the hearing or argument;
 - (e) a list of any related cases; and
 - (f) the names, addresses, telephone numbers, and email addresses of all counsel and self-represented parties.

Request for Assignment forms shall be available from the Clerk of the Orphans' Court or online at www.dauphincounty.org.