

FILING A MOTION FOR APPOINTMENT OF DIVORCE MASTER

You must meet several requirements before the Divorce Masters Office will process a Motion for Appointment of Divorce Master. This information sheet tells you those requirements. If you have any questions, please contact the Divorce Masters Office. All incomplete Motions will be returned to counsel!

For ALL Motions:

- ❑ One (1) Original Motion, which has been clocked and paid at the Prothonotary's Office.
- ❑ Three (3) copies of the Motion, which have been clocked and paid at the Prothonotary's Office.

Filing for Divorce Only:

- ❑ The above Original Motion and copies, plus:
- ❑ One copy of the filed Complaint and
- ❑ Copies of filed affidavit and counter affidavit if proceeding under Section 3301(d).

Filing for Alimony, Counsel Fees, Costs, and Expenses Only:

Pa.R.Civ.P. 1920.31(a)

- ❑ The above Original Motion and copies, plus:
- ❑ One copy of the Income Statement , which has been clocked at the Prothonotary's Office.
- ❑ One copy of the Melzer Expense Statement, which has been clocked at the Prothonotary's office.
- ❑ Recent pay stub, tax return or support order.

Filing for Equitable Distribution ONLY:

Pa.R.Civ.P. 1920.33(a)

- ❑ The above Original Motion and copies, plus:
- ❑ One copy of the Inventory, which has been clocked at the Prothonotary's Office.
- ❑ A copy of the Income Statement, the Melzer Expense Statement, or both, if previously filed with the Prothonotary

Filing for All Claims:

- ❑ The Original Motion and copies (see "All Motions" on the first page), plus:
- ❑ One copy of the Complaint (clocked in at Prothonotary),
- ❑ One copy of the Inventory, which has been clocked at the Prothonotary's Office.
- ❑ One copy of the Income Statement, which has been clocked at the Prothonotary's Office.
- ❑ Recent pay stub, tax return or support order.
- ❑ One copy of the Melzer Expense Statement, which has been clocked at the Prothonotary's office.

IN ALL CASES:

The Motion **must be** filled out **completely!** It **must** include the following information:

- ❑ "Prothonotary's Certification" **must** show payment of the correct fee and be initialed by Prothonotary staff. (Bring your receipt, as well.)
- ❑ Motion **must** show complete names and addresses of the Plaintiff, Defendant, and Attorneys.

- Motion **must** show correct Prothonotary's Docket number(s).
 - The "02" number refers to the Divorce issues
 - The "15" number refers to the Economic issues.
 - Use the "15" number for Income Statement, Melzer Expense Statement, and Inventory Statements, whenever they are filed.

- You **must** completely fill in the bottom portion of page one (1), and all of page two (2). (You must disclose all claims raised in the pleadings and all of the filing dates must match the dates in Prothonotary docket.)

- Attach a detailed list of the information you have requested and not yet received in discovery. Also, show the date by which you expect to receive that information.

- Attorneys or Pro Se parties must sign the bottom of the Motion, include his/her name, Supreme Court ID# (attorneys only), Address, Telephone# and date.

- The Divorce Masters Office will complete pages three (3) and four (4), assign a Master, and schedule a Preliminary Conference.

FYI

The Divorce Masters Office completes page four (4) with the following notices to the parties:

- ⇒ The documents the responding party **must** file,
- ⇒ The responding party's deadlines for filing those documents.
- ⇒ The date of the Preliminary Conference, which is generally one (1) week after the responding party's deadline.

If there are any questions when filing a Motion, please feel free to contact our office at 717-771-9333. It will save everyone time if you call to be sure that the correct information is supplied before filing a Motion.