

IN THE COURT OF COMMON PLEAS OF WESTMORELAND COUNTY, PENNSYLVANIA

CIVIL ACTION - DIVORCE

)			
Plaintiff)			
)			
vs.)			
)	NO.	OF 20	-D
,)			
Defendant)			

ORDER OF COURT

AND NOW, to wit, this _____ th day of February, 20__ it appearing that the Plaintiff is prepared to proceed with the economic claims pending between them; and it further appearing that it is consistent with the efficient administration of justice that the parties exchange information and documents prior to the All Counts Conference; and at the request of Plaintiff’s counsel, IT IS HEREBY ORDERED AND DECREED AS FOLLOWS:

1. that an All Counts Conciliation Conference is scheduled before the All-Counts Conciliation Hearing Officer in Hearing Room B, 4th Floor, Family Court, Westmoreland County Courthouse, Greensburg, PA, for _____, _____, **2017 at _____ :00 p.m.** Both parties and Counsel are directed to appear.
2. that within 10 days of the date of the Order, the parties shall enter into a stipulation as to the date of separation. To the extent they cannot so stipulate, each shall provide the other with the date each believes separation occurred, as well as rationale therefor.
3. that at least 20 days prior to the conference set forth above, the parties shall exchange complete (e.g. including all schedules) personal federal income tax returns for the previous three years; a pay stub subsequent to the date of this Order containing year to date information, retirement account(s) information (including, but not limited to, ERISA, IRA, 401(d) and savings plan statements) and, to the extent applicable, summary plan descriptions for such accounts. Such retirement documents should be dated as close as is possible to the separation date. In the event the parties dispute the date of separation and such dispute may result in material and substantial difference in the valuation of retirement accounts, documents shall be exchanged for the dates of separation set forth by both parties. ***Both***

parties shall file and exchange their Addendum A and any attachments at least 20 days prior to the conference. Counsel shall certify service of these documents.

4. that the parties are not required to obtain expert valuations regarding any assets prior to the first conciliation. However, they shall discuss and attempt to reach agreement on all significant valuation issues, including, but not limited to, any disputes arising regarding retirement accounts; value of the marital residence and its contents; and the agreement on any valuations issues, they are strongly encouraged to see an impartial appraiser to conduct a joint valuation of the disputed asset, and to stipulate to the results thereof.

5. that the parties are encouraged to jointly prepare a Marital Asset and Liability Summary substantially in the form of the attached example. If the parties are unable to do so, each party shall prepare his or her own Summary. Five (5) days prior to said conciliation, counsel shall serve on the Family Court Administrator the summary and a written proposal for the resolution of the existing claims.

6. that absent compelling reasons, this case will not be continued within 30 days of the scheduled date.

Counsel and parties should note that failure to strictly comply with the terms of this Order may result in continuation of the conciliation, fines and/or counsel fees. Parties may not consent to waive any provision of this Order.

BY THE COURT,

_____, J.
Judge

ATTEST:

Prothonotary

Cc: