

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

**CASE CONFERENCE REQUEST FORM**

CIVIL

FAMILY

ORPHANS'

Notwithstanding the limitations of the Court's Emergency Orders, the Court wishes to make itself available to work with counsel to resolve cases or issues within cases. This will be accomplished with the assistance of Judges working from their homes and utilizing telephone and/or video conferencing.

**Cases eligible for this program are limited to: cases in the civil, family and orphans' court divisions, and cases where ALL parties are represented by counsel who are also ALL e-filers, and where ALL parties agree to participate in the conference and agree on the issues to be addressed.**

If you wish to have a non-record telephone or video conference to attempt to resolve a case or issues within a case, or to confirm an existing agreement in a case, please complete this form and submit to Court Admin at [caseconferences@montcopa.org](mailto:caseconferences@montcopa.org). If your request is accepted, you will be contacted by the Court directly with a proposed time for a scheduled telephone or video conference.

REQUESTING COUNSEL WILL THEN BE REQUIRED TO SCHEDULE THE ACTUAL TELEPHONE OR VIDEO CONFERENCE FOR THE TIME DESIGNATED BY THE COURT, AND PROVIDE CONNECTION INFORMATION TO THE JUDGE AND OPPOSING COUNSEL.

NOTE – No Orders shall be issued as a result of a conference to place a matter on a subsequent list or schedule for a subsequent hearing or trial. Only Orders entered by agreement will be accepted for filing by Court Admin. If there is no agreement as a result of a conference, nothing further will occur.

**CAPTION AND CASE NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
Attorney for Plaintiff ID: \_\_\_\_\_

\_\_\_\_\_  
Attorney for Plaintiff ID: \_\_\_\_\_

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

\_\_\_\_\_  
Attorney for Defendant ID: \_\_\_\_\_

\_\_\_\_\_  
Attorney for Defendant ID: \_\_\_\_\_

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

*For additional attorney information attach a separate page.*

**THE REQUESTING PARTY HEREBY CERTIFIES THAT ALL PARTIES ARE REPRESENTED BY COUNSEL AND THAT ALL COUNSEL ARE ALSO E-FILERS, AND**

**THE REQUESTING PARTY HEREBY CERTIFIES THAT ALL PARTIES AGREE TO A CONFERENCE AND AGREE THAT THE FOLLOWING ISSUES WILL BE ADDRESSED DURING THE CONFERENCE:**

\_\_\_\_\_  
\_\_\_\_\_

**OR  THIS FORM IS BEING SUBMITTED WITH AN AGREED-UPON ORDER FOR REVIEW AND EXECUTION BY THE COURT.**