

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
COURT ADMINISTRATION OFFICE SCHEDULING COVER SHEET (CAOSCS)  
IN ORDER TO BE PROCESSED ALL REQUESTED INFORMATION MUST BE COMPLETED

PLEASE TYPE OR PRINT LEGIBLY  
ORIGINAL CAPTION

PLAINTIFF  CHANGE OF ADDRESS

DOCKET NO. \_\_\_\_\_

DEFENDANT  CHANGE OF ADDRESS

**NAME, ADDRESS AND TELEPHONE NUMBER OF ATTORNEYS/PRO SE**

PLAINTIFF  CHANGE OF ADDRESS

DEFENDANT  CHANGE OF ADDRESS

Check one

CIVIL

FAMILY

DOMESTIC RELATIONS (SEE INSTRUCTIONS ON BACK OF FORM)

Name of person submitting CAOSCS: \_\_\_\_\_

**SECTION A: EVENT INFORMATION**

Hearing type \_\_\_\_\_  Conference type \_\_\_\_\_ Length of time \_\_\_\_\_

**SECTION B: SCHEDULING INFORMATION (Select one option below)**

**REQUEST TO SCHEDULE AN EVENT:** Family Business Court pick-up date if applicable: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Judge/CCO/DM: \_\_\_\_\_

**REQUEST FOR CHANGE OF A SCHEDULED EVENT:**  
\_\_\_\_\_ Continuance \_\_\_\_\_ Cancellation Oposing Counsel/Parties \_\_\_\_\_ **IS** \_\_\_\_\_ **IS NOT** in agreement

Presently scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Judge/CCO/DM: \_\_\_\_\_

Continued to: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Judge/CCO/DM: \_\_\_\_\_

Reason: \_\_\_\_\_

Special instructions for rescheduling event: \_\_\_\_\_

**REQUEST TO SCHEDULE A CONTINUATION AFTER START OF HEARING:**

Date Started: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Judge/CCO/DM: \_\_\_\_\_

Continuation scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Judge/CCO/DM: \_\_\_\_\_

**SECTION C: COURT USE ONLY**

Approved by Judge \_\_\_\_\_ Date: \_\_\_\_\_

**For Court Administration Use Only**

Report Entered/Deleted on CCSC  CDAEVNT  Scheduled in BANNER  Letters Sent

(If a continuation, this must be indicated on CCSC)

Initials/Date \_\_\_\_\_

Updated 06/14/11

## **INSTRUCTIONS FOR COMPLETING CAOSCS**

**Section A: Event Information** Select whether it is a hearing or a conference and specify the type. Type of Hearing example: Custody, Special Relief, License Appeal, Minor's Compromise, Adoption, Estate, Support, etc. Type of Conference example: Zoning Appeal, Custody, Support, etc. Enter estimated length of time needed.

**Section B: Scheduling Information** Select whether it is a Request to Schedule, Request for Change of a Scheduled Event, or a Request to Schedule a Continuation of an event that is in progress and complete that section accordingly.

Note: For Custody Conferences: Rescheduling fee must be attached along with a signed, ***Uncontested Motion for Continuance and Waiver*** form.

Any other Event changes: Continuances and Cancellations must have an Order (Original and 2 Copies)

**Fees**: Must be in the form of a Cashier's Check, Money Order, cash or Law Firm Check.

**Section C**: The date selected must be approved by a Judge and the CAOSCS sheet then given to Court Administration.

### **INSTRUCTIONS FOR COMPLETING CAOSCS - DOMESTIC RELATIONS SECTION, 150 NORTH QUEEN STREET, LANCASTER**

#### **First and second reschedule requests:**

**Agreement** - Judges' approval is not required. File completed CAOSCS form at Domestic Relations Office.

**Non-agreement** - File completed CAOSCS form and motion in Family Business Court.

**Third or subsequent reschedule requests:** Must file a motion in Family Business Court.

### **GLOSSARY OF TERMS**

PLAINTIFF - The party that institutes a suit in a court.

DEFENDANT - A person against whom an action is brought.

DOCKET # - The number assigned to the document.

HEARING - A session before a Judge in a courtroom or Divorce Master in a hearing room.

CONFERENCE - A meeting before a court appointed officer.

FAMILY BUSINESS COURT - Family petitions are presented to the Judge, assigned by defendant's last name.

COMPLAINT - The presentation by the plaintiff in a civil action, setting forth the claim on which relief is sought.

CAPTION - The heading which lists the plaintiff & defendant in the action.

PRO SE - for self - you represent yourself

JUDGE - The assigned judge for the event.

CCO - Custody Conference Officer - A court appointed officer assigned the custody conference.

DM - Divorce Master - A court appointed officer assigned the divorce hearing.