

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
 ORPHANS' COURT DIVISION
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

IN THE ORPHAN'S COURT MATTER OF:

IN RE:

DOCKET NO.

NAME, ADDRESS AND TELEPHONE NUMBER OF ATTORNEYS/PRO SE
 (Please indicate who listed attorneys represent)

Attorney(s):

Name of person submitting CAOSCS:

SECTION A: EVENT INFORMATION

Hearing type	Conference type	Length of time
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SECTION B: SCHEDULING INFORMATION (Select one option below)

REQUEST TO SCHEDULE AN EVENT:				
Date:	Time:	Place:	Judge/CCO/DM:	
REQUEST FOR CHANGE OF A SCHEDULED EVENT:				
Continuance	Cancellation	Opposing 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	
<input type="checkbox"/> Report Entered/Deleted on CCSC (If a continuation, this must be indicated on CCSC) Initials/Date _____	<input type="checkbox"/> Letters Sent Initials/Date _____

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.

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

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

GLOSSARY OF TERMS

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.

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.