

MASTER SCHEDULING FOR CONCILIATIONS AND HEARINGS

Effective June 1, 2020, if a Judge of the Family Division refers a matter to a Master for either conciliation or hearing, counsel/parties shall follow the following procedures:

1. A copy of the Order of Court, along with contact information (including email addresses) for all counsel or unrepresented parties, referring the matter to the Master shall be mailed to the following address:

**FAMILY LAW CENTER
Attn.: Docket Clerk
440 Ross Street, Room 4008
Pittsburgh, PA 15219**

2. If a check for the entire fee accompanies the Order, which is the preferable practice, the Docket Clerk will contact counsel/unrepresented party via telephone to schedule the date.
3. If only part of the fee accompanies the Order, the Docket Clerk will wait until the fee is paid in full to contact counsel/unrepresented party via telephone to schedule the date.

Please call 412-350-3906 with any questions.