

Parties to a divorce / equitable distribution matter may ***agree*** to have an Equitable Distribution Master conciliate the pending equitable distribution claim. The following form Praecipe is to be utilized for requesting a half day or full day conciliation. The instructions for requesting the conciliation are contained within the form.

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
FAMILY DIVISION**

_____ ,

PLAINTIFF,

v.

_____ ,

DEFENDANT.

NO. FD _____

**PRAECIPE TO SCHEDULE
MASTER'S CONCILIATION**

HONORABLE _____
JUDGE
FAMILY DIVISION ASSIGNED JUDGE

Counsel for Plaintiff:

Email address: _____

Counsel for Defendant:

Email address: _____

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
FAMILY DIVISION**

_____, NO. FD _____

PLAINTIFF,

v.

DEFENDANT.

**PRAECIPE TO SCHEDULE A CONCILIATION
BEFORE THE PERMANENT MASTER**

By consent, as evidenced by the signatures below, the above-captioned matter is referred to this Court's Permanent Master for the following:

1. A 3-hour/6-hour conciliation on the following issues/claims: _____

_____.

Any issues must be related to economic claims related to a divorce and discovery. For conciliation on any other matters, the parties must seek court approval. If it is determined that the issue not related to the above, the conciliation will be canceled, and any payment forfeited.

2. The fee for said conciliation is at the rate of \$250 for 3 hours (half day) or \$500 for 6 hours (full day). The parties shall split equally the payment unless otherwise stated as follows: _____.

3. By their signatures below, Counsel/Parties certify that either (a) **the parties agree that they have lived separate and apart for a period of at least two years if separated prior to December 5, 2016 or for a period of one year if separated on or after December 5, 2016, and that the marriage is irretrievably broken.** OR (b) both parties have filed an affidavit under Section 3301(c) of the Domestic Relations Code, OR (c) the Court has granted a decree on the claim for divorce.

4. By their signatures below, counsel/parties certify that both parties have filed their inventory and appraisements and income and expense statement if alimony is requested.

5. In the event there is not compliance with #3 and #4 above, the conciliation will be canceled, and any payment will be forfeited.

6. Counsel (or the party/ies, if pro se) shall **mail** a time-stamped copy of this Praecipe to the Docket Clerk (Room 3024.2, Family Court Facility, 440 Ross Street, Pittsburgh, PA 15219), including name, address, phone number, and email address for all counsel or unrepresented parties, along with check(s)/money order(s) payable to Master per the fee schedule set forth above to schedule said hearing or conciliation.

7. Once the fee is paid, no refunds will be made if the scheduled date is continued or canceled for any reason.

8. In the absence of compelling circumstances, this case will not be continued to accommodate counsel, the parties, or witnesses, and all such persons must be present and prepared to proceed on the date and time scheduled.

CONSENTED TO:

Plaintiff/Plaintiff Counsel

Defendant/Defendant Counsel