

Rule 1920.12 *Complaint. Contents and Filing.*

(a) *The Complaint.*

- (1) The plaintiff in the complaint and the defendant in the answer, counterclaim or other petition shall set forth each claim as a separate count.
- (2) If a claim is made by either party to the action for custody, partial custody, or visitation, the relevant count in the pleading must comply with the requirements of the applicable rules.
- (3) If a claim is made by either party to the action for alimony pendente lite, alimony, or support, the party shall attach to the pleading as an exhibit the Family Division Support/Alimony Pendente Lite/Alimony Information Sheet. These sheets may be obtained from the Intake Office or the Screening Window in Family Division.

(b) *Filing the Complaint.*

- (1) All divorce and annulment complaints shall be filed and the filing fee paid in the Prothonotary's Office, 1st Floor, City-County Building, 414 Grant Street, Pittsburgh, PA 15219, where they will be assigned a docket number. The number given to the divorce will also be assigned to any other claim contained in the divorce complaint or other pleadings subsequently filed in this action. If there is a prior action between the parties, the case shall be docketed in conformity with Local Rule 1930(f).
- (2) A party filing any secondary pleading to the divorce action (answer, counterclaim or other petition) shall file such pleadings at the Prothonotary, 1st Floor, City-County Building, 414 Grant Street, Pittsburgh, PA 15219.
- (3) If the divorce proceeding includes a claim for support, alimony pendente lite or counsel fees, any party seeking a conference/hearing on said claim shall file a praecipe at the screening window in Family Division requesting that a conference/hearing date be scheduled and further stating that there is no existing order of support and/or alimony pendente lite providing for the support of a spouse. The party seeking the conference/hearing shall provide two copies of the pleading(s) raising the claim for support, alimony pendente lite or counsel fees and the Family Division Support/Alimony Pendente Lite/Alimony Information Sheet to the clerk at the screening window at the time the praecipe for conference/hearing is filed. Where there is an existing order for support and/or alimony pendente lite providing for the support of a spouse, a hearing will be scheduled only pursuant to an order of court obtained by following the procedures

required for filing motions at Family Division Motions Court as provided in Local Rule 1930(a).

Note: Adopted May 15, 1981, effective immediately; amended January 5, 1996, effective February 26, 1996; amended January 18, 2001, effective 30 days after publication in the *Pennsylvania Bulletin*.