

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

IN RE:

NO.

**AMENDMENT OF MONTGOMERY COUNTY ORPHANS' COURT LOCAL
RULE 3.4A – *FORM. ADDITIONAL REQUIREMENTS. COVER SHEET.***

ORDER

AND NOW, this 29 day of March, 2011, the Court hereby amends Montgomery County Orphans' Court Local Rule 3.4A – *Form. Additional Requirements. Cover Sheet.* This Amended Local Rule shall become effective on May 1, 2011, and shall be posted on the Montgomery County website, as an Orphans' Court Local Rule.

The Clerk of the Orphans' Court is directed to publish this Order once in the Montgomery County Law Reporter and in The Legal Intelligencer. In conformity with Pa.R.J.A. 103(c), the Clerk of the Orphans' Court shall forward ten (10) certified copies of this Order to the Administrative Office of Pennsylvania Courts for distribution in accordance with Pa.R.J.A. 103(c)(2). In addition, the Clerk of the Orphans' Court shall deliver one (1) copy to the Court Administrator of Montgomery County, one (1) copy to the Law Library of Montgomery County and one (1) copy to each Judge of the Orphans' Court Division of this Court.

BY THE COURT:

RICHARD J. HODGSON, P.J.

STANLEY R. OTT, A.J.

NOTE: Underscored material is added

Local Rule 3.4A. Form. Additional Requirements. Cover Sheet.

- (1) *Typing. Endorsement.* Every pleading shall be endorsed with the name of counsel and where practicable typewritten and double-spaced, or printed.
- (2) *Signature and Verification.* Every pleading shall be signed by the attorney and where facts are averred shall be verified by one or more of the parties. If this is impracticable, it may be signed and verified by someone familiar with the facts, in which case the reason for the failure of the parties to sign shall be set forth.
- (3) *Decree.* The proposed decree shall have a caption and shall be attached to the face of the petition.
- (4) *Cover Sheet.* Every pleading (other than a legal paper filed electronically) shall be accompanied by a completed Cover Sheet, in the form available from the Clerk of the Orphans' Court of Montgomery County and available on the Montgomery County website at the following link: <http://rwoc.montcopa.org/forms>. The Cover Sheet must be typed or printed and must include the address and signature of the attorney for the filing party. If the party is not represented by any attorney, the party must sign the Cover Sheet and include his or her address. Where an attorney or party has not previously entered his or her appearance with respect to the matter, the Cover Sheet for a pleading shall be deemed to be an entry of appearance by the attorney or party who signs the Cover Sheet