

## **Rule 212.7. Case Management Orders**

(a) Case Management Orders may be submitted for Court approval by agreement of all parties to a matter by filing with the Office of the Prothonotary. Such agreed Case Management Orders shall be substantially in the form approved by the Court and available at <http://buckscounty.org/Courts/DocketForms>. At a minimum, every agreed Case Management Order shall contain the following, subject to rejection from filing by the Office of the Prothonotary or the Office of the Court Administrator:

- (1) current contact information for all parties and counsel, including mailing address, telephone number, and email address;
- (2) the type of proceeding necessary, *i.e.*, arbitration or trial;
- (3) the estimated amount of time, in days, necessary for such proceeding; and
- (4) the date on which the Office of the Court Administrator shall consider the matter ready for listing for arbitration or trial.

**Note:** This rule does not apply to cases requiring a date certain trial listing. A case management order in such cases will be entered only after a conference with the Office of the Court Administrator, Calendar, or other designated Court staff. See <http://buckscounty.org/Courts/CourtAdministration/Calendar> for more information regarding date certain listing.

A specific date, *i.e.*, month, date and year, on which the case will be considered ready for listing is required to be included in an agreed Case Management Order. A general, indefinite or contingent time frame, *e.g.*, “30 days from the disposition of any motion for summary judgment,” is not acceptable and will subject the order to rejection by the Prothonotary or the Office of the Court Administrator.

(b) Amendments to Case Management Orders are discouraged, but may be submitted by agreement of all parties and shall meet the minimum requirements of subsection (a) above.

(c) In the case that the parties are unable to reach agreement as to the terms of a Case Management Order or an amendment thereof, any party may file a motion for a case management conference. Upon review of the motion and in the Court’s discretion, a conference may be scheduled at which the sole issue before the Court shall be determination and entry of a Case Management Order.