

**PETITION FOR ALIMONY PENDENTE LITE
INSTRUCTIONS**

1. Persons seeking entry of an Order for Alimony Pendente Lite must file a MOTION FOR APPOINTMENT OF A MASTER for APL. This Motion must be filed with the Divorce Masters Office IN ALL CASES. If the Motion requests any relief other than APL, the matter will be heard in the Divorce Masters Office. If the Motion seeks only APL, it will be referred to the Domestic Relations Office.
2. The person asking to receive APL payments is the “Petitioner” in all cases, regardless of whether he or she is the Plaintiff or Defendant in the underlying divorce action.
3. Prior to filing a Motion for Appointment, the moving party must pay the \$50 filing fee in the Office of the Prothonotary. The Prothonotary will clock in the Motion at this time, and return it to the moving party to be taken to the Divorce Masters Office where the ORDER APPOINTING MASTER will be filled out.
4. Persons seeking entry of an Order for Alimony Pendente Lite must also fill out the PETITION FOR ALIMONY PENDENTE LITE, the BACKGROUND FOR APL, and the SOCIAL SECURITY NUMBER DISCLOSURE NOTICE. The DRO Docket No., PACSES No. and DRO No. must be filled in if the Petition is to be heard as part of an existing support proceeding. Otherwise, these should be left blank pending assignment of numbers by the Domestic Relations Office. The Civil Action Docket Number must always be filled in.
5. The APL Petitioner must bring the following to the Divorce Masters Office:

The Motion for Appointment (original plus two copies);

The payment receipt;

The Petition for Alimony Pendente Lite (three copies clocked in at Prothonotary)

The Background for APL (one original and two copies);

The Social Security Number Disclosure Notice (one original and one copy); and

A copy of the initial pleading raising the APL claim (if different from the Petition for Alimony Pendente Lite)

An Income and Expense statement is not required at this point for cases to be heard by the DRO. A blank I&E Statement will be mailed to each party with the scheduling notice and will be submitted to the DRO at the time of the conference.

6. The Divorce Masters Office will process the Motion and file the original with the Prothonotary. If the Domestic Relations Office is to conduct the proceedings, the Divorce Masters Office will forward the following to the DRO:

One copy of the Motion for Appointment;

Two copies of the Petition for Alimony Pendente Lite;

The original and two copies of the Background;

The original Social Security Disclosure Notice; and

The copy of the initial APL pleading (if applicable)

7. Parties will receive a scheduling order from either the Domestic Relations Office or the Divorce Masters Office, depending on which office is to conduct the proceedings.
8. Petitions for Modification will be handled the same way, with the following exceptions:

The Background form and the initial APL pleading are not required.

The names in the caption will be the same as they appear on the APL Petition, but the person seeking the change is now the person referred to as “Petitioner” in the body of the pleading.

The purpose of these changes is to make sure the names of the parties appear in the correct order in the caption of all DRO documents. The name of the person receiving the money must appear first, and the name of the person paying the money must appear second, regardless of which one is requesting the hearing.