

**YORK COUNTY COURT OF COMMON PLEAS**  
**CHANGES IN DIVORCE MASTERS PROCEDURES**

**Effective July 1, 2015**

1. The most recent amendments to Pa.R.C.P. 1920.31 require Income Statements and Expense Statements to be filed by both parties prior to the appointment of a master to hear claims involving alimony, counsel fees, or costs and expenses. Effective July 1, 2015, it will no longer be necessary to provide copies of these documents to the Divorce Masters Office when you present your Motion to Appoint on any of these issues. We will check the Prothonotary's docket when we receive your Motion to make sure that the documents have been filed with the Prothonotary within the time limits set by the amended rule.
  - a. When you present the Motion to Appoint, you will need to provide either:
    - i. a copy of your client's most recent federal income tax return with Forms W-2, 1099, K-1, etc. and pay stubs showing income from employment for the past six months as required by Pa.R.C.P. 1920.31(a)(1); or
    - ii. a current support or APL order showing your client's net monthly income.
  - b. If the moving party has not complied with the amended rule, the Motion will be denied summarily. The moving party can then petition for a return of the appointment fee less \$50. Filing a blank or substantially incomplete form will be treated as non-compliance with the rule.
  - c. If the non-moving party has not complied with the amended rule, he/she will be precluded from offering evidence of his/her income or expenses, as the case may be, as part of his/her case in chief at trial. Filing a blank or substantially incomplete form will be treated as non-compliance with the rule.
  - d. Once we have received a Motion to Appoint, the non-moving party will be directed to provide either:

- i. a copy of his/her most recent federal income tax return with Forms W-2, 1099, K-1, etc. and pay stubs showing income from employment for the past six months as required by Pa.R.C.P. 1920.31(a)(1); or
    - ii. a current support or APL order showing his/her net monthly income.
  - e. In either case, filing a blank or substantially incomplete form will be treated as non-compliance with the rule.
2. The most recent amendments to Pa.R.C.P. 1920.33 require Inventories to be filed by both parties prior to the appointment of a master to hear claims involving equitable distribution. Effective July 1, 2015, it will no longer be necessary to provide copies of these documents to the Divorce Masters Office when you present your Motion to Appoint on any of these issues. We will check the Prothonotary's docket when we receive your Motion to make sure that the documents have been filed with the Prothonotary within the time limits set by the amended rule.
  - a. If the moving party has not filed and served an Inventory within the applicable time limits or has not provided the information required by the amended rule, the Motion will be denied summarily. The moving party can then petition for a return of the appointment fee less \$50.
  - b. If the non-moving party has not filed an Inventory or has not provided the information required by the amended rule, then he/she will be precluded from offering evidence of the identity or value of any marital or non-marital property or any marital liabilities that are unlisted, or that are inadequately described, as part of his/her case in chief at trial.
  - c. In either case, filing a blank or substantially incomplete form will be treated as non-compliance with the rule.
3. Effective July 1, 2015, the master will schedule a Preliminary Conference within fifteen days after the Motion is presented in all cases for which he/she has been appointed on substantive issues. You will be required to provide documentary evidence at the Preliminary Conference to support the estimated values/liabilities listed in your Inventory. You will be permitted to update mortgage balances,

investment account statements, and retirement account statements prior to trial, but only if those accounts were properly identified and proper estimates of value were provided in your Inventory.

- a. If the moving party does not have such evidence or has filed an Inventory that does not include a specific description of the property/liability or a specific estimated value of each asset or amount of each liability as of the date of separation and the date the Inventory was filed, then the moving party will have the option of requesting the amendment of the appointment to Interim Relief for discovery or having the Motion dismissed. No refunds will be given if the Motion is dismissed.
- b. If the non-moving party does not have such evidence or has filed an Inventory that does not include a specific description of the property/liability or a specific estimated value of each asset or amount of each liability as of the date of separation and the date the Inventory was filed, then that party will be precluded from offering evidence of value of the assets in question or the amount of the liabilities in question as part of his/her case in chief at trial.
- c. In all cases, values designated “unknown” will be treated as zero.