

INSTRUCTIONS
MOTION FOR THE APPOINTMENT OF A MASTER
FOR INTERIM RELIEF (PURSUANT TO YCCiv. 1920.51(a)(2)(i))

Purpose Of Form

Use this form to appoint a master for interim relief. Under York County Rules, you can appoint a master to hear a claim for interim counsel fees, costs, or expenses or to help resolve discovery issues. **All other forms of interim relief go to Business Court.** Before you can appoint a master to hear a claim for interim relief, you must file a pleading in which you request the specific interim relief that you seek.

Definitions

DMO – The Divorce Masters Office

Moving Party – The party who is filing the motion to appoint a master

Responding Party – The party who is not filing the motion

Appointment Fee

You must pay a fee of \$150 to the Prothonotary before you present this motion to the DMO. The Prothonotary will initial the payment certification on your original Motion and give you a receipt. This fee covers the first four hours that the master spends with the parties and/or counsel. Additional fees will be imposed if the case requires more of the master's time.

Presenting the Motion

Present the original motion to the DMO with three additional copies.

Specific Instructions

Cover sheet.

This form is almost always filed to the "15" docket number. The rare exception would be where you are asking for help with discovery relating to a claim for divorce under section 3301(a), (b), or (d) of the Divorce Code, rather than discovery relating to economic issues. In those very rare cases you can substitute the digits "02" for the digits "15" in the docket number.

If the case has already been assigned to a master, insert the master's name on the cover sheet in the blank provided. Otherwise, leave this space blank, to be filled in by the Divorce Masters Office.

Related Cases refer to underlying divorce action (the "02" number) or related economic claims (the "15" number) as the case may be, as well as custody, PFA, and/or support actions involving the same parties. Provide the docket number, DRS number and PACSES number for related support actions.

It's OK to fill in "n/a" for your fax number and e-mail address if you don't want to receive communications by fax or email. It's also OK to fill in "n/a" for the opposing Attorney's fax number and e-mail address if unknown.

Pages 2-4.

No separate caption is required.

In Paragraphs 1 & 2, please provide **current** mailing addresses for both parties in addition to the **address of record** for the non-moving party. This will help us obtain service and avoid delays in the initial conference.

Paragraph 3 is self-explanatory.

In Paragraph 4, check the box that applies.

Paragraphs 5 and 6 tell the master when you filed your pleading in which the claim for interim relief was raised and how you served it on the other party. Please provide the requested information so that the appointment won't be delayed while the DMO staff retrieves and reviews the Prothonotary's file.

Paragraphs 7 thru 10 go to the underlying authority of the master to act. Please provide the requested information so that the appointment won't be delayed while the DMO staff retrieves and reviews the Prothonotary's file.

Fill in Paragraphs 11 and 12 if you are seeking interim counsel fees, costs, or expenses. Write "n/a" in the blanks in these two paragraphs if you are seeking help with discovery. Pa.R.C.P. 1920.31(a)(1) requires you to file proof of income with your Income Statement. See Pa.R.C.P. 1920.31(a)(1). See YCCiv. 205.1(d), which deals with protecting personal information such as Social Security Numbers, account numbers, etc.

Certification/Verification

While the form is titled as a Motion, it contains at least one averment of fact not of record in the underlying divorce action. Therefore, it must be certified (if filed by an attorney) or verified (if filed by a pro-se party). Use whichever signature block is applicable to your situation.