

SUPREME COURT OF PENNSYLVANIA

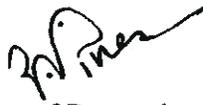


ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS

1515 MARKET STREET, SUITE 1414
PHILADELPHIA, PENNSYLVANIA 19102
TEL: 215.560.6300
FAX: 215.560.5487

MEMORANDUM

TO: All Prothonotaries

FROM: Zygmunt A. Pines 
Court Administrator of Pennsylvania

DATE: March 11, 2010

SUBJ: Pa.R.C.P. 205.5, Statewide Civil Cover Sheet

The Supreme Court of Pennsylvania has adopted a new rule of civil procedure mandating the submission of a statewide, uniform cover sheet with each new civil filing. The effective date of the rule is May 26, 2010. The importance of a mandatory cover sheet is to provide systematic data on the types of civil cases filed in our courts, permitting us to respond to requests from the legislature, media and the public about civil trends. It is also an important and practical tool for president judges and court administrators to use in designing and assessing the effectiveness of case management programs.

To help with implementation, AOPC will provide technical support and materials to your office. Enclosed in this packet are some initial materials that were recommended by various prothonotaries across the state who have consulted on the development of the civil cover sheet. These include:

- **Order, Rule and Sample Cover Sheet:** A limited supply of cover sheets will be shipped to your office prior to the effective date. After the initial shipment, a copy of the form will be maintained and available for download on the Pennsylvania Judiciary's website at www.pacourts.us.
- **Signage:** To help announce the new requirement to the public and parties, posters and countertop tent cards for display are enclosed.

All Prothonotaries

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- Notice of incomplete filing: To assist with enforcement of the new rule, a form notice for distribution to parties attempting to file a new action without a cover sheet is enclosed.
- Statistical reporting materials: The new AOPC Civil Court Statistical Report Form and Statistical Reporting Manual, effective for the June 2010 monthly report, are provided so that any necessary docket or program system changes can be made. The electronic eForm will be forwarded to you prior to the effective date.

We hope these materials are helpful as your office plans for implementation of this new rule. Do not hesitate to contact the Research Department at 215-560-6300 with any questions or concerns. Thank you for your ongoing assistance and support of the judiciary's initiatives.

Enclosures

cc: All President Judges
All District Court Administrators