

**COURT OF COMMON PLEAS OF BUCKS COUNTY  
OMNIBUS PRAECIPE FOR ARBITRATION, HEARING OR TRIAL**

Docket No.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff(s)

Attorney/Unrepresented Party: \_\_\_\_\_  
Address: \_\_\_\_\_

vs.

Current Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_  
**\*\*See reverse side of form regarding provision of e-mail addresses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant/Additional Defendant(s)

Attorney/Unrepresented Party: \_\_\_\_\_  
Address: \_\_\_\_\_

Current Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_  
**\*\*See reverse side of form regarding provision of e-mail addresses**

Companion Case No.: \_\_\_\_\_

**ACTION REQUESTED**

Complete all appropriate blanks and sign before filing in the Office of the Prothonotary.\*\*

Please visit the [www.buckscounty.org/courts/courtadministration/calendar](http://www.buckscounty.org/courts/courtadministration/calendar) for copy of this form.

**SEE REVERSE SIDE or Page 2 of the online form for specific instructions on how to correctly complete this form.**

**Incomplete and incorrect praecipis will be returned to the filing party.**

\_\_\_\_\_ Jury Trial \_\_\_\_\_ Trespass P.D. Auto

Filing Date of Jury Demand: \_\_\_\_\_ \_\_\_\_\_ Trespass B.I. Auto

\_\_\_\_\_ Equity or Other Non-Jury Hearing \_\_\_\_\_ Trespass-Other

\_\_\_\_\_ Arbitration \_\_\_\_\_ Assumpsit

\_\_\_\_\_ Argument Court \_\_\_\_\_ Equity

Reason for Argument \_\_\_\_\_ \_\_\_\_\_ Condemnation

\_\_\_\_\_ \_\_\_\_\_ Arbitration Appeal

**\*\*Required: Estimated Trial/Hearing Length:** \_\_\_\_\_ \_\_\_\_\_ Other-Specify

Special Requests: \_\_\_\_\_

**Certification**

It is hereby certified that the above captioned case is at issue and ready for hearing or argument; that certification notice as required by B.C.R.C.P. \*261 was effected on \_\_\_\_\_, \_\_\_\_\_; that discovery is complete or foreclosed; and that all attorneys of record and unrepresented parties are named above with their complete addresses and telephone numbers.

\_\_\_\_\_  
(Date Praecipe Filed)

\_\_\_\_\_  
Signature of Filing Attorney or Pro Se Party

Atty. I.D. No.: \_\_\_\_\_

## INSTRUCTIONS

This praecipe is to be used for requesting scheduling of the following matters:

Jury Trial

Equity Trial

Arbitration

Trespass and Assumpsit Non-Jury Trial

- **The praecipe shall only be filed when all pleadings are closed, discovery is complete or foreclosed and the matter is ready for disposition.**
- **Certification of readiness and notice to opposing counsel or unrepresented parties is required by Bucks County Rule of Civil Procedure \*261.**
- **All names, current addresses, telephone numbers and email addresses of opposing counsel or unrepresented parties must be included.**
- **For administrative, procedural and scheduling purposes, specific length of hearing is required.**
- **Regarding e-mail addresses: Providing an email address on this form will not constitute a consent, pursuant to Pa.R.C.P. No. 205.4(g)(1)(ii), to service of further notices or legal papers from the Court or other parties electronically.**
- **Written notification of the resolution of any matter reached prior to a scheduled event shall be submitted in writing to: Office of Court Administration, Calendar: [calendarfax@buckscounty.org](mailto:calendarfax@buckscounty.org). A copy of the Praecipe to Settle, Discontinue & End shall be submitted to the same address.**
- **This Praecipe is NOT to be used to request oral argument on motions and petitions. Please refer to Bucks County Rule of Civil Procedure No. 208.3(b) in this regard.**