

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**CASE MANAGEMENT ORDER**

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, a complaint having been filed to collect on a consumer credit card debt, and the case being eligible for participation in the Lancaster County Consumer Credit Card Collection Diversion Program, it is hereby ORDERED as follows:

1. Pending further order of Court, all proceedings and further pleading deadlines in this matter are suspended until completion of the conciliation process, and no judgment may be entered by default or otherwise until and unless the case is removed from the Diversion Program by further order of Court.
2. **A court-supervised conciliation conference is scheduled on \_\_\_\_\_ at \_\_\_\_\_ at a location TBA in the Lancaster County Courthouse, 50 North Duke Street, Lancaster. ALL PARTIES OR THEIR RESPECTIVE COUNSEL ARE DIRECTED TO APPEAR.**  
Continuances will NOT be granted, absent good cause shown.
3. If Plaintiffs utilize local counsel during the conciliation, original counsel of record shall make themselves available via telephone during the conciliation to aid in the negotiation process.
4. **Within thirty (30) days of service of the Complaint, Plaintiff shall file with the Court, along with supporting documentation, the Statute of Limitations and Documentation of Debt Certification in the form attached hereto.**
5. If an agreement is reached by the parties through negotiations prior to the scheduled conciliation conference, Plaintiff shall prepare any documents necessary to implement the agreement and immediately notify the Diversion Program Coordinator of the agreement so the conciliation conference may be canceled. If no agreement is reached through negotiations, the case shall proceed to the scheduled court-supervised conciliation

conference.

6. The failure of Defendant or their attorney to attend the conciliation conference, absent good cause shown, shall result in removal from the Program, the lifting of the stay, and in the matter proceeding to judicial disposition.
7. DEFENDANT IS PUT ON NOTICE THAT CELLULAR PHONES ARE NOT PERMITTED WITHIN THE LANCASTER COUNTY COURTHOUSE.
8. Although an attorney is not required, Defendant may work with an attorney to prepare the case for conciliation. If Defendant does not have an attorney, Defendant may contact MidPenn Legal Services by calling 717-299-0971 or the Lancaster Bar Association Lawyer Referral by calling 717-393-0737.
9. If Defendant desires to participate in FREE credit counseling through the Diversion Program, Defendant may call the Diversion Program Coordinator at (717) 209-3290 to arrange to have FREE credit counseling through Tenfold.
10. Defendant shall have the option to withdraw from the Diversion Program at any time by filing with the Court an Election of Nonparticipation, in the form attached hereto.

BY THE COURT:

\_\_\_\_\_, J.

ATTEST:

Encls: Exhibit "A" -- Statute of Limitations and Documentation of Debt Certification  
Exhibit "B" – Defendant's Election of Nonparticipation

Copies to: [Plaintiff/Counsel for Plaintiff]  
[Defendant/Counsel for Defendant]  
[Program Coordinator]

# **EXHIBIT A**



8. Documents regarding ownership of the debt:

A. Each bill of sale, assignment, or other document evidencing the transfer of ownership of the debt, beginning with the original creditor. If the debt has been assigned more than once, then each assignment or other writing evidencing transfer of ownership must be attached to establish an unbroken chain of ownership. Such documentation must contain at least the last four digits of the original account number of the debt purchased or other identifying information uniquely associated with the account and must clearly show the debtor's name associated with that account number.

B. Not applicable – the plaintiff is the original creditor

I verify that the statements made herein are true and correct. I understand that false statements are made subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Plaintiff or Plaintiff's Counsel

\_\_\_\_\_  
Date

# **EXHIBIT B**

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
CIVIL ACTION**

[CAPTION]

**DEFENDANT’S ELECTION OF NONPARTICIPATION IN THE  
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

After receiving notice of the above-captioned credit card debt collection action, after being served with a “Notice of Consumer Credit Card Collection Diversion Program” and Case Management Order, and understanding that the above-captioned action is eligible to participate in said Consumer Credit Card Collection Diversion Program:

- [ ] Defendant elects not to participate in the Diversion Program with the knowledge and understanding that the stay of proceedings will be lifted, the action will go forward, and the plaintiff may be permitted to seek judgment against the defendant if he/she does not file a responsive pleading with the Court, such as an answer to the complaint
  
- [ ] Defendant elects not to participate in the Diversion Program with the knowledge and understanding that the stay of proceedings will be lifted, and the action will go forward, to allow Defendant to raise a legal defense(s) in response to Plaintiff’s complaint

\_\_\_\_\_  
Defendant/Defendant’s Counsel

\_\_\_\_\_  
Date