

documents in electronic format and does not need to maintain a paper file for each case.

3. On or after January 1, 2022, in all consumer credit card collection actions, the caption of the complaint shall include the words "Consumer Credit Card Collection Action."

a. Any electronically filed complaints shall be submitted as follows:

- i. The Plaintiff files the complaint electronically through File & Serve Express, or any other such program as utilized by the Lancaster County Prothonotary for the electronic filing of documents;
- ii. The Plaintiff pays the appropriate civil action filing fee and any additional fees for e-filing as set forth by the Lancaster County Prothonotary;
- iii. Within three (3) business days of the filing of the complaint electronically, the Plaintiff provides (1) one check made payable to the Lancaster County Sheriff's Office for the civil process fee and (2) a paper copy of the filed complaint with the "Notice of Consumer Credit Card Collection Diversion Program," in the form attached hereto as Exhibit "1," affixed to the front of the complaint to the Lancaster County Sheriff's Office.

b. Any paper-filed complaint shall be accompanied by the following:

- i. one copy of the complaint for the plaintiff and one copy for each defendant;
- ii. one check made payable to the Lancaster County Prothonotary for the applicable filing fee, and one check made payable to the Lancaster County Sheriff's Office for the civil process fee;
- iii. two self-addressed, stamped envelopes;
- iv. the "Sheriff Service Process Receipt and Affidavit of Return" form; and
- v. a "Notice of Consumer Credit Card Collection Diversion Program," in the form

attached hereto as Exhibit "1".

4. Upon the filing of a consumer credit card collection complaint, the Court shall issue a "Case Management Order," substantially in the form attached hereto as Exhibit "2". The Prothonotary shall serve a copy of the Case Management Order on the plaintiff's attorney and on the defendant. The Case Management Order shall:

- a. schedule a conciliation conference for no sooner than 60 days and no later than 120 days from the date of the Order;
- b. direct the plaintiff to file with the Court, within 30 days of the service of the Complaint, the "Statute of Limitations And Documentation of Debt Certification" identified in paragraph 6 below;
- c. notify the defendant that the defendant may call the Diversion Program Coordinator for a referral to a certified credit counseling agency to assist the defendant in preparing for the conciliation conference; or
- d. notify the defendant that the defendant may opt out of the Consumer Credit Card Collection Diversion Program by filing with the Court "Defendant's Election of Nonparticipation," in the form attached hereto as Exhibit "3," or such later court-approved form;
- e. require the attendance at the conciliation conference of the defendant and a representative of the plaintiff who has actual authority to resolve the action;
- f. provide that further proceedings in the action will be stayed pending the conclusion of the conciliation process, unless the defendant opts out of the Diversion Program and/or the case is removed from the Diversion Program by further order of Court;

- g. advise the defendant of the right to consult with an attorney at any time and to bring an attorney to the conciliation conference, as well as provide contact information for local legal services and *pro bono* attorney programs; and
- h. provide such other terms as may be necessary and appropriate.

5. The sheriff shall file a return of service which shall indicate the service of the complaint. The entry of the Case Management Order shall result in an automatic stay of any further proceedings to afford the parties an opportunity to participate in the court-supervised conciliation process. No answer shall be required, and no judgment may be entered by default or otherwise prior to the completion of the conciliation process, unless the case is removed from the Diversion Program by further order of Court. Within ten days of the filing of Defendant's Election of Nonparticipation, the Court shall issue an Order canceling the conciliation conference, lifting the stay on the action, and directing the defendant to file a response to the plaintiff's complaint.

6. Within 30 days of service of the complaint, the plaintiff shall e-file with the Court a "Statute of Limitations and Documentation of Debt Certification" in substantially the same form as the form attached hereto as Exhibit "4".

The "Statute of Limitations and Documentation of Debt Certification" and all supporting documentation must be filed electronically through File & Serve Express, or any other such program as utilized by the Lancaster County Prothonotary for the electronic filing of documents.

The Diversion Program Coordinator will review the documents submitted to the Court to determine whether the appropriate supporting documentation and information has been filed. Any questions as to the sufficiency of documentation shall be referred to a judge of the Court

of Common Pleas. If the documents are not submitted or lack the required information, the Court shall issue an Order directing the plaintiff to supplement their documentation to conform with the pleading requirements under Pennsylvania Rules of Civil Procedure 1019.

7. If the defendant elects not to participate in the Diversion Program or if the defendant fails or refuses to cooperate within the parameters of the Diversion Program, the Court shall issue an Order removing the consumer credit card debt collection action from the Program.

8. The scheduled conciliation conference will be held before the Diversion Program Coordinator, or a court-appointed representative, who will facilitate the settlement negotiations.

9. Any unrepresented defendant will be advised by the Court, the Diversion Program Coordinator, and the credit counseling agency of the right to consult with an attorney at any time during the conciliation process and to bring an attorney to the conciliation conference. The defendant will also be advised that the defendant may apply for an attorney through programs run by the lawyer referral, legal services, and legal aid programs as may exist within the Second Judicial District. If a defendant secures the legal services of an attorney, counsel of record must file a praecipe for entry of appearance.

10. If an agreement is reached through negotiations prior to the scheduled conciliation conference, the plaintiff shall (a) immediately notify the Diversion Program Coordinator of the agreement so the conciliation conference may be canceled, (b) confirm the agreement in writing with the defendant and the Program Coordinator within five business days, and (c) prepare any documents necessary to implement the agreement.

11. If, at any time prior to the date on which a conciliation conference is scheduled, the plaintiff becomes aware that it will be unable to proceed to the conference, then the plaintiff

must contact the defendant, the defendant's attorney, if any, and the Diversion Program Coordinator, in writing, to request a continuance of the conciliation conference. Any failure of the plaintiff to comply with the specific terms of this paragraph may result in the imposition of sanctions.

12. Unless an agreement is reached prior to the scheduled conciliation conference, the plaintiff's attorney, the defendant, or the defendant's attorney shall appear in person at the conciliation conference. All parties or attorneys who appear at the conciliation must have actual settlement authority. If plaintiff's original counsel of record utilizes local counsel for the purposes of the conciliation conference, original counsel of record must be available via telephone to assist in facilitating a settlement agreement.

13. Failure of the plaintiff's counsel or the plaintiff's representative to attend the conciliation conference, absent good cause shown, or failure to participate in the conciliation in good faith may result in the dismissal of the action without prejudice, the rescheduling of the conciliation conference and/or further postponement of any action in the matter, the award of attorney's fees and costs, and any lost wages or other related expenses for the defendant, or the imposition of such other sanctions as the Court deems appropriate.

14. Failure of the defendant or defendant's counsel of record to attend the conciliation conference, absent good cause shown, may result in the lifting of the automatic stay and in the matter proceeding to judicial disposition, and may further result in the imposition of sanctions as the Court deems appropriate, including, but not limited to, attorney's fees and costs.

15. If an agreement is reached at the conciliation conference, the plaintiff shall prepare any documents necessary to implement the agreement within five business days of

the date of the conciliation conference. After reaching an agreement in principle, if either party fails to execute documents reflecting that agreement, or if the material terms of the agreement are not fully met, then either party may petition the Court to open the case and to request a new conciliation conference. The Diversion Program Coordinator will schedule a new conciliation conference as soon as reasonably practicable.

16. Conciliation must be completed within 30 days of the conciliation conference, unless extended by order of the Court or by stipulation of the parties.

17. Absent good cause, as determined by the Court, conciliation must be completed within 160 days after suit is filed. If conciliation fails to be completed within 160 days after suit is filed, and the Court makes the determination that such failure is attributable to either party, and that party is unable to show good cause as to why conciliation could not be completed within the specified time, the Court may dismiss the action with or without prejudice or impose such other sanctions as the Court deems appropriate.

18. Any plaintiff who files a motion for summary judgment or a motion for judgment on the pleadings in any consumer credit card collection case that was commenced on or before December 31, 2021, must also serve on the defendant: (a) a copy of the Notice of Consumer Credit Card Collection Diversion Program and Certification Regarding Eligibility of Action, in the form attached hereto as Exhibit "5," giving the defendant in that pending action notice of the availability of the Diversion Program; and (b) an Application for Entry, in the form attached hereto as Exhibit "6," allowing the defendant to request placement in the Program and a stay of proceedings. The defendant may seek participation in the Diversion Program by filing with the Court, within 20 days of receipt of the Notice, an Application for Entry.

The motion for summary judgment or motion for judgment on the pleadings shall have

attached to it a "Statute of Limitations and Documentation of Debt Certification" in the form attached hereto as Exhibit "4". The Court may deny the motion for failure to comply with the requirements of this paragraph.

19. In any consumer credit card collection case that was commenced on or before December 31, 2021, in which there are outstanding preliminary objections, the Court, in its discretion, may refer the case to the Diversion Program.

20. Any plaintiff who files a praecipe for judgment by default in any consumer credit card collection case that was commenced on or after January 1, 2022, and that is governed by this Administrative Order, must attach an "Affidavit of Compliance and Entitlement to Default Judgment" in the form attached hereto as Exhibit "7."

If the plaintiff has not complied with the requirements of this Administrative Order, the Prothonotary shall not automatically enter a default judgment against the defendant and shall forward the filing to the Program Coordinator. No default judgment against the defendant shall enter unless the Court determines the documentation filed by the plaintiff pursuant to this Administrative Order establishes the plaintiff's entitlement to judgment in the amount claimed by the plaintiff.

21. Any plaintiff who files a motion for summary judgment or a motion for judgment on the pleadings in any consumer credit card collection case that was commenced on or after January 1, 2022, must attach an Affidavit of Service indicating the manner and date of service of the "Notice of Consumer Credit Card Collection Diversion Program", in the form attached hereto as Exhibit "1," upon the defendant.

22. At the discretion of the presiding judge, a defendant who has previously participated in, and been removed from, the Diversion Program may request the Court to re-

admit the case to the Program for good cause shown by presenting an "Application for Re-Entry", substantially in the form attached hereto as Exhibit "8", or such later court-approved form. After a case is reinstated, the defendant shall have ten days to contact the Diversion Program Coordinator, who will schedule a conciliation conference.

23. Sanctions may be imposed by the Court at any time for lack of good faith participation and/or noncompliance with any aspect of the Diversion Program.

24. All information submitted to the Diversion Program Coordinator that is not filed with the Court shall be confidential and inadmissible in any subsequent legal proceeding, unless otherwise provided by law.

25. The Diversion Program Coordinator may assist with enforcing compliance with this Administrative Order.

26. This Order is effective for all civil actions filed on or after January 1, 2022, for consumer credit card debt collection.

27. This Administrative Order shall remain in effect until further order of the Court.

BY THE COURT:

[Handwritten Signature]
DAVID L. ASHWORTH
PRESIDENT JUDGE



ATTEST: *[Handwritten Signature]*
Deputy

- Copies to: Lancaster County Board of Judges *C/O P. J. ASHWORTH*
- Lancaster County Magisterial District Judges *C/O ROSS GLASS*
- Lancaster County District Court Administrator
- ~~Lancaster County Prothonotary~~
- Lancaster County Sheriff
- Lancaster County Board of Commissioners
- Lancaster County Solicitor
- Lancaster County Administrator & Chief Clerk

NOTICE OF ENTRY OF ORDER OR DECREE
PURSUANT TO PA. R.C.P. NO: 236
NOTIFICATION - THE ATTACHED DOCUMENT
HAS BEEN FILED IN THIS CASE
PROTHONOTARY OF LANCASTER CO., PA
DATE: *2-4-22*

EXHIBIT LIST

1. **Notice of Consumer Credit Card Collection Diversion Program**
2. **Case Management Order (with attached Exhibits A-B)**
3. **Defendant's Election of Nonparticipation**
4. **Statute of Limitations and Documentation of Debt Certification**
5. **Notice of Consumer Credit Card Collection Diversion Program and Certification
Regarding Eligibility of Action**
6. **Application for Entry**
7. **Affidavit of Compliance and Entitlement to Default Judgment**
8. **Application for Re-Entry**

EXHIBIT 1

NOTICE

Through the Lancaster County Consumer Credit Card Collection Diversion Program, you may be able to get help with resolving your Credit Card Debt

A credit card debt collection action has been filed against you. This court program will allow you to participate in a court-supervised conciliation conference to resolve this matter with your debt holder.

As a result of your eligibility for this FREE Program:

- The Court will pause the action while you participate in the Program
- You are eligible to meet with a credit counselor who will work with you FREE OF CHARGE to review your finances and help you resolve the claims in this lawsuit
- You MUST attend the Conciliation Conference, as scheduled by future Court Order, where under the Court's supervision a reasonable payment arrangement can be arranged. *If you do not appear at the conference, a judgment could be entered against you!*

Once entered, a judgment may create a lien on real estate, and your personal property and assets, including a portion of your paycheck and/or bank account, may be taken from you. Also, a judgment will affect your credit score and can affect your ability to rent a home, find a job, or take out a loan. You cannot be arrested or sent to jail for owing credit card debt.

For additional information about this FREE Program
call 717-209-3290 Mon-Fri 9:00 am to 4:00 pm
or email consumerdebtdiversionprograms@co.lancaster.pa.us
or go to the Court's website at
<https://court.co.lancaster.pa.us/CCCDP>

EXHIBIT 2

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

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

Plaintiff

v.

Defendant

CI-_____

STATUTE OF LIMITATIONS AND DOCUMENTATION OF DEBT CERTIFICATION

As required by Administrative Order No. CI-21-08116, the undersigned verifies that:

1. *Statute of Limitations*: Based on reasonable inquiry, the applicable limitations period has not expired as of the date of the filing of the complaint.
2. *Documentation of Debt*: The name of the current debt holder: _____

3. The name of the original creditor, and for debt arising from a credit card sponsored or co-sponsored by a retailer, the name of the sponsoring or co-sponsoring retailer:

4. The last four digits of the social security number for the defendant appearing on the original account: _____
5. The date the original credit agreement was entered into by the defendant:

6. The date the defendant defaulted and the basis for the default: _____

7. Documents establishing the existence, amount, and terms and conditions applicable to the debt that is the subject of this action, including:

 A. A copy of the credit card agreement in effect at the time the credit card was issued establishing the original terms and conditions applicable to the debt or the original credit card application, and applicable subsequent amendments; but if the writing(s) is/are not accessible to the plaintiff, it is sufficient so to state, together with the reason, and to set forth the substance of the writing(s).

 B. Sufficient documentation to permit the defendant to calculate the total amount of damages that are allegedly due.

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

EXHIBIT 3

**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

EXHIBIT 4

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

Plaintiff

v.

Defendant

CI-_____

STATUTE OF LIMITATIONS AND DOCUMENTATION OF DEBT CERTIFICATION

As required by Administrative Order No. CI-21-08116, the undersigned verifies that:

9. *Statute of Limitations*: Based on reasonable inquiry, the applicable limitations period has not expired as of the date of the filing of the complaint.
10. *Documentation of Debt*: The name of the current debt holder: _____

11. The name of the original creditor, and for debt arising from a credit card sponsored or co-sponsored by a retailer, the name of the sponsoring or co-sponsoring retailer:

12. The last four digits of the social security number for the defendant appearing on the original account: _____
13. The date the original credit agreement was entered into by the defendant:

14. The date the defendant defaulted and the basis for the default: _____

15. Documents establishing the existence, amount, and terms and conditions applicable to the debt that is the subject of this action, including:
 - A. A copy of the credit card agreement in effect at the time the credit card was issued establishing the original terms and conditions applicable to the debt or the original credit card application, and applicable subsequent amendments; but if the writing(s) is/are not accessible to the plaintiff, it is sufficient so to state, together with the reason, and to set forth the substance of the writing(s).
 - B. Sufficient documentation to permit the defendant to calculate the total amount of damages that are allegedly due.

16. 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 5

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

[CAPTION]

NOTICE OF CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM
AND CERTIFICATION REGARDING ELIGIBILITY OF ACTION

CERTIFICATION

Pursuant to the Administrative Order dated December 1, 2021, establishing the Consumer Credit Card Collection Diversion Program, CI-21-08116, and all related Orders entered thereafter, I hereby certify that:

1. This action was commenced on _____.
2. Had this action been commenced on or after January 1, 2022, the effective date of the Administrative Order, the action would have been eligible for the Diversion Program.

NOTICE TO THE DEFENDANT

The Defendant in this action may apply for entry into the Diversion Program by filing with the Court, within the next 20 days, the "Application for Entry," that is attached to this document.

If your application is granted by the Court

- Legal proceedings will be paused
- You will receive a Court Order outlining the Program requirements and what you must do to participate
- You have the option to meet with a credit counselor who will help you FREE OF CHARGE prepare a proposal to resolve your debt
- You MUST attend the Conciliation Conference as scheduled by subsequent Court Order

*****If you do not appear at the conference, a judgment may be entered against you*****

For Additional Information about the Consumer Credit Card Collection Diversion Program go to:
www.court.co.lancaster.pa.us/CCCDP

or call 717-209-3290 or email ConsumerDebtDiversionPrograms@co.lancaster.pa.us

The undersigned verifies 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/Counsel _____ Date: _____

encl. Application for Entry

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

[CAPTION]

**APPLICATION FOR ENTRY INTO THE LANCASTER COUNTY
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

I, _____, wish to participate in the Lancaster County Consumer Credit Card Collection Diversion Program.

I understand the following:

1. If I am accepted into the Program, a stay of this action will be entered, and a conciliation conference will be scheduled;
2. I may have an attorney assist me in defending this action and, if I do not have an attorney, I may contact MidPenn Legal Services by calling 717-299-0971 or the Lancaster Bar Association Lawyer Referral by calling 717-393-0737, to determine eligibility;
3. If I do not obtain legal representation, I have the option to meet with a credit counselor from one of the approved credit counseling agencies in Lancaster, who will assist me through the conciliation process. I understand that these services are FREE; and
4. I must appear at the conciliation conference and participate in good faith, or a judgment may be entered against me.

The undersigned verifies 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.

Date: _____ Name [Printed]: _____

Signature: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

EXHIBIT 6

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

[CAPTION]

**APPLICATION FOR ENTRY INTO THE LANCASTER COUNTY
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

I, _____, wish to participate in the Lancaster County Consumer Credit Card Collection Diversion Program.

I understand the following:

1. If I am accepted into the Program, a stay of this action will be entered, and a conciliation conference will be scheduled;
2. I may have an attorney assist me in defending this action and, if I do not have an attorney, I may contact MidPenn Legal Services by calling 717-299-0971 or the Lancaster Bar Association Lawyer Referral by calling 717-393-0737, to determine eligibility;
3. If I do not obtain legal representation, I have the option to meet with a credit counselor from one of the approved credit counseling agencies in Lancaster, who will assist me through the conciliation process. I understand that these services are FREE; and
4. I must appear at the conciliation conference and participate in good faith, or a judgment may be entered against me.

The undersigned verifies 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.

Date: _____ Name [Printed]: _____

Signature: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

EXHIBIT 7

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

[CAPTION]

**CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM
AFFIDAVIT OF COMPLIANCE AND ENTITLEMENT TO DEFAULT JUDGMENT**

Please check one:

- I am an unrepresented plaintiff
- I am counsel for the plaintiff

The undersigned hereby states that:

1. I have personally reviewed the documentation filed and served in this action pursuant to Administrative Order No. CI-21-08116 (as may be amended).
2. The documentation meets all requirements of Administrative Order No. CI-21-08116 (as may be amended), with any exceptions specifically stated here:

3. The documentation establishes the plaintiff's entitlement to judgment in the amount claimed.

Plaintiff / Counsel for Plaintiff

Date

[Email Address, Telephone Number]

EXHIBIT 8

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

[CAPTION]

**APPLICATION FOR RE-ENTRY INTO THE LANCASTER COUNTY
CONSUMER CREDIT CARD COLLECTION DIVERSION PROGRAM**

1. Plaintiff filed a debt collection action against Defendant on _____.
2. Defendant participated in the Consumer Credit Card Collection Diversion Program and was removed from the Program on _____ for the following reason(s):

3. Defendant desires to be readmitted into the Diversion Program.
4. No judgment has been entered against Defendant.
5. Defendant is requesting re-entry into the Diversion Program due to: (check all that apply)
 change in economic circumstances
 change of employment status
 other (explain):

6. Defendant was not removed from the Diversion Program as a result of failure to participate in the Program.
7. Defendant agrees that if the Court permits Defendant to re-enter the Diversion Program, Defendant will comply with all aspects of the Program, attend the scheduled conciliation conference and participate in good-faith negotiations with Plaintiff.

Respectfully submitted:

Date

Defendant