

Sending a scheduling form to Court Administration from Counsel

Guilty pleas that are specially scheduled and all violation hearings must be scheduled through Court Administration. To complete this process a scheduling form must be sent to Court Administration.

Forms are located at: [Scheduling Forms | Lancaster County Courts, PA - Official Website](#)

- **Request Form for Criminal Court Hearing**

Counsel must fill out the respective form completely and send to all listed below:

Michelle Morales MMorales@lancastercountypa.gov

Donna Speece DSpeece@lancastercountypa.gov

Katherine Conaway KConaway@lancastercountypacourt.gov

Once the form is received the scheduling process will begin and a confirmation email will be sent out to all parties. If you do not receive a confirmation notice within a day or so, please contact Court Administration at 717-299-8041 and speak with the Criminal Scheduling Unit.

Updated 03/04/2026