

v.	Plaintiff,	:Court of Common Pleas :Philadelphia County :	Conciliation Conference Date: Housing Counselor: Housing Counseling Agency: VIP Attorney: Other Attorney (include I.D. #):
	Defendant	:Docket No. :Day Forward Case No.	

FIRST CONCILIATION CONFERENCE LISTING ORDER

AND NOW, upon consideration of the information provided to the Court, it is hereby ORDERED and DECREED that:

1. The Complaint and Case Management Order having not been served on Defendant(s), the Conciliation Conference is cancelled. A Rule hearing shall be scheduled for Plaintiff to explain why service has not been effectuated and why a judgment of non pros should not be entered.

2. The Complaint and Case Management Order having been served on Defendant(s) less than 14 days prior to today's date, the First Conciliation Conference is rescheduled in City Hall Courtroom 676, as follows:
 First Conciliation Conference Date and Time (at least 28 days from today) Date: _____
 Time: _____.

3. The Complaint and Case Management Order having been served on Defendant(s) at least fourteen (14) days prior to today's date, and Defendant(s) having appeared for the First Conciliation Conference Listing as ordered, or Defendants having been excused from appearing, a Second Conciliation Conference Listing is scheduled in City Hall Courtroom 676, as follows:

Second Conciliation Conference: Date: _____ Time: _____.

Defendant(s) is/are required to submit their complete financial package to Plaintiff's counsel at least fourteen (14) days prior to the aforementioned Second Conciliation Conference Listing Date.

IF SELECTING OPTION 2 OR 3: Plaintiff certifies that the Complaint and Case Management Order have been served on all Defendants as required by the Rules of Civil Procedure and that the Affidavit(s) of Service reflecting this has/have been placed on the docket. _____ (initials of Plaintiff or Counsel for Plaintiff).

****Plaintiff is stayed from entering a default judgment against Defendant(s) before one day after the Second Conciliation Conference occurs or until such time as is stated in a subsequent Order****

 Attorney for Plaintiff: Date: _____

 Defendant(s) or Attorney for Defendant(s) Date: _____

NAME _____

NAME _____

BY THE COURT:

The Honorable Rosalyn K. Robinson