

**FORM OF PRE-TRIAL (ARBITRATION)  
MEMORANDUM FOR CLEARFIELD COUNTY**

The Board of Arbitrators will expect the following in the nature of a Pre-Trial Memorandum\* seven (7) days prior to the date of the Arbitration Hearing.

- a. A brief statement of the case (or defense);
- b. Citation to applicable case or statutes;
- c. List of witnesses; and
- d. Statement of damages and copies of those bills which the party intends to offer.

Any offending party(ies) that fail to provide a Pre-Trial Memorandum shall be subject to the penalties and remedies thereto outlined in Local Rule 1306A(b) of the Clearfield County Local Rules of Court.

**\* PLEASE NOTE: The original Pre-Trial Memorandum should be sent directly to the COURT ADMINISTRATOR'S OFFICE, with copies forwarded to opposing counsel and each member of the Arbitration Board. DO NOT SEND PRE-TRIAL MEMORANDUM TO THE PROTHONOTARY.**

## LOCAL RULE 1306A PRE-TRIAL STATEMENT

- (a) Seven (7) days prior to the day the arbitration is scheduled each party will submit a pre-trial statement which will consist of the following:
- a. a brief statement of the case (or defense);
  - b. citation to applicable case or statutes;
  - c. list of witnesses; and
  - d. statement of damages and copies of those bills which the party intends to offer.
- (b) In the event no pre-trial statement is filed for a party seven (7) days prior to the day of arbitration, that party shall not have the right to call any witnesses or to present any exhibit, photograph, plot or plan not listed or appended in the complaint unless application is made to the Court setting forth the reasons a pre-trial statement was not filed and, after argument, the Court, in the exercise of its discretion, permits the late filing of a pre-trial statement.

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