

MEMORANDUM
FOR DATE ASSIGNMENT JUDGE
BY RESPONDING PARTY

1. The party who receives a request for a Date Assignment Conference and who does not object to the request **must** file a Memorandum for Date Assignment Judge (Form 4.15).
2. If you have objected to the request for a Date Assignment conference and the judge refuses your objection, you must file the Memorandum for date Assignment Judge no more than ten (10) days after the refusal.
3. Carefully read the Memorandum for Date Assignment Judge (Form 4.15) and retype the document with your information. Pay particular attention to the areas you must complete:
 - a) any corrections of, or addition to, the information or estimates contained in the Request for Date Assignment Conference document
 - b) the number of witnesses the party expects to call and an estimate of the length of the testimony of each
 - c) when the party anticipates to be ready for trial
 - d) if applicable, the party's election of trial with or without jury
4. You must file the original and at least two (2) copies of this document with the court. Copies will be returned to you for service on the remaining parties named in this action.
5. The document must be filed no more that ten (10) days after the request for a date assignment conference is delivered, where no objection to the request has been made.
6. There is no court filing fee for this document.
7. Time is calculated in accordance with Civil Procedure Rule 94 - this means you do **not** count the day you file the documents **nor** do you count the hearing date. You count the days between excepting Saturday, Sunday or a day the Prothonotary's Office is closed.