

**RULE 206.4(c) APPLICATIONS DESIGNATED TO PROCEED AS PETITIONS –  
RULES TO SHOW CAUSE**

- (1) Except for Petitions in Forfeiture under 42 Pa. C.S.A. §5805, an original and one copy of a Petition shall be filed with the Prothonotary and a copy shall be served on all other parties.
  - (a) The Prothonotary shall forward the original petition to the Court Administrator's Office and shall retain the copy in the file. The petition shall be assigned to a judge for disposition by the Court Administrator's Office.
  - (b) The assigned judge may issue a rule to show cause pursuant to Pa.R.C.P. 206.5 (Discretionary Issuance). The judge may also issue a scheduling order, which may include any discovery deadlines, briefing schedule, argument or hearing dates and a stay of proceedings as the judge deems necessary upon review of the petition.
  - (c) Parties shall provide a copy of all subsequent pleadings, filings, briefs and memoranda related to the petition to the Court Administrator's Office for distribution to the assigned judge. No cover letter is necessary.
- (2) Petitions in Forfeiture filed pursuant to 42 Pa. C.S.A. §5805 shall be filed with the Prothonotary.
  - (a) Petitions in Forfeiture shall contain a notice as set forth in 42 Pa.C.S.A. §5805(b). No rule to show cause should be attached. The Caption shall include a cross-reference by defendant name and docket number to any criminal action. The case shall thereafter proceed in accordance with the procedures set forth in 42 Pa.C.S.A. §5805.
  - (b) If a response is not filed within thirty (30) days from service, the moving party shall file a Motion for Default Judgment with the Prothonotary. The Motion for Default Judgment will be assigned by the Court Administrator's Office to the Motions Judge for review.
  - (c) If a response is filed within thirty (30) days, either party may thereafter file a Certificate of Readiness listing the case for a non-jury trial pursuant to Dauphin County Local Rule 1038.