

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

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 1304** [revised 4-27-17] of the Clearfield County Local Rules of Court:

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**RULE 1304. Pre-Trial Statement.**

(a) **At least seven (7) days prior to the day of the scheduled arbitration**, each party shall file a Pre-Trial Statement with the Clearfield County Court Administrators Office, with a copy thereof being served on each of the three members of the Board of Arbitration and all other named parties in the case.

(b) **The Pre-Trial Statement shall consist of the following:**

- (1) a brief statement of the facts of the case and/or the defense being asserted;
- (2) citation to any applicable statutes or cases;
- (3) a list of the witness to be called; and
- (4) a statement of damages and copies of those bills which each party intends to offer.

(c) In the event no Pre-Trial Statement is filed for a party within at least seven (7) days prior to the date of arbitration, that party shall not have the right to call any witness or present any exhibit, photograph, plot or plan not listed or appended in the Complaint or in the parties pleadings or Pre-Trial Statement, unless application is made to the Court setting forth the reasons a Pre-Trial Statement was not filed and, after consideration by the Court, the Court in the exercise of its discretion permits the late filing of the Pre-Trial Statement.

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**PLEASE NOTE: The original Pre-Trial Memorandum must be sent directly to the COURT ADMINISTRATOR'S OFFICE, with copies forwarded to opposing counsel and to each member of the Arbitration Board. These copies may be mailed or sent via e-mail, if an e-mail address is available.**

**DO NOT SEND PRE-TRIAL MEMORANDUM TO THE PROTHONOTARY.**