



## **ADMINISTRATIVE ORDER NO. 48**

### **IN RE: Information Collection on Initial Filings**

This order pertains to all actions and appeals commenced in the Office of the Prothonotary.

Every initial filing commencing an action, appeal or miscellaneous application in the civil division of the Bucks County Court of Common Pleas shall be accompanied by an informational cover sheet in such form as may be prescribed by the Prothonotary. This cover sheet may collect such information as the names of the parties and counsel, the nature of the matter being filed, the amount in controversy and such other miscellaneous information as may assist the Court in the administration of its dockets.

The failure to file this form or the failure to file the form correctly or completely may result in an order imposing sanctions.

**DATED: MAY 5, 2004**

**BY THE COURT:**

**DAVID W. HECKLER, PRESIDENT JUDGE**