

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA  
CIVIL DIVISION

_____ Plaintiff	)	
	)	
v.	)	
	)	
_____ Defendant	)	Case No. _____

**Telephone Or Zoom Participation Request**  
**Civil Case**

With the approval of the Court, upon good cause shown, a party or witness may appear and/or testify at a proceeding before a Judge/Hearing Officer by telephone or Zoom. A completed version of this Telephone Or Zoom Participation Request must be submitted to the Judge/Hearing Officer by e-filing it through the Lehigh County Odyssey E-filing System at <https://pennsylvania.tylertech.cloud/ofswb>.

**PART ONE:** *All of Part One must be completed by the party making the request.*

Proceeding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Type: \_\_\_\_\_  
Judge: \_\_\_\_\_ Hearing Officer: \_\_\_\_\_  
Requested by: \_\_\_\_\_ Request for: Telephone \_\_\_\_\_ Zoom \_\_\_\_\_  
Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requesting Party: Signature      Requesting Party: Printed Name      Date      Representing  
Telephone: \_\_\_\_\_ Fax No./Email: \_\_\_\_\_

**PART TWO:** *The party making the request must have Part Two completed by the opposing party/attorney.*

Request is \_\_\_\_\_ Unopposed      \_\_\_\_\_ Opposed for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Opposing Party: Signature      Opposing Party: Printed Name      Date      Representing  
Telephone: \_\_\_\_\_ Fax No./Email: \_\_\_\_\_

**FOR COURT USE ONLY**

**PART THREE:**

**ORDER:** AND NOW, \_\_\_\_\_; IT IS ORDERED that the request is  
☐ GRANTED      ☐ DENIED

Comment: \_\_\_\_\_  
\_\_\_\_\_

**BY THE COURT:** \_\_\_\_\_  
Judge

**ACTION COMMUNICATED TO REQUESTOR:**

Employee: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Method: \_\_\_\_\_