

**COURT OF COMMON PLEAS OF LEHIGH COUNTY  
DOMESTIC RELATIONS SECTION**

**CLIENT INSTRUCTION SHEET – EXCEPTIONS**

PROCEDURE TO FILE EXCEPTIONS TO THE RECOMMENDATION OF THE SUPPORT  
HEARING OFFICER (Pursuant to PA R.C.P. 1910.12(f))

If you do not agree with the Recommendation of the Support Hearing Officer, you may file Exceptions. Exceptions must be based on an error of law or a claim that the findings of the Support Hearing Officer are not supported by the evidence that was presented. THE RECOMMENDED ORDER WILL BE IN EFFECT UNTIL YOUR EXCEPTIONS ARE DECIDED. **IF NO EXCEPTIONS ARE FILED, THE RECOMMENDED ORDER WILL BECOME A FINAL ORDER OF COURT.**

**STEP 1: FILE EXCEPTIONS AND REQUEST A TRANSCRIPT OF THE SUPPORT HEARING**

- Complete the Hearing Transcript Order Form.
- Complete the Exceptions Form.
  - Both forms may be obtained at the Domestic Relations Section (DRS) or by visiting our website at [www.lccpa.org/drs](http://www.lccpa.org/drs)
- Return both the completed Hearing Transcript Order Form and Exceptions Form to the DRS in person, by fax at 610-782-3725, or by email to [lehightranscript@pacs.com](mailto:lehightranscript@pacs.com)

**STEP 2: PAYMENT FOR THE TRANSCRIPT**

- Transcripts are **mandatory** for Argument Court.
- Once your Hearing Transcript Order Form has been submitted, you will receive a confirmation email from Lehigh Transcripts with payment instructions for the transcript.
- You must contact the transcriptionist within 3 business days to pay for the transcript.
- **Failure to contact the transcriptionist and pay for the transcript within 3 business days will result in your exceptions being dismissed without argument.**
- *Please note: the transcriptionists are not affiliated with the Court of Common Pleas of Lehigh County or the DRS. Preferred Transcription is an independent contractor. Transcriptionists cannot answer any case specific questions or provide assistance with filing Exceptions. If you have questions or need assistance, call the DRS at 610-782-3185.*

**STEP 3: COMPLETION & RECEIPT OF TRANSCRIPT**

- After payment is made for the transcript, the transcriptionist will complete the transcript and send you a copy to the email address that you provided on the Hearing Transcript Order Form. The transcriptionist will also provide a copy to the Domestic Relations Section to be filed.

**STEP 4: SCHEDULING AND BRIEFING ORDER**

- Once the completed transcript is filed with the DRS, the Court will issue a Scheduling Order, set a date for Argument Court before a judge, and set dates for the filing of briefs.

**STEP 5: ARGUMENT COURT**

- During Argument Court, you may explain the errors of law contained in the Recommended Order. Exceptions are considered by a judge based on the transcript and legal argument. This is not a hearing where you or witnesses may testify.