

LEHIGH COUNTY COURT OF COMMON PLEAS DOMESTIC RELATIONS SECTION

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: REQUEST A TRANSCRIPT OF THE SUPPORT HEARING

- Complete the Hearing Transcript Order Form. This form may be obtained at the Domestic Relations Section (DRS) or by visiting our website at www.lccpa.org/drs/
- Return the completed Hearing Transcript Order Form to the DRS in person, by fax at 610-782-3725, or by email to lehightranscript@pacses.com.

STEP 2: PAYMENT FOR THE TRANSCRIPT

- Once your Hearing Transcript Order Form has been received, a confirmation email will be sent to the email address that you provided on the Hearing Transcript Order Form. This email will include instructions on how to pay the required deposit for the transcript. Payment arrangements must be made within 24 hours from receipt of your confirmation email.
- The transcriptionist **will not** begin transcribing the hearing until your deposit is received. Transcripts are required for Argument Court before a judge.
 - *Please note transcriptionists are not affiliated with the Lehigh County Court of Common Pleas or the DRS. Transcriptionists cannot answer any case specific questions or provide assistance with filing Exceptions.*

STEP 3: FILE YOUR EXCEPTIONS

- Complete the Exceptions Form and file the Exceptions in the DRS **prior to the deadline**, with proof of payment for the transcript. The Exceptions Form may be obtained in person at the DRS or by visiting our website at www.lccpa.org/drs/

STEP 4: SCHEDULING AND BRIEFING ORDER

- The Court will issue a Scheduling Order setting a date for Argument Court before a judge and setting 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.

Failure to comply with the filing procedures may result in dismissal of your Exceptions.