

IN THE COURT OF COMMON PLEAS, LEHIGH COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION

Plaintiff :
vs. : DR # _____

Defendant : PACSES # _____

APPLICATION FOR TELEPHONE CONFERENCE/HEARING

Scheduled conference/hearing Date: _____ Time: _____

Reason(s) cannot appear in person for conference/hearing: (be specific)

Telephone number, including area code, where I can be contacted on the day of the conference/hearing:

Is this number confidential? Yes No Is this a cell phone? Yes No

I understand that by making this request, I will:

1. be responsible for any phone charges and be available at the telephone number provided on the day of the conference/hearing; (Hearings require being available for the entire morning or afternoon). If I am not available, the conference or hearing will proceed in my absence;
2. provide all required financial and medical insurance information as detailed in the order of court and send the information along with this request form **no later than 7 days** prior to the conference/hearing. (Without this information, your request may be denied).

Applicant (Please Print)

Applicant's Signature

Date

DOMESTIC RELATIONS SECTION USE ONLY

Request for telephone conference:

Granted _____ **Denied** _____

DRS Director (or Designee) Date

Request for telephone hearing:

Granted _____ **Denied** _____

Hearing Officer Date

Granted _____ **Denied** _____

Judge Date

Lehigh County Domestic Relations Section
14 N 6TH Street
Allentown, PA 18101
610-782-3185 610-782-3725(fax)

**INSTRUCTIONS FOR REQUESTING A
TELEPHONE SUPPORT CONFERENCE OR HEARING**

CONFERENCES

1. Obtain an application for Telephone Conference form from the Domestic Relations Section.
2. Complete the form and return it to the Domestic Relations Section no later than **7 days** before the scheduled conference, along with all requested financial and medical insurance information listed on your notice to appear.
3. Be specific as to the reason for the request and be sure to include the telephone number where you can be reached at the time of the conference. The fact that you may have to work is not a valid reason to request phone participation. This is a court ordered appearance.
4. Once approved or denied, a copy of your request will be mailed or faxed to you with the decision. A copy of this form will also be sent to the other party. If you wish to have your phone number kept confidential, please be sure to indicate this on the form.
5. You are responsible for being available at the time of the conference. The officer will contact you at the number you provide to begin the conference. If you are not at the phone number provided, the conference will proceed and a default order may be entered in your absence or your complaint/petition may be dismissed for failure to pursue.

HEARINGS/SPECIAL LIST HEARINGS

1. If you have a telephone conference and wish to have a telephone hearing, you should advise the conference officer at the conclusion of the conference. You are responsible for updating the information on the form with any changes. The officer will then forward the request to the Hearing Officer (master) assigned to hear the case. You may be required to attend a full hearing even if you had a conference by telephone.
2. If you did not have a telephone conference but wish to have a telephone hearing, follow all of the instructions above and complete the request for telephone hearing.
3. If you are scheduled for a Court hearing before the Judge, complete the request form. The DRS staff will forward your request to the Judge.