

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION
APPLICATION FOR TELEPHONE CONFERENCE/HEARING

INSTRUCTIONS:

- Application must be submitted at least **7** days prior to the scheduled conference/hearing with all financial and medical insurance information as listed on your Order to Appear. If you fail to submit the required information/documentation, this application may be denied.
- Be specific as to the reason(s) for the request and include the telephone number where you can be reached at the time of the conference/hearing. You are responsible for the costs of the telephone conference/hearing.
- The DRS will call you at the telephone number that you provided when the conference/hearing is ready to begin. If you are not at the telephone number provided, the conference/hearing will proceed, and an Order may be entered in your absence or your complaint/petition may be dismissed. Hearings require being available for the entire morning (9AM-12PM) or afternoon (1PM-4PM). All conference/hearing times are Eastern Standard Time (EST).
- The DRS will notify you and the opposing party of the decision for the telephone conference/hearing if submitted timely.
- A new application must be submitted for each additional conference/hearing.
- Submit the completed application to the Lehigh County Domestic Relations Section by mail or in person: 455 W. Hamilton Street, Room 320, Allentown, PA 18101, by email: cslehigh@pacses.com or fax: 610-782-3725.

Plaintiff

Docket#:

VS

PACSES#:

Defendant

Scheduled Date/Time (EST):

Reason(s) for request for telephone conference/hearing (required):

Telephone number with area code where I can be contacted at the time of the conference/hearing:
Is this number confidential? YES NO

Applicant Name (Please Print)

Applicant Signature

Date

FOR COURT USE ONLY

APPLICATION IS:

***CONDITIONALLY APPROVED**

APPROVED

DENIED

*Applicant must provide

financial information,

medical documentation,

or the following:

DRS Director, DRS Hearing Officer, Judge

Date