

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

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

Telephone Or Zoom Participation Request

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 submitting it to the Lehigh County Domestic Relations Section by mail or in person: 455 West Hamilton Street, Room 320, Allentown, PA 18101; by email: cslehigh@pacses.com; or by fax: 610.782.3725. The Request must be submitted seven (7) days prior to the scheduled proceeding with all financial and medical insurance information as listed on your Order to Appear. If you fail to submit the required information/documentation, this request may be denied. Hearings/Conferences require being available for the entire morning (9AM-12PM) or afternoon (1PM-4PM) Eastern Standard Time. Applicant is responsible for the costs of telephone/Zoom participation.

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: _____
DRS Hearing Officer/DRS Deputy Director/Judge

ACTION COMMUNICATED TO REQUESTOR:

Employee: _____ Date/Time: _____ Method: _____