

DOMESTIC RELATIONS SECTION

Courthouse Annex
PO Box 68, Mifflintown, Pa 17059
Phone: (717) 436-7750
Fax: (717) 436-7751

_____]	Docket #: _____
Plaintiff]	
]	
vs]	
]	
_____]	PACSES #: _____
Defendant]	

REQUEST TO PARTICIPATE IN SUPPORT CONFERENCE BY TELEPHONE

I request that I be permitted to participate by telephone in my support conference, currently scheduled for:
Date: _____ Time: _____

The reason(s) for my request to participate by telephone is:

I agree to telephone the Domestic Relations Section at 717-436-7750 at the time of the conference. I will be at the following location at the time of the conference: _____. In the event my call is disconnected during the conference, I will be available at the following phone number: _____. Is this number confidential? Yes / No (**please circle one**)

I have read the instructions on the reverse side and I understand that by making this request, I will:

- 1) be responsible for the costs of the telephone conference.
- 2) be responsible for calling the Domestic Relations Section at the time of the conference and be available at the telephone number provided above at the time of the conference. If I am not available or do not call at the scheduled time, the conference will proceed in my absence.
- 3) be responsible for providing, with this request form, all financial and medical documents required per the Order Of Court. I also understand that this form, together with all required documents, must be received by the Domestic Relations Section at least five (5) business days prior to the conference. **I understand that if all required documents do not accompany this Request, it WILL be denied.**
- 4) attach a copy of my driver's license or other photo identification (passport, employee or student ID) to this request for verification of my identity.

Defendant / Plaintiff signature

Date

DOMESTIC RELATIONS SECTION USE ONLY

Request for telephone conference: GRANTED / DENIED. If Denied, the reason is as follows:

_____.

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**INSTRUCTIONS FOR
REQUEST TO PARTICIPATE IN SUPPORT CONFERENCE BY TELEPHONE**

The Domestic Relations Section is aware that it is often difficult for parties to appear in person as directed by the Order directing you to appear at a support conference. While your personal appearance is required by the Order Of Court, we are willing to make all reasonable efforts to permit you to participate by telephone in the event that your personal appearance is difficult or would result in a loss of income to you. **Please note**, however, that our willingness to cooperate with you on this issue comes with certain **conditions, obligations and requirements**. If you wish to participate by telephone, please read and follow all instructions outlined below. **Please note that if you fail to follow all instructions, fail to provide all necessary documents and/or if your request and documents are not received at least five (5) business days prior to the date of the conference, your request WILL be denied.** Enforcement conferences always require the personal attendance of the party against whom enforcement action is being taken, therefore, this form does not apply for enforcement conferences.

1. Obtain a Request To Participate In Support Conference By Telephone form from the DRS.
2. Complete and return the form to ensure that it is received by the DRS at least five (5) business days before the scheduled conference, **with all required documents**.
3. Give a specific reason for your request. Be sure to include the telephone number where you can be reached if your call is disconnected. **You are responsible for calling at the time of the conference.** It is NOT recommended that you participate from your place of employment.
4. Once approved or denied, a copy of your request will be mailed 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 request form.
5. You are responsible for the costs of the telephone call. In the event your call is disconnected, the Conference Officer will call you at the number you provide on this form. If you do not call at the time of the conference, the conference will proceed and a default order may be entered in your absence OR your Complaint or Petition may be dismissed for lack of prosecution. Please do not call early. We will make every effort to ensure that the conference begins at the scheduled time, however, occasional delays happen. You may be required to hold for a few minutes.

Please complete, in full, the form on the reverse side of these instructions.

Please return the completed form, WITH all required documents.

Request Forms submitted without all required documents WILL be denied.

Requests and documents must be received five (5) days prior to the conference.

Last minute requests WILL be denied.