

ACCEPTABLE FILING OR SUBMISSION METHODS FOR LEGAL PAPERS BY PARTIES/COUNSEL

Document	In Person	U.S. Mail (FedEx, UPS)	e-Services	E-mail	FAX* * must be clear/readable to be accepted	Notes
Intake Questionnaire	Y*	Y	Y	Y	Y	*if walk-in party chooses to fill out in waiting area
Complaint	Y	Y	Y*	N	N	*child + spousal only
Petition to Modify	Y	Y	Y	N	N	
Entry of Appearance	Y	Y	Y	Y	Y	
Withdrawal of Appearance	Y	Y	N/A	Y	Y	
Request/Demand for Hearing <i>de novo</i>	Y	Y	N/A	Y	Y	
Exceptions to H.O. Recommendation	Y	Y	N/A	N	N	
Conference/Hearing Documents	Y*	Y	N/A	Y	Y	*may drop off in person if unable to otherwise provide
Briefs, Memoranda of Law	Y	Y	N/A	N	N	
Motions/Petitions/RTSC and Answers thereto (various)	Y	Y	N/A	N	N	
Praecipes	Y	Y	N/A	N	N	

Document	In Person	U.S. Mail (FedEx, UPS)	e-Services	E-Mail	Fax	Notes
Petition for recovery of overpayment	Y	Y	Y	N	N	
Agreement to terminate/suspend	Y	Y	N/A	Y	Y	
Signed Orders (presented by attorney or party for filing)	Y	Y	N/A	N	N	
Proposed Consent Order (signed) to be submitted to Judge for signing	Y	Y	N/A	Y	Y	
Continuance Application	Y	Y	N/A	Y	Y	
Phone Application	Y	Y	N/A	Y	Y	
Unreimbursed medical expense documents	Y*	Y	N	Y	Y	*may drop off in person if otherwise unable to provide
Audit Request	Y	Y	N/A	Y	Y	
Hold Request	Y	Y	N/A	Y	Y	
Notice of Appeal	Y	Y	N/A	N	N	