

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

APPLICATION TO PARTICIPATE BY TELEPHONE FOR CONFERENCES, HEARINGS, AND ARGUMENT

INSTRUCTIONS:

- Complete and submit a new application and required documentation *for each case and proceeding*. Refer to the Order to Appear / attached checklist for the required documentation. **Application and documentation must be submitted no later than 10 days prior to the conference/hearing.** Late applications may be denied.
- **Conferences:** You will be called at the telephone number you provide below on the day and time of your conference. Calls may be delayed. Your conference may proceed if you fail to answer when called.
- **Hearings:** You will be called when your case is ready to be heard. You must be available for the entire AM session (9:00-12:00) or PM session (1:00-4:00) as shown on your order to appear. Your hearing may proceed if you fail to answer when called.

Plaintiff

Docket Number

Defendant

PACSES Case ID

I am the: Plaintiff Defendant Attorney for Plaintiff Attorney for Defendant

I am requesting permission to participate by telephone for:

Scheduled conference/hearing/argument DATE:

TIME (Eastern):

SPECIFIC reason(s) for need to participate by telephone: (PRINT CLEARLY)

Contact me at this telephone number for this proceeding:

Applicant's Name (Please Print)

Applicant's Signature (Type or Sign)

Date

**** Please review page 2 of this application and click submit at the bottom of page 2 ****

THIS SECTION TO BE COMPLETED BY COURT OFFICIALS ONLY

IFSA UIFSA Local

Docs in PI: Yes No Initials: _____

Application APPROVED

Application DENIED (comment: _____)

Application CONDITIONALLY APPROVED – Applicant must provide required documents (consult your Order To Appear/attached checklist). Documentation must be provided prior to the scheduled event or applicant shall appear in person as ordered.

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TELEPHONE CONFERENCE/HEARING CHECKLIST

The following documents, if applicable, must accompany this application to participate by telephone. Failure to provide these documents may result in the denial of the telephone application. THESE DOCUMENTS MUST BE SUBMITTED FOR A HEARING EVEN IF ALREADY PROVIDED AT A CONFERENCE.

- Copy of identification (driver's license, photo ID, etc.)
- Completed Income and Expense sheet provided with the order to appear
- Copy of most recent pay stub reflecting year to date totals or pay stubs for the preceding six months
- Copy of most recent income tax return
- Verification of childcare expenses
- Proof of available medical coverage for the children/spouse (copies of cards, etc.) and cost of coverage
- Verification of any other source of income, including SSI, SSD, unemployment benefits, workers compensation benefits, disability benefits (VA or private)
- Medical documentation, if unable to work due to a medical condition (a [Physician Verification Form](#) may be requested from the Domestic Relations Section or by clicking the hyperlink)
- Not currently employed and/or have no source of income. Please explain:

Completed application and accompanying documents must be returned to the Berks County DRS at least **10 days** before the scheduled conference/hearing/argument either:

- by email to Documents.Berks@PACSES.com or by clicking the 'Submit' button below
- by fax to (610) 898-5579
- by mail or in person to the **DRS Docketing Division 633 Court St, 6th Floor, Reading PA 19601.**

Submit

Clicking the submit button will allow you to email the application and accompanying documents to the Berks DRS for review. Clicking the submit button is not an indication that the request will be approved or denied.