

CUSTODY ADDENDUM:

YOUR CONCILIATION MAY BE CONDUCTED BY TELEPHONE

The Family Court **may not be** conducting in-person conciliations due to COVID-19. Any conciliation that cannot be held in-person will be held remotely by telephone on the scheduled date unless otherwise agreed by the Custody Master and the parties involved. Plan to be available from 9:00 a.m. – 12:00 NOON for a case scheduled at 9:00 a.m. and from 1:00 p.m. – 4:00 p.m. for a case scheduled at 1:00 p.m.

In order to proceed effectively, please provide the information below to the Family Court NO LATER THAN 7 DAYS BEFORE YOUR SCHEDULED CONCILIATION DATE NOTED ON THE ATTACHED ORDER:

- The email and phone number you will be available from on the date of your conciliation.
- The email and telephone numbers you may have for the other party.
- Completed Demographic Update form (*enclosed*).

Information can be sent to the following email: familycourt@countyofberks.com , faxed to: (610) 478-4995, mailed to: 633 Court Street, 4th Floor, Reading, PA 19601; or you can call (610) 478-6208 ext. 5770.

PLEASE INCLUDE YOUR NAME, DOCKET NUMBER, DATE OF CONCILIATION

IMPORTANT:

Please check the Family Court Website at www.co.berks.pa.us/familycourt three (3) business days before the date of your conciliation to see if your conciliation will be held in person or by telephone.