

Court of Common Pleas of Westmoreland County  
Domestic Relations Section  
2 N Main St., Suite 302  
Greensburg PA 15601  
Phone: 724-830-3200 FAX: 724-830-3256

***INSTRUCTIONS FOR OBTAINING A TELEPHONE  
SUPPORT CONFERENCE/HEARING***

**CONFERENCES**

1. Obtain an "Application for Telephone Conference" form from the Customer Service Unit of the Domestic Relations Section or by telephone to the Domestic Relations Section.
2. Complete the form and return it to the Domestic Relations Section at least **TEN DAYS** before the scheduled conference/hearing, along with all requested financial and medical insurance information.
3. **BE SPECIFIC** as to the reason for the request and be sure to include the telephone number where you can be reached at the time of the conference. It is **NOT** recommended that you participate from your place of employment without the explicit approval of your employer.
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 form.
5. You are responsible for the costs of the telephone conference. The officer will call you at the number you provided when the conference is ready to begin. You will be given a phone number to call back to begin the conference. If you are not at the phone number provided, the conference will proceed and a default order may be entered in your absence or your action may be dismissed.

**HEARINGS (Appeal of Recommended Order from Conference)**

1. If you have had a telephone conference and wish to have a telephone hearing as well, you should clearly state that in your request for a de novo hearing. Staff will update the application request with any changes, add the date and time of the hearing, and forward the request to the Hearing Officer assigned to the case for approval. You may be required to attend a full hearing even if you had a conference by telephone.
2. If you did not have a telephone conference but require a telephone hearing, follow all the instructions above and complete the request for a telephone hearing.

In The Court of Common Pleas of Westmoreland County, Pennsylvania  
DOMESTIC RELATIONS SECTION

Plaintiff \_\_\_\_\_ Docket #:

Defendant \_\_\_\_\_ PACSES #:

APPLICATION FOR TELEPHONE CONFERENCE/HEARING

Request for a telephone conference

Request for telephone hearing

Date:

Time:

Reason(s) for request for telephone conference/hearing:

Telephone number, including area code, where I can be contacted on the day of the conference/hearing:

Is this number confidential?

Yes / No

I understand by making this request, I will:

- 1) be responsible for the costs of the telephone conference/hearing
- 2) be available at the telephone number provided on the day of the conference/hearing (Hearings require being available for the entire AM or PM). If I am not available, the conference/hearing will proceed in my absence.
- 3) provide all required financial and medical insurance information as detailed in the order of court and send the information along with this request form no later than 10 days prior to the conference/hearing. **Do not send form without required information.** If the information does not accompany the application, your request may be denied.
- 4) attach copy of my driver's license or other photo identification (passport, employee or student id) for verification of my identity.

\_\_\_\_\_  
Defendant / Plaintiff signature

\_\_\_\_\_  
Date

**DOMESTIC RELATIONS SECTION USE ONLY**

Request for telephone conference: GRANTED / DENIED

\_\_\_\_\_  
Director /For the Court

Request for telephone hearing: GRANTED / DENIED

\_\_\_\_\_  
Hearing Officer /For the Court