

Court of Common Pleas of Delaware County  
Domestic Relations Section  
PO Box 543  
Media, PA 19063  
Phone: 610-891-4314 Fax: 610-891-1959

## **INSTRUCTIONS FOR OBTAINING A TELEPHONIC SUPPORT CONFERENCE OR HEARING**

### **GENERAL PROCEDURE:**

1. 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.
2. **BE SPECIFIC** as to the reason for the telephonic request and be sure to include the telephone number and contact person where you can be reached at the time of the conference/hearing. **Every attempt should be made to contact your local child support agency to facilitate an office area for your scheduled conference/hearing. If they are unable to accommodate you, please have them put that in writing or you can provide us with a notarized statement to that fact.**
3. 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.

### **CONFERENCES**

1. The Domestic Relations office will call you at the number provided when the conference is ready to begin. Since conferences are allotted an hour and a half for processing, there is only a twenty minute grace period from the scheduled time. 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**

1. If you have had a telephonic conference and wish to have a telephonic hearing as well, you should clearly state that in your request for a de novo hearing. Staff members will update the application request form with any changes. The date and time of the hearing will be forwarded to the Court Unit Supervisor for approval. The courts may order you to appear in person even if you have had a telephonic conference.

2. If you did not have telephonic conferences but require a telephonic hearing, follow the general instructions above and complete the request for a telephonic hearing.
3. Please be aware that multiple hearings are scheduled along with your cases. Therefore there is no specific start time to your case. Be prepared to possibly wait for an entire AM or PM session.