

COMMONWEALTH OF PENNSYLVANIA  
59<sup>TH</sup> JUDICIAL DISTRICT  
ELK COUNTY DOMESTIC RELATIONS SECTION  
P.O. BOX 305  
RIDGWAY, PA 15853  
**Telephone: (814) 772-5155 + "0" for Operator**  
Fax: (814) 772-4411

INSTRUCTIONS FOR TELEPHONIC APPEARANCE  
CONFERENCE LEVEL

NAME: \_\_\_\_\_ PACSES #: \_\_\_\_\_

YOUR CASE HAS BEEN SCHEDULED FOR A CONFERENCE ON \_\_\_\_\_  
AT \_\_\_\_\_.

\*\*\*\* IF YOU CHOOSE NOT TO APPEAR IN PERSON, YOU MUST APPEAR VIA  
TELEPHONE, BUT WE MUST BE ADVISED IN ADVANCE IN WRITING BY SIGNING  
THE BOTTOM PORTION OF THIS FORM AND RETURNING IT TO THIS OFFICE. \*\*\*\*

PLEASE MAKE SURE THAT YOU MAIL **ALL INFORMATION REQUIRED** TO  
THIS OFFICE AT THE ABOVE-MENTIONED ADDRESS OR FAX, INCLUDING THE  
ENCLOSED INCOME AND EXPENSE STATEMENT AND COPY OF MEDICAL  
INSURANCE CARDS. COPY OF FEDERAL TAX RETURN AS FILED WITH W-2s  
AND/OR 1099 EARNINGS IS MANDATORY.

**ALL REQUESTS TO APPEAR VIA TELEPHONE AND REQUIRED  
INFORMATION MUST BE RECEIVED AT LEAST 3 (THREE) DAYS PRIOR TO THE  
SCHEDULED CONFERENCE.**

ALSO, IF APPEARING VIA TELEPHONE, IT **IS YOUR RESPONSIBILITY TO  
PLACE THE CALL** TO THIS OFFICE AT (814) 772-5155 + "0" AT THE TIME OF THE  
CONFERENCE.

\_\_\_\_\_  
Domestic Relations Officer

Return Bottom Portion

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PACSES # \_\_\_\_\_ CONFERENCE DATE: \_\_\_\_\_

I, \_\_\_\_\_, will be appearing by telephone for my conference at the  
time and date listed above. Attached is a copy of my most recent Federal Income Tax Return,  
my completed Income and Expense Statement and copy of all medical insurance cards (front and  
back).

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_