

COMMONWEALTH OF PENNSYLVANIA  
59<sup>TH</sup> JUDICIAL DISTRICT, ELK COUNTY BRANCH  
Domestic Relations Section of the Court of Common Pleas  
P.O. Box 305  
Ridgway, PA 15853  
Telephone: (814) 772-5155 + "0" for Operator  
Fax: (814) 772-4411

INSTRUCTIONS FOR TELEPHONIC APPEARANCE  
HEARING LEVEL

\*\*\*\*\*ALL SUPPORT HEARINGS REQUIRE SWORN TESTIMONY. IF YOU ELECT NOT TO APPEAR IN PERSON BUT VIA TELEPHONE, YOU MUST APPEAR AT YOUR LOCAL CHILD SUPPORT AGENCY. SAID AGENCY MUST HAVE SOMEONE AVAILABLE TO ADMINISTER AN OATH FOR SWORN TESTIMONY. IF YOUR LOCAL CSEA HAS ANY QUESTIONS, THEY MAY CONTACT THIS AGENCY AT THE ABOVE NUMBER. IF YOU ARE UNABLE TO MAKE DIRECT ARRANGEMENTS WITH YOUR LOCAL AGENCY, YOU MUST CONTACT THIS OFFICE AT LEAST 7 DAYS PRIOR TO THE HEARING.

\*\*\*\*\*FURTHER, WE MUST BE ADVISED IN ADVANCE THAT YOU INTEND TO PARTICIPATE BY TELEPHONE BY SIGNING THE BOTTOM PORTION OF THIS FORM AND RETURNING IT TO THIS OFFICE AT LEAST 7 DAYS PRIOR TO THE DATE OF THE HEARING.

\*\*\*\*\*ALSO, YOU MUST SUPPLY ALL INFORMATION REQUIRED, INCLUDING YOUR MOST RECENTLY FILED INCOME TAX RETURN, BY MAILING SAID INFORMATION TO THIS OFFICE AT P.O. BOX 305, RIDGWAY, PA 15853, OR BY FAXING THE SAME TO (814) 772-4411 AT LEAST 7 DAYS PRIOR TO THE DATE OF THE HEARING.

\*\*\*\*\*FINALLY, 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 HEARING.



PACSES Case # \_\_\_\_\_

I \_\_\_\_\_ will be appearing by telephone for my hearing at \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_.  
(Assisting Agency Name & Telephone Number)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved