
IF YOU DO NOT AGREE WITH THE ENCLOSED RECOMMENDATIONS, YOU MUST TAKE THE FOLLOWING ACTIONS WITHIN TWENTY (20) DAYS OF THE DATE WRITTEN ON THE REPORT. IF YOU FAIL TO TAKE ACTION IN THAT TIME, THESE RECOMMENDATIONS WILL BE MADE FINAL BY THE COURT.

STAGE 1: RECOMMENDATION OF THE CONFERENCE OFFICER

If you have had the first conference on the petition or complaint which was filed, you will find enclosed a Conference Officer's Recommendation. It will have numerous pages to it and will be signed by the Judge. The first page will be an "Order of Court" with the circle next to the word "Interim" marked with an "X".

If you do not agree with this recommendation, you must request a hearing *de novo* within twenty (20) days. The date you must file your request by is stated on the enclosed notice. **You MUST have your request filed with the Court by the Twentieth (20th) day – it is not sufficient for you to mail it by this date!** Requests for a *de novo* will not be accepted without the fee and the fee is not refundable if you withdraw your request for a hearing at a later date.

STAGE 2: RECOMMENDATION OF THE HEARING OFFICER

If you have had a conference and paid your \$50.00 for a *de novo* hearing and have had your hearing with the Hearing Officer, then you will find enclosed a typewritten report of several pages which is captioned "Report and Recommendation of the Hearing Officer."

If you do not agree with this recommendation, you must file exceptions within twenty (20) days. The date you must file your request by is stated on the enclosed notice. **You MUST have your request filed with the Court by the twentieth (20th) day- it is NOT sufficient for you to mail it by this date!** To file exceptions, you should fill out the enclosed form. You MUST also order your transcript from the hearing and pay your \$50.00 deposit to the Court Reporter before you can file your exceptions. The Docket Clerk will not accept your exceptions for filing without proof you have paid the transcript deposit. You should read the instructions form for the exceptions for other rules you must follow in order to file properly.

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA

DOMESTIC RELATIONS SECTION

_____)	
)	
Plaintiff,)	
)	No. _____
)	
)	
)	PACSES ID: _____
)	
_____)	
)	
Defendant,)	
)	

DEMAND FOR DE NOVO HEARING

AND NOW, this _____ day of _____, 20____, pursuant to
Local Rule 1910.01, the party named below hereby demands a *de novo* hearing before the
Hearing Officer from the _____(date) Interim Order of the
Conference Officer.

Signature

I am the: Q Plaintiff
 Q Defendant
 Q Counsel for Plaintiff
 Q Counsel for Defendant

My address is: (*please PRINT all information*)

Name: _____

Address: _____

Telephone: (_____) _____

Attorney's PA I.D. No.: _____

OE-014

**THIS FORM MUST BE RETURNED WITH THE APPROPRIATE FILING FEE
OR IT WILL NOT BE ACCEPTED**