

## **NOTICE – HEARING PARTICIPATION BY AUDIO/VIDEO**

For your safety and that of our staff, your participation at the upcoming Domestic Relations hearing will be by AUDIO & VIDEO.

- **You are expected to provide current contact information and financial information**
- You must be available at the phone number you provide at the time scheduled.
- You must join the Microsoft Teams meeting by clicking on the link, sent to you at the email address you provide, or call the telephone number, also provided in that email, to participate.
  - Further instructions about accessing and downloading Microsoft Teams as well as participation instructions will follow this notice.
- If you are not available at the scheduled time, the hearing will proceed without your participation.

### **FINANCIAL INFORMATION:**

**Required income and some expense information must be submitted at least five (5) business days before your scheduled hearing.**

#### **This includes but is not limited to:**

- personal and/or business Federal Income Tax Returns including W-2's, and 1099's
- supporting documentation for tax returns should also be provided
- paystubs for the preceding six months
- net income from business or property
- child care expenses
- proof of medical coverage
- proof of inability to work such as disability

#### **Submitting information:**

**Email:** WAHRG@pacses.com with your name in the subject line

**Mail:** Washington County DRS, Ste 311, 29 W. Cherry Ave, Washington PA 15301

**Fax: to** 724-228-6899

All documentation submitted will be shared with all parties and provided to the hearing officer but will only be admitted into evidence and considered at hearing after an appropriate request to make it an exhibit is made. Documents submitted less than two days prior to the hearing may only be considered with the permission of the hearing officer.

**YOU ARE REQUIRED TO PROVIDE THE INFORMATION BELOW  
NO LATER THAN FIVE (5)  
BUSINESS DAYS PRIOR TO YOUR SCHEDULED HEARING.**

**CASE PARTICIPANT CONTACT INFORMATION**

**COMPLETE THE FOLLOWING**      **Circle one:** I am the      PLAINTIFF      DEFENDANT

Your Name: \_\_\_\_\_

Hearing date: \_\_\_\_\_

Docket Number: \_\_\_\_\_ PACSES Case ID: \_\_\_\_\_

**Telephone number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Email address to contact:** \_\_\_\_\_

If you will be represented by an attorney, your attorney must file with Domestic Relations a "Praecipe for Appearance" prior to the hearing if they wish to participate.

**Attorney Name:** \_\_\_\_\_

**Attorney Telephone:** \_\_\_\_\_

**Email address for attorney:** \_\_\_\_\_

**Submitting information:**

**Email:** WAHRG@pacses.com with your name in the subject line

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