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**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 A FINAL ORDER OF COURT.**

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**STAGE 1:                    RECOMMENDATION OF THE CONFERENCE OFFICER**

After the telephone conference, we send the Conference Officer's Recommendation. The first page is titled "Order of Court, Interim."

If you do not agree with the recommendation, you have a right to a hearing. This hearing is 'de novo' and you must resubmit all income & expense related materials for consideration and entry as evidence. Hearings will be audio recorded and evidence will be marked as exhibits for the record if accepted.

If you want to schedule a hearing you must request for it to be scheduled within **twenty (20) days** of the recommendation. Otherwise the Interim Order becomes a final order.

Hearings occur by video conference. (forms enclosed)

**You MUST have your request filed with the Court by the twentieth (20<sup>th</sup>) day.** The date you must file your request by is written on the enclosed form.

**STAGE 2:                    RECOMMENDATION OF THE HEARING OFFICER**

After the hearing with the Hearing Officer, we send a report & order which is titled "Report of Hearing Officer".

If you do not agree with this recommended order, you must file exceptions within twenty (20) days. **You MUST have your request filed with the Court by the twentieth (20<sup>th</sup>) day.** The deadline for filing this request is written on the enclosed form.

To file exceptions you must fill out the required form **and** order a transcript of the hearing. The Docket Clerk cannot accept your exceptions filing unless you **provide** a receipt showing you have paid the transcript deposit.

Follow the Transcript Request Instructions and Transcript Request Form for further instructions. These available from the Domestic Relations Section and at Court Administration.



**IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA**  
**DOMESTIC RELATIONS SECTION**  
**29 West Cherry Avenue, Suite 311**  
**Washington, PA 15301**  
**(724) 228-6756**

PLAINTIFF	)	
	)	
	)	Docket Number: _____
v.	)	
	)	PACSES Number: _____
	)	
DEFENDANT	)	

**REQUEST FOR HEARING**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, pursuant to Local Rule 1910.01, the party named below hereby requests a hearing before the Hearing Officer from the \_\_\_\_\_(date) Interim Order of the Conference Officer.

\_\_\_\_\_  
Signature of Party Filing Request  
 Plaintiff  
 Defendant

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies a true and correct copy of the foregoing Request for Hearing was sent to the other party or parties via electronic / first-class mail / digital facsimile (circle one) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Party Filing Request  
 Plaintiff  
 Defendant

## CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted By:

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