

COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA  
DOMESTIC RELATIONS SECTION  
Suite 311 29 W. Cherry Ave. Washington PA 15301  
**Customer Service 724-228-6756 M-F 8:30 AM – 4:30 PM**

**NOTICE – COMPLEX HEARING PARTICIPATION**

You must be available through the contact information you provide, by phone or email whether you are scheduled to appear in person or by other means.

**Required income and some expense information must be submitted to the court and to the other party at least ten (10) business days before your scheduled hearing.**

**INFORMATION ESTABLISHING INCOME AND DOCUMENTING CHILD RELATED EXPENSES:**

- 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
- unemployment benefit related letters or forms
- 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@pases.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

It is the responsibility of the party submitting information to provide a copy of information they intend to offer as evidence to the other party and to the court **prior** to the hearing.

All documentation submitted to the court 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.

Documents submitted less than ten (10) days prior to the hearing may only be considered with the permission of the hearing officer.