

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 – CONFERENCE PARTICIPATION**

Domestic Relations CONFERENCES will be by AUDIO ONLY.

- **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.
- If you are not available at the scheduled time, the conference will proceed without your participation.
- **Complete and return the participation form.** Your participation is important in helping us determine a support order that reflects a guideline based support amount.

**FINANCIAL INFORMATION**

**Complete the income and expense statement form** (enclosed with your scheduling notice).

**Required income and some expense information must be submitted to the court at least TWO (2) business days before your scheduled conference.**

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
- 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:** WACONF@pacses.com with your name in the subject line

**Mail:** Washington County DRS

29 W. Cherry Ave, Suite 311 Washington PA 15301

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