

**DOMESTIC RELATIONS SECTION
LAWRENCE COUNTY COURT HOUSE
430 COURT STREET
NEW CASTLE, PA 16101-3503**

**JUDGES
DOMINICK MOTTO, PJ
J. CRAIG COX, J.
JOHN W. HODGE, J.
DAVID H. ACKER, J.**

**DOMESTIC RELATIONS DIRECTOR
Mary G. Kelly
PHONE: 724-656-2122
FAX: 724-658-7851**

PHONE CONFERENCE INSTRUCTIONS

If you are a party to a support case filed with the Lawrence County Domestic Relations Office and reside in another county or state and have been scheduled for a support conference in the Lawrence County Domestic Relations Office you may request a telephone conference.

**If you would like to request a telephone conference, please complete the attached Motion and return it to:
Lawrence County Government Center**

**Court Administration Office
430 Court Street
New Castle, PA 16101**

****Or fax to 724-656-2476.**

****DO NOT RETURN TO DOMESTIC RELATIONS. ALL REQUESTS MUST GO THROUGH THE OFFICE OF COURT ADMINISTRATION. PLEASE INCLUDE A COPY OF YOUR PHOTO ID.**

PLEASE MAKE SURE CAPTION ON THE MOTION (NAMES, PACSES AND DOCKET NUMBER, TIME AND DATE) ARE COMPLETED IN FULL.

Your request for a telephone conference MUST be done 2 WEEKS PRIOR to your conference.

IN THE COURT OF COMMON PLEAS
OF LAWRENCE COUNTY, PENNSYLVANIA

Plaintiff
v.

Defendant

:
: PACSES No.
:
: Docket No.
:

MOTION

A Conference is scheduled for the _____ day of _____, _____ at _____
a.m. at _____ the Domestic Relations Office. The undersigned
_____, Defendant/Plaintiff requests the Court grant a telephone
conference. The telephone conference is requested because

I understand this request will be granted by the Court if the Court finds that I have
provided good cause in this request. Defendant/Plaintiff shall participate in the conference by
telephone. He/She is to call directly to the Lawrence County Domestic Relations Office, 430
Court St, New Castle, PA 16101-3953, at the following telephone number (724) 658-2667,
promptly at _____ Eastern Standard Time. This telephone number is to be used for this
conference only.

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.

Date: _____

Plaintiff/Defendant

ORDER OF COURT

The Court hereby denies/grants the request for telephone conference.

BY THE COURT:

J.

Date