

PHONE CONFERENCE REQUEST

Domestic Relations Section

17 South 4th Ave.
Clarion, PA 16214
(814) 226-1033
Fax: (814) 226-1034

Name _____ PACSES Case # _____
(Print first and last name)

I am requesting to participate in my Domestic Relations initial/modification conference via telephone, because of the following reason:

(Mark box that applies)

Distance from my home (must be more than 2 hours away)

Out of town employment (i.e. OTR truck driver)

Explain: _____

Hardship (financial, not able to leave work)

Explain: _____

Other

Explain: _____

I understand that this privilege is at the discretion of the DRS Director/Staff and my request may be denied at which time I agree to attend my scheduled conference.

I also understand that if approved it is my responsibility to call the DRS office at the time of my scheduled conference (on a land phone and at my own expense), at which time I may be on hold until the Conference Officer is able to start my conference due to unavoidable circumstances.

To be approved DRS must have your income information 5 days prior to the conference. This information includes the following: W-2, 6 months of most recent pay stubs, most recent tax return, and copies of any insurance cards.

This request must be received by the DRS office at least 7 business days prior to the scheduled conference.

Signature

Date

Telephone Number