
Domestic Relations Office
230 East Market Street, Suite 300
Clearfield, PA 16830
Phone: 814-765-5339 Fax: 814-765-1751

***INSTRUCTIONS FOR OBTAINING A TELEPHONE
SUPPORT CONFERENCE/HEARING***

CONFERENCES

1. Obtain an Application for Telephone Conference form from the Domestic Relations Office or this website.
2. Complete the form and return it to the Domestic Relations Office at least TEN DAYS before the scheduled conference/hearing, along with all requested financial and medical insurance information.
3. BE SPECIFIC as to the reason for the request and be sure to include the telephone number where you can be reached at the time of the conference. It is NOT recommended that you participate from your place of employment.
4. Once approved or denied, a copy of your request will be mailed to you with the decision. A copy of this form will also be sent to the other party. If you wish to have your phone number kept confidential, please be sure to indicate this on the form.
5. You are responsible for the costs of the telephone conference. The officer will call you at the number you provided when the conference is ready to begin. You will be given a phone number to call back to begin the conference. If you are not at the phone number provided, the conference will proceed and a default order may be entered in your absence or your complaint will be dismissed for lack of prosecution.

II. HEARINGS/SPECIAL LIST HEARINGS

1. If you have had a telephone conference and wish to have a telephone hearing as well, you should advise the conference officer at the conclusion of the conference. The officer will update the application request with any changes, add the date and time of the hearing, and forward the request to the Hearing Officer assigned to the case for approval. You may be required to attend a full hearing even if you had a conference by telephone.
2. If you did not have a telephone conference but require a telephone hearing, follow all the instructions above and complete the request for a telephone hearing.