

B. FAMILY

1. PFA COURT

- a. The Prothonotary will continue to provide litigants with ex parte applications and forms in the courthouse lobby and will process same on the third floor jury deliberation room. Ex parte hearings will be held using ACT in the discretion of the assigned judge.
- b. Final, modification, and contempt of temporary order hearings will be scheduled Mondays at 8:30 AM and 12:30 PM using ACT in the discretion of the presiding judge. Contempt of final order hearings will be scheduled at alternate dates and times, using ACT in the discretion of the presiding judge. No client signatures will be required for agreements. Witnesses will wait outside the Courthouse unless called to testify at hearing.

2. CUSTODY

- a. The Custody Office will contact counsel and any pro se litigants a minimum of one week prior to scheduled conciliation conferences and arrange for the conference to be held using ACT. All new complaints and motions/petitions in old cases must contain contact information for counsel and pro se litigants including phone number and email.
- b. A child(ren) will be interviewed only if counsel can assure, as an officer of the Court, that the child(ren) can speak privately with the conciliator via ACT.

CONTACT INFORMATION

Custody Department:

Phone - (570) 517-3822

Fax – (570) 517-3875

Email - drivera@monroepacourts.us

3. DRO

- a. Support conferences will be held using ACT.
- b. Hearing Officer hearings will be held using ACT.
- c. Documents for use at hearing must be emailed/faxed to DRO and opposing counsel/party a minimum of 7 days prior to hearing.
- d. Support Rules will be scheduled no more than 4 cases in each 15-minute block or 8 cases every half hour.

- e. Support payments must be made using any of the methods listed at www.childsupport.state.pa.us. [Payments](#) will not be accepted in person at the Domestic Relations Office.
- f. Filings will be accepted via www.childsupport.state.pa.us, [via email to CS-Monroe@PACSES.com](mailto:CS-Monroe@PACSES.com) (*must be filed in PDF format - one filing per email*) or through the U.S. Mail to the following address:

MONROE COUNTY DOMESTIC RELATIONS SECTION
610 MONROE STREET STE 110
STROUDSBURG, PA 18360-2280

- g. Paternity testing will be scheduled on a case by case basis in a location designated by DRO.

CONTACT INFORMATION

Domestic Relations Office:
Phone (Public / IVR) - (570) 517-3845
Fax – (570) 517-3867
Email - CS-Monroe@PACSES.com

4. DIVORCE

- a. Hearing Officer hearings will be scheduled using ACT. Documents for use at the hearing must be emailed/faxed to the Hearing Officer and opposing counsel/party a minimum of 7 days prior to hearing.
- b. Pretrial conferences will be held using ACT and documents for use at the conference must be emailed/faxed to the Hearing Officer and opposing counsel/party a minimum of 3 days prior to the conference.
- c. Hearing Officers' recommendations will be submitted electronically to the Judge assigned for electronic signature and filing, or by hand delivery to the Courthouse.

CONTACT INFORMATION

Divorces:
Phone - (570) 517-3096
Email - drivera@monroepacourts.us or
kmedlar@monroepacourts.us