



Family (PFA Court; Custody; Domestic Relations Office [DRO]; Divorce)

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 first floor. Ex parte hearings will be held using GTM where possible.
- b. Final, modification, and contempt hearings will be scheduled MWF 8:30 am and 1:00pm with no more than 5 cases in each session. Two litigants will be permitted to enter the courthouse at a time to speak with counsel. No client signatures will be required for agreements. Witnesses will wait outside unless called in to testify at hearing.

2. CUSTODY

- a. The custody office will contact counsel and any pro se litigants a minimum of two weeks prior to scheduled conciliation conferences and arrange for the conference to be held using ACT. If no contact information is available, the case will be continued to a date after June 1st.
- b. All new complaints and motions/petitions in old cases must contain contact information for counsel and pro se litigants including phone number and email.
- c. 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 resume May 18 via ACT only
- b. The processing of complaints, scheduling of proceedings, bookkeeping, etc. will commence May 4, with reduced staffing in the courthouse.

*Please note that these procedures may be modified on a regular basis as the safety parameters and pandemic evolve. Not all processes will be ready for implementation on May 1st and will be on a rolling basis as noted specifically herein.

- c. Master's hearings will begin June 22 using ACT. 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 commence in June and will be scheduled with no more than 2 cases every half hour, staggered every 15 minutes.
- 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*) and through the US 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 with testing to occur no sooner than July 1, 2020.

CONTACT INFORMATION

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

4. DIVORCE

- a. Masters hearings may be scheduled using ACT as of May 11. Documents for use at the hearing must be emailed/faxed to the Master 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 Master and opposing counsel/party.

CONTACT INFORMATION

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

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