



**OFFICE OF COURT ADMINISTRATION
43RD JUDICIAL DISTRICT
MONROE COUNTY COURTHOUSE
610 MONROE STREET, SUITE 221
STROUDSBURG, PA 18360
(570) 517-3009
FAX (570) 517-3866**

**Cori Doughty
District Court Administrator**

**Jessica L. Spencer, Esq.
Deputy Court Administrator**

**Ellen DeMaio
Deputy Court Administrator—Special Courts**

**Kelly Koehler
Deputy Court Administrator**

October 27, 2025

ACCEPTING LETTERS OF INTEREST

The 43rd Judicial District, Court of Common Pleas, is accepting letters of interest for a quasi-judicial officer appointment. The appointment is for a Custody Conference Officer. Appointees are not employees of the 43rd Judicial District but rather are appointed by the President Judge to serve a one-year term, revocable or renewable at the discretion of the Court. All appointments receive guidance from the President Judge or her/his designee.

Custody Conciliator

This appointment primarily serves within the Custody Department. Responsibilities include, but are not limited to, meeting with parties to custody disputes in person, attempting to facilitate resolution through the use of conflict resolution and mediation skills, dictation and drafting of proposed recommendations and orders to the Court, and use of the Court's internal civil case management system.

Preferred Qualifications

An individual seeking appointment to any position must be a member in good standing of the Pennsylvania Bar and possess a minimum of three (3) years of experience in a related practice area. Those individuals interested in the Custody Conference Officer appointment must also complete or have completed forty (40) hours of mediation training and provide a certificate of completion. All appointees must complete a criminal records check and a Pennsylvania Child Abuse History Clearance check.

Interested individuals are encouraged to review Pa.R.C.P. 1920.52(a)(4) and 1915.4-3(a) related to the practice of law while serving in a court-appointed position. All appointees must comply with this rule to the extent it is applicable to the position. All appointees must show proof of professional liability insurance.

Letters of interest should be sent, along with a current resume, to Cori Doughty, District Court Administrator, at the address listed above or via email at cdoughty@monroepacourts.us.