

EXCEPTIONS TO RECOMMENDATION OF HEARING OFFICER IN SUPPORT
FILING INSTRUCTIONS FOR UNREPRESENTED PARTIES
(Please read all instructions before coming to court to file)

1. Request a transcript(s) of your hearing by going to www.montcopa.org/DRO/TranscriptRequest and complete the "DRO Support Hearing Transcript Order Form" OR call Montgomery County Domestic Relations at 610-278-3184 to order transcript(s). Once your order is placed, Montgomery County Domestic Relations will issue a confirmation letter that will be emailed to the email address you provided with your order. This confirmation letter must be attached to your Exceptions when filed with the court. An email is not sufficient and will not be accepted. The audio files from your Support hearing will be provided to the transcriptionist who you will be required to contact directly to provide a monetary deposit. The transcriptionist will not begin transcribing your order until the deposit is received. Transcriptionists are not affiliated with the Montgomery County Court of Common Pleas nor the Montgomery County Domestic Relation Section. Transcriptionists cannot answer any case specific questions nor provide aid with filing Exceptions to any Montgomery County Domestic Relations support recommendation. If you have any questions regarding your Montgomery County Domestic Relations Section case or the Exception filing process, you need to contact our office at 610-278-3646.
NOTE: If you are filing cross exceptions, you must indicate that you are filing cross exceptions and attach a copy of the opposing party's exceptions.
2. Complete the Exceptions packet:
 - Notice to Defend
 - Exceptions to Recommendation of Support Hearing Officer
3. File the completed Exceptions packet in Domestic Relations:
 - By Mail – Montgomery County DRS, PO Box 311 Norristown, PA 19404;
 - By E-Mail to Exceptions-Montgomery@PACSES.com;
 - Upload online at www.montcopa.org/DROSupportExceptionsFiling;
 - In person
4. After filing Exceptions, you must serve a complete copy of your filing with attachments upon the OTHER PARTY in the case OR THEIR ATTORNEY.
5. After the copies of your filing has been mailed or hand delivered, the Certificate of Service must be completed with:
 - Date of mailing/hand delivery
 - Name and address it was mailed or delivered to Manner of service
 - Your signature & date
6. The completed Certificate of Service must be filed with the Domestic Relations Section:
 - By Mail - Montgomery County DRS, PO Box 311 Norristown, PA 19404;
 - By E-Mail at Exceptions-Montgomery@PACSES.com;
 - Upload online at www.montcopa.org/DROSupportExceptionsFiling;
 - In person
7. Once you have completed all the steps above and the transcripts have been received by the court, your assigned Judge will issue a briefing schedule and argument date, which you will receive by mail.

PLEASE MAKE CERTAIN THAT THE DOMESTIC RELATIONS OFFICE HAVE YOUR CORRECT ADDRESS AT ALL TIMES TO ENSURE YOU RECEIVE NOTIFICATIONS.

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

DOMESTIC RELATIONS SECTION

Plaintiff

PACSES Case #: _____

vs.

Defendant

NOTICE TO DEFEND

You have been sued in court. If you wish to defend against the claims set forth in the following pages, you must take action within twenty (20) days after this complaint and notice are served, by entering a written appearance personally or by attorney and filing in writing with the court your defenses or objections to the claims set forth against you. You are warned that if you fail to do so the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief requested by the filer. You may lose money or property or other rights important to you.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

LAWYER REFERENCE SERVICE
MONTGOMERY BAR ASSOCIATION
100 WEST AIRY STREET (REAR)
NORRISTOWN, PA 19401

(610)279-9660, EXTENSION 201

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION

Plaintiff

PACSES Case #: _____

vs.

Defendant

EXCEPTIONS TO RECOMMENDATION OF THE HEARING OFFICER IN SUPPORT

Date of Recommended Order: _____

Amount of Recommended Order: _____

Attorney for Plaintiff or Pro Se Party

Attorney for Defendant or Pro Se Party

Name

Name

Address

Address

Phone No.

Phone No.

Transcript Request is attached. (email receipt or other indication from transcription service)

Name of Party filing Exceptions: _____

Circle one : Plaintiff Defendant

NOTICE:
YOU MUST FILE A CERTIFICATE OF SERVICE WITH THE DOMESTIC RELATIONS SECTION VERIFYING THAT THIS DOCUMENT WAS SERVED ON ALL PARTIES. THE FILING PARTY MUST SERVE A FULL COPY OF THIS DOCUMENT UPON THE OPPOSING PARTY, ATTORNEYS, IF ANY.

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

DOMESTIC RELATIONS SECTION

PACSES Case #: _____

Plaintiff

vs.

Defendant

CERTIFICATE OF SERVICE OF

EXCEPTIONS TO RECOMMENDATION OF THE HEARING OFFICER IN SUPPORT

I certify that on _____, 20____, a true and complete copy of the foregoing **Exceptions to Recommendation of the Hearing Officer in Support** has been served upon:

Name

Address

City/State/Zip

AND

MONTGOMERY COUNTY DOMESTIC RELATIONS
P.O. BOX 311
NORRISTOWN, PA 19404

Manner of Service: Reg First Class Mail Certified Mail Other _____

Signed: _____

Dated: _____

PLEASE MAIL THIS COMPLETED FORM TO:

DOMESTIC RELATIONS SECTION
P.O. BOX 311
NORRISTOWN, PA 19404

OR

EMAIL THIS COMPLETED FORM TO:

Exceptions-Montgomery@PACSES.com

UPLOAD THIS COMPLETED FORM AT:

www.montcopa.org/DROSupportExceptionsFiling