

# REMOTE APPEARANCE REQUEST FORM

Custody       Orphans' Court       Divorce

Consistent with recent Pennsylvania Supreme Court Administrative Orders and Pa.R.C.P. 1930.3, individual Judges and Hearing Officers may agree to hold non-record conferences or allow record hearing testimony to be conducted remotely, using telephone and/or video conferencing. A request for remote participation should be made at least one week prior to the scheduled proceeding to permit the presiding judge or Hearing Officer to consider the request. **The opposing side, if any, must be copied into any such request.**

Please complete this Remote Appearance Request Form, and email it to:

[fcconferences@chesco.org](mailto:fcconferences@chesco.org) (Family Court cases only)

[occonferences@chesco.org](mailto:occonferences@chesco.org) (Orphans' Court cases only)

CAPTION AND CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
ID: \_\_\_\_\_  
Attorney for Plaintiff /self-represented Plaintiff

\_\_\_\_\_  
ID: \_\_\_\_\_  
Attorney for Plaintiff

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

\_\_\_\_\_  
ID: \_\_\_\_\_  
Attorney for Defendant/Self-represented Defendant

\_\_\_\_\_  
ID: \_\_\_\_\_  
Attorney for Defendant

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

## This request pertains to:

\_\_\_ Hearing scheduled for (date) \_\_\_\_\_ before Judge \_\_\_\_\_.

Party/attorney/witness (specify) for whom remote participation is requested:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

\_\_\_ Pretrial or Administrative conference scheduled (date) \_\_\_\_\_ before Judge \_\_\_\_\_.

Party/attorney/witness (specify) for whom remote participation is requested:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

\_\_\_ Conciliation conference scheduled (date) \_\_\_\_\_, before Hearing Officer \_\_\_\_\_.

Party/attorney/witness (specify) for whom remote participation is requested:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

\_\_\_ Pretrial or settlement conference scheduled (date) \_\_\_\_\_ before Hearing Officer \_\_\_\_\_.

Party/attorney/witness (specify) for whom remote participation is requested:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

\_\_\_ Other: ( State date of scheduled matter and judge/Hearing Officer , and name and status of person whose remote testimony is requested) \_\_\_\_\_.

**PROVIDE A FULL EXPLANATION AS TO THE REASON FOR THE REQUEST:**

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Submitted by:

\_\_\_\_\_  
Signature

Date submitted: \_\_\_\_\_

\_\_\_\_\_  
Printed name

Counsel for \_\_\_\_\_ or self-represented party

**I certify that I have copied the opposing counsel or self-represented party with this submission at the following email address: \_\_\_\_\_ on (date) \_\_\_\_\_.**

Type of remote appearance requested:             telephone             video

**DISPOSITION OF REQUEST**

The application for remote appearance is: \_\_\_\_\_ **GRANTED** or **DENIED** \_\_\_\_\_

**If your request is granted, you will be contacted by the court with instructions.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge or Hearing Officer