

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.