

ADAMS COUNTY SUPPORT/ALIMONY PENDENTE LITE DOCUMENT FLOW CHART

ACTION REQUESTED	FILING REQUIREMENTS/FEES
Support Complaint for Child Support or Spousal Support	File at the DRS office (\$25.00)
Establishment of APL Order (after claim raised in Divorce pleadings) ¹	File "Motion to Refer APL Claim to Domestic Relations Office" at Prothonotary's Office using the divorce caption and case #. (\$27.50) ² *Request in motion the matter be referred to DRS for the purpose of scheduling a conference. Attach proposed order for Judge to sign. Proposed Order should state that the matter is being referred to Adams County Domestic Relations for calculation only and not enforcement. Prothonotary will forward Judge's signed Order to DRS, who will then set conference date.
Request to Continue a Conference for Child Support, Spousal Support or APL if conference date is more than 1 week away	Send correspondence or facsimile to conference officer at DRS requesting a continuance. *MUST always indicate opposing counsel/party position. A formal motion is not necessary.
Request to Continue a Conference for Child Support, Spousal Support or APL if conference date is less than 1 week away	Send correspondence or facsimile to Conference Officer at DRS requesting a continuance. *MUST always indicate opposing counsel/party position. <i>If your request is denied, then:</i> <ol style="list-style-type: none"> a. If Child Support or Spousal Support case, file formal Motion For Continuance and a proposed order with DRS office with DR caption and PACSES #, which will be forwarded to Judge for consideration (no fee). b. If APL, file formal Motion for Continuance and a proposed order with Prothonotary under the divorce caption/case #, which will be forwarded to Judge (\$27.50) c. If case involves both APL and Child Support, you must file two motions as outlined in a & b above.
A Demand for De Novo Hearing re: Child Support	File Demand for Hearing with DRS office (\$25.00).

¹ Note that all APL cases will be referred to DRS for calculation only and not enforcement. Enforcement of APL must be sought through the remedies provided in the Divorce Code 23 Pa. C.S. §3703.

² Note that if the Defendant in the Divorce case is seeking APL from the Plaintiff, the caption will be reversed for purposes of the APL case only. Fees are subject to change at any time.

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or Spousal Support only.	IMPORTANT: If your hearing is expected to take longer than 15-20 minutes, then include a request to specially set the hearing in your Demand along with an estimation of time needed. DRS will forward to Judge’s Executive Assistant to coordinate date and time with counsel.
A Demand for De Novo Hearing for APL only	File Demand for Hearing with Prothonotary using the divorce case # (\$27.50). IMPORTANT: If your hearing is expected to take longer than 15-20 minutes, then include a request to specially set the hearing in your Demand along with an estimation of time needed. Prothonotary will forward to Judge’s Executive Assistant to coordinate date and time with counsel. Counsel should provide a timestamped courtesy copy of Demand to DRS.
A Demand for De Novo Hearing for Child Support AND APL	Two Demands: One for Child Support filed at DRS using DRS case # (\$25.00) and one for APL filed at Prothonotary using divorce case # (\$27.50). IMPORTANT: If your hearing is expected to take longer than 15-20 minutes, then include a request to specially set the hearing in your Demand along with an estimation of time needed. The Judge’s Executive Assistant will contact counsel to coordinate date and time. Counsel should provide a timestamped courtesy copy of the APL Demand to DRS.
Motion to Continue De Novo Hearing for Child and/or Spousal Support only	File formal Motion to Continue with DRS office which will be forwarded to Judge (no fee)
Motion to Continue De Novo Hearing for APL only	File formal Motion to Continue with Prothonotary using divorce caption and case # (\$27.50)
Motion to Continue De Novo hearing for Child Support AND APL case	Two motions: One Motion to Continue Child Support De Novo Hearing filed in DRS office with DRS caption & case # (no fee). One Motion to Continue APL De Novo Hearing with divorce caption & case # filed in the Prothonotary’s office (\$27.50)