

**NOTICE TO PARTIES/COUNSEL**  
**REGARDING TELEPHONIC**  
**CONFERENCE/HEARINGS**

THE ENCLOSED SCHEDULING ORDER IS FOR A  
**TELEPHONIC** CONFERENCE/HEARING

**DO NOT APPEAR IN PERSON**

YOU WILL RECEIVE A PHONE CALL ON THE DATE  
AND TIME INDICATED IN THE ORDER. WE WILL  
CALL YOU AT THE TELEPHONE NUMBER WE HAVE  
ON FILE.

IF YOU BELIEVE WE DO NOT HAVE YOUR CORRECT  
TELEPHONE NUMBER, **PLEASE CALL 412-350-5600**  
AND REPORT YOUR NEW TELEPHONE NUMBER.

**PRIOR TO YOUR CONFERENCE/HEARING PLEASE  
SUBMIT THE FOLLOWING: LAST 6 MONTHS OF  
EARNINGS, CHILD CARE AND CHILD  
EXTRACURRICULAR ACTIVITY EXPENSES, MEDICAL  
CARDS (FRONT & BACK) BY EMAIL TO:**

**[Familyinfoemails@pacses.com](mailto:Familyinfoemails@pacses.com)**

**OR FAX TO: 412-350-2880**

**PLEASE INCLUDE YOUR CASE ID**

**OR SEND BY MAIL TO:**

**ALLEGHENY COUNTY FAMILY DIVISION  
440 ROSS STREET  
PITTSBURGH, PA 15219**