

**Franklin County Domestic Relations Section**

Court House Annex  
218 N. Second Street  
Chambersburg, PA 17201

**Judges of the 39<sup>th</sup> Judicial District:**

Shawn D. Meyers, President Judge  
Angela R. Krom, Judge  
Jeremiah D. Zook, Judge  
Todd M. Sponseller, Judge  
Mary Beth Shank, Judge

## Public Opening of the Franklin County DRS:

### INTAKE

- Clients are encouraged to file local complaints and petitions for modifications through e-services. Clients may accomplish this by going to [www.childsupport.state.pa.us](http://www.childsupport.state.pa.us).
- For clients that do not have access to electronic means, a telephone interview will be conducted by the Intake Technician. The complaint/application for service or petition will be mailed to the party for signature and returned to the DRS.
- For IFSA (out of county) and UIFSA (out of state) actions, a telephone interview will be conducted and the original will be mailed for review, signature and return to the DRS.
- For clients that request an in person interview, the DRS requests the party to call 717-264-6144 to make the appropriate arrangements.
- For clients that walk in, all measures will be taken to maintain social distancing, wearing of masks and cleaning and sanitizing work areas.

### CONFERENCES

- Scheduled conferences will be handled telephonically. For telephone conferences with two (2) parties or less, the Domestic Relations Officer will call the party/parties at the closest time to the scheduled conference notice.
- For telephone conferences with more than two parties, the conference will be scheduled through Google Meet (audio) only. Parties and their attorneys will receive information with the phone number and pin number with their scheduled conference notice. They are expected to call in at the scheduled time.
- Clients are directed to send the requested income and expense information, a valid phone number and a valid email address at least five (5) days prior to the telephone conference. The following methods may be used for delivery of documentation:
  1. email to [csfranklin@PACSES.com](mailto:csfranklin@PACSES.com)
  2. fax to 717-267-1223
  3. mail to Domestic Relations Section at 218 North Second Street, Chambersburg, Pa 17201
  4. drop off in the box outside of the Administrative Annex building located at 218 North Second Street.
- Video Conferencing is not available at this time but current plans are moving forward to accomplish this goal.
- For clients/attorneys requiring personal appearance, separate conference rooms will be utilized (if possible). Social distancing, wearing of masks, cleaning and sanitizing work areas will be done to meet with COVID 19 recommendations.

- Conferencing schedules have been rearranged in order to have minimal foot traffic for those requiring personal appearance.

## PATERNITY TESTING

- Appointments will be scheduled for buccal swab paternity testing. Parties will be required to appear in the office. Social distancing will be practiced, the staff member performing the testing will wear gloves and a face shield and the area will be cleaned and sanitized.

## PAYMENTS

- Payments should be made payable to PASCDU and mailed to PASCDU, PO Box 69110, Harrisburg, Pa 17106-9110. Clients must include their Name and Social Security Number or PACSES Case ID and Member number for correct processing of payments. This information should be printed and legible.
- Clients may also drop off payment at the “drop off” box located at the Administrative Annex, 218 North Second Street, Chambersburg, Pa 17201. The information named above must be put on all checks and money orders that are to be mailed to SCDU. In addition, cash and money orders made payable to DRS can be processed by the DRS with identifying information attached. The “drop off” box will be checked several times daily Monday through Friday.
- Other payment methods are encouraged to be used. Money Gram may be used through our local Walmart or CVS. Please remember to use Receive Code 14677 and include all identifying information (named above). For more information, clients may call 1-800-926-9400 or go to [www.moneygram.com/PayBills](http://www.moneygram.com/PayBills).
- A credit card may be used by contacting PASCDU IVR at 1-800-955-2305.
- For clients requiring payment to be handled in the DRS, the worker will handle the payment with social distancing and wearing of masks.

## OTHER CONDITIONS

- Clients are encouraged NOT to bring additional family and friends to their appointments or walk in appearances.
- Reduced seating in the lobby area to maintain social distancing of clients will be initiated.
- Three additional rooms have been organized and will be used as conference rooms. Phones have been ordered to accomplish this goal.
- COVID 19 safeguard instructions are encouraged: practice social distancing of 6 feet, use of hand sanitizer (stations are located in the DRS), wearing of masks, and advising staff and clients to stay home if they are sick.
- Cleaning of the DRS Suite which includes conference rooms, offices, lobby areas and shared areas will be conducted on a regular basis. This will also include cleaning of equipment such as telephones, copiers, pen and clipboards, etc....