

**IN RE: FAMILY COURT MODIFICATION : IN THE COURT OF COMMON PLEAS  
: OF BERKS COUNTY, PENNSYLVANIA  
: FAMILY COURT  
: EMERGENCY JUDICIAL ORDER  
:  
: NO. 20-3264**


**ORDER**

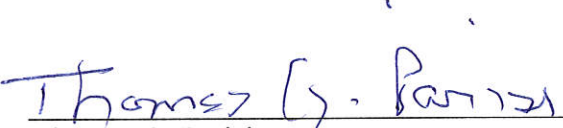
**AND NOW**, this 10<sup>th</sup> day of May, 2020, due to the statewide judicial emergency and pursuant to the Pennsylvania Supreme Court's emergency orders of judicial administration, it is hereby **ORDERED** that:

1. Until further order of Court, all support, custody or divorce proceedings shall be conducted remotely, using appropriate advanced communications technology, unless otherwise ordered by the Court on a case-by-case basis. This applies to cases which are currently scheduled, cases being rescheduled, and new cases being initially scheduled. Parties shall comply with all instructions contained in the Order/Notice to Appear for the scheduled proceeding, including any Addendum to that Order.
2. Effective May 4, 2020, limited Domestic Relations Section staff and Family Court staff are permitted to be in the Courthouse or Services Center to conduct these remote proceedings with all recommended safety measures and social distancing practices are followed.
3. The Berks County Domestic Relations Section remains closed to the general public. Parties may file new complaints for support, petitions to modify, or other legal papers electronically by E-Services or by United States mail, postage prepaid. Parties shall consult the Berks County DRS webpage: <https://www.co.berks.pa.us/Dept/Courts/DRS/Pages/default.aspx> for forms, information for E-Services and mail filings, and current DRS operations and status of proceedings.
4. Parties shall consult the Berks County Court of Common Pleas Family Court webpage for updates on Family Court operations and the status of custody and divorce proceedings: <https://www.co.berks.pa.us/Dept/Courts/FamCourt/Pages/default.aspx>.

5. Parties who have a scheduled custody conciliation should contact Tammy Chojnowski by telephone at 610-478-6208 ext. 5770, by e-mail at [tchojnowski@countyofberks.com](mailto:tchojnowski@countyofberks.com), or by Fax at 610-478-4995 at least one (1) week in advance of the proceeding to provide their contact telephone number and e-mail and the contact telephone number and e-mail for the other party, if known. Attorneys shall have their clients available on the date of the proceeding should their remote participation be needed.
6. The Prothonotary's Office remains open to receive and process filings from attorneys through the Electronic Filing System (EFS). Filings are also accepted by mail. If a party with no attorney chooses to file an emergency petition, they may call the Prothonotary's Office at 610-478-6970 to schedule an appointment during such time the Services Center and Courthouse remain generally closed to the public. Such filings will be given to the assigned Judge to review, and if appropriate, schedule a hearing.
7. The Family Court Judges and Family Court Administration continue to process filings and schedule proceedings within the limits set by the applicable Emergency Orders.
8. If exigent circumstances require a family law matter to be heard immediately, parties shall set forth such circumstances in an appropriate pleading or contact the Family Court Administrator, Lisa A. Siciliano, Esquire, by telephone at 610-478-6208, ext. 5771, or by e-mail at [lsiciliano@countyofberks.com](mailto:lsiciliano@countyofberks.com) . Exigent circumstances will be communicated to the assigned Family Court Judge for review and determination as to scheduling of the matter.

BY THE COURT:

  
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Scott E. Dash,  
Administrative Judge, Family Court

  
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Thomas G. Parisi,  
President Judge