

- If you need to contact Family Court, here is our contact information:
 - Main phone number: 610.478.6208
 - Family Court FAX number: 610-478-4995
 - Lisa Siciliano, Esquire, Family Court Administrator: ext. 5771 – [Family Court@countyofberks.com](mailto:FamilyCourt@countyofberks.com)
 - Tammy Chojnowski, Asst. Family Court Administrator: ext. 5770 – [Family Court@countyofberks.com](mailto:FamilyCourt@countyofberks.com)
 - Feel free to contact us before you file something if you are unsure of anything or with any other questions we may be able to assist you with.
- You can find information and forms on the Family Court website at: <http://www.co.berks.pa.us/familycourt> Available documents and forms include the current Custody Evaluators List; Divorce Counselor List; Appendixes A, B and C for custody orders; custody Scheduling Order; a link to the local rules, etc. Please let me know if any of those documents are out of date so we can correct them or if there are other documents or links that we can add that would be useful.
- When submitting proposed orders and Divorce Decrees, please leave the month, day and year blank for the Judge to fill in when it is signed. Sometimes they don't get signed until the month after you submit them or they get signed with wrong years that aren't noticed. Leave enough room for the month, especially for long ones like September.
- When you submit a stipulated custody order, indicate in the caption, the body of the order or both if the order is Final or Temporary.
- Please only check the confidential box in the electronic filing system if you are also filing the Confidential Document Form (CDF) AND the document you are filing is one of the few documents that are listed on the CDF and deemed confidential. If your document is not on the list on the CDF, but contains one or more pieces of confidential data (ex. child's name, date of birth, parties SSN, financial institution account number, etc.) please file a redacted copy of your document and the Confidential Information Form (CIF). If you do this, there is no need to check the box to make any of your uploaded documents confidential because the redacted document is not confidential and the CIF is automatically confidential. When documents are designated confidential, internal users in the Court have more difficulty viewing those documents and it may delay your cases, so we want to limit the confidential documents to those few documents that are listed on the CDF.

- When you submit orders or any subsequent documents in your cases, please remember to include the identical caption as originally filed including middle names or initials, the docket number, the assigned Judge's name in the caption and the assigned judge's name under any signature line intended for the Judge.
- When you submit a QDRO for signature, please include a date and signature line for the Judge.
- If you are requesting the appointment of a Divorce Master, please read and comply with local B.R.C.P. 1920.51.4 before filing the motion. Please include the claims that the Divorce Master is being appointed for in the proposed appointment order and don't leave that section blank.
- If you are scheduled for a combination custody conciliation and support hearing before the Custody/Support Master and you are requesting a continuance, you need to request that from BOTH the Custody Office and DRS separately. You can e-mail or fax Tammy Chojnowski in the custody office (see contact info above). You should use the DRS official continuance form for the support portion.
- If you are withdrawing a custody action or document, please make sure your filing complies with Pa.R.C.P. 1915.3-1. We often receive praecipes that don't close the cases as intended causing the case to remain open until the notice of 2 years with no activity.
- If you are withdrawing a divorce action or document, please make sure your filing complies with Pa.R.C.P. 1920.17. We often receive praecipes that don't close the cases as intended causing the case to remain open until the notice of 2 years with no activity.
- Before filing a custody or divorce we suggest you run the names in EFS to make sure the other side didn't just file and you haven't been served yet. This will help avoid duplicate filings for the Court to resolve and the cost to your clients.
- If you are filing a custody count as part of a divorce filing in EFS, please always select custody stipulation or scheduling order and NOT custody count. If you don't select the stipulation or scheduling order, the system is not collecting the correct fees and a separate custody case with it's own docket number is not being created. Failing to select stipulation or scheduling order will cause custody orders to either incorrectly get filed to the divorce or to not proceed forward. It can manually be fixed at the Prothonotary if you have a case where this was not done correctly.
- When submitting documents electronically through EFS, be sure to follow local rule 205.4(f)(3)(ii) EXACTLY for the attorney signature format. The Prothonotary's Office may reject documents that don't comply with the "/s/ Attorney Name" requirements.
- Please upload a Certificate of Addresses when you e-file documents that need to be signed and distributed. The Certificate lets the Court and Prothonotary's Office know who to send the document to and where to send it.