



Fulton County Domestic Relations

116 West Market Street, Suite 201, McConnellsburg, PA 17233

Telephone: (717) 485-3193 Fax: (717) 485-5672 Email: domesticrelations@co.fulton.pa.us

DIRECTOR
Deidre L. Ritz

PRESIDENT JUDGE
The Honorable Shawn D. Meyers

Public Opening of the Fulton 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.
- 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 return 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 717-485-3193 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 conferences with more than two parties, the conference will be scheduled through Google Meet or similar video conference service. Parties and their attorneys will receive information with the necessary links and/or telephone number, along with any pin number or password as necessary with their scheduled conference notice. They are expected to connect 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 conference date. The following methods may be used for the delivery of documentation:
 1. Email to domesticrelations@co.fulton.pa.us
 2. Fax to 717-485-5672
 3. Mail to Domestic Relations Section at 116 W Market St., Ste 201, McConnellsburg, PA 17233
 4. Drop off in the box outside of the Domestic Relations building located at 116 W Market St., McConnellsburg, PA
- For clients/attorneys requesting personal appearance, separate conference rooms may be utilized (if requested). Social distancing, wearing of masks, cleaning and sanitizing work areas will be done according to CDC guidelines.

PATERNITY TESTING:

- Appointments will be scheduled for buccal swab paternity testing and parties will be required to appear in the office. Social distancing will be practiced and the staff member performing the test will wear gloves and a mask. At the completion of the testing, the area will be cleaned and sanitized by the maintenance department according to CDC guidelines.

PAYMENTS:

- Payments should be made payable to PA SCDU and mailed to PA SCDU, 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 payments off at the “drop off” box located outside of the Domestic Relations Office, 116 W. Market St. McConnellsburg, PA 17233. Payments must be in the form of cash or money order and made payable to the Domestic Relations Section. These payments must be in a sealed envelope with their name and amount they are paying printed on the front of the envelope. The “drop off” box will be checked throughout the day Monday through Friday.
- A credit card may be used by contacting PA SCDU IVR at 1-800-955-2305.
- Payments can also be made online through www.ExpertPay.com
- 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.
- Seating in the lobby area has been rearranged to maintain social distancing of clients.
- COVID 19 safeguard instructions are encouraged: practice social distancing of 6 feet, use of hand sanitizer, wearing of masks, and advising staff and clients to stay home if they are sick.
- Cleaning of the DRS Office, 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, pens and clipboards, etc...