BERKS COUNTY DOMESTIC RELATIONS
INTERVIEW TIMES
MONDAY THRU FRIDAY - 8:00AM – 3:30PM

INSTRUCTIONS FOR FILING A COMPLAINT FOR SUPPORT AT DOMESTIC RELATIONS

All clients should have an **Intake Interview** (in person or by phone) and should allow at least 1 hour for the initial interview. Due to client volume, in-person clients are seen on a first-come, first-serve basis and as staff availability permits. The wait time is unknown and you may have to wait to be seen so plan accordingly. Submissions sent in by mail are date marked and processed in the order which they are received.

Due to processing time, we cannot begin an Intake Interview after 3:30PM. The client must be ready to be seen with his/her completed Intake Questionnaire by 3:30PM.
Therefore, in order to minimize your in-person wait time, it is highly recommended that you appear in the DRS with a completed Intake Questionnaire. To access the Intake Questionnaire and complete prior to appearing in the DRS, please click here or call or email the DRS so one can be mailed or emailed to you upon request.

When appearing in-person in the DRS with your completed Intake Questionnaire, please bring the following information with you in order for your case to be processed and scheduled in a timely manner: (Please provide as much of the documentation as possible). **For your convenience, or if participating by phone, you can scan and email your documents to Documents.Berks@Pacses.com**

1. Social security cards or numbers for yourself; children and absent parent
2. Birth Certificate(s) for child(ren)
3. Photo identification for applicant
4. Current address of absent parent(s)
5. Employer name and address for yourself and absent parent(s)
6. Proof of Paternity if applicable
7. Proof of medical insurance coverage (medical cards)
8. Marriage License/Divorce Decree
9. Protection from Abuse Order (if applicable)
10. Proof of Custody (caretakers)
11. All sources of income for absent parent (SSI, veterans' benefits, unemployment compensation, etc.)

For questions or concerns before your interview, please visit our website https://www.berkspa.gov/departments/dro

FOR INTERSTATE FILINGS:
If you have a support case in another state involving the absent parent, please also bring the following:

1. One copy of the support order from the other state
2. Contact name and phone number of the child support worker in the other state
3. Payment history (if available)
4. Notice of any upcoming proceedings in the other state