

INSTRUCTIONS FOR MEDICAL ENFORCEMENT REQUESTS

Effective October 17, 2006: **Documentation of unreimbursed medical expenses that either party seeks to have allocated between the parties shall be provided to the other party not later than March 31 of the year following the calendar year in which the final bill was received by the party seeking the allocation. Allocation of unreimbursed medical expenses for which documentation is not timely provided shall be within the discretion of the court. (Pa R.C.P 1910.16-6 (c) official note (3).**

This process applies to cases with York County orders which specify a percentage split for unreimbursed normal and routine medical expenses and:

- 1) one party has defaulted on direct payment of his/her share, and
- 2) the plaintiff (if the person filing) has paid in excess of \$250.00 in one year of unreimbursed medical expenses

PARTY REQUESTING ENFORCEMENT MUST:

- 1) Send a copy of the entire packet to the opposite party and allow the opposite party 14 calendar days to pay the apportioned amount directly to the requestor.
- 2) If the opposite party defaults then send the entire packet to DRO and verify by a Certificate of Service (attached with Medical Support Enforcement packet) when the packet was sent to the defaulter.
- 3) Complete the Request for Unreimbursed Medical Expense worksheet (available upon request in DRO), including each service for which a balance is claimed. Complete the section of the form about insurance coverage. Sign and date the form.
- 4) Attach a copy of each medical bill specifying the date of service, and the medical service provided.
- 5) Submit proof of payment. Proof of payment is not a confirmation number. It must be a receipt.
- 6) Submit the contract and payment plan for any medical service, which is paid, on a payment plan (i.e. orthodontic work).

***** A maximum of two requests for enforcement may be filed each calendar year by a party absent extraordinary circumstances. Requests that do not comply with the directives noted above may be returned or may only be partially addressed by York Domestic Relations.**

PARTY WHO HAS ALLEGEDLY DEFAULTED WILL:

- 1) Have 14 days calendar days to refute the allegation in the enforcement request by a written response to York Domestic Relations.

YORK DOMESTIC RELATIONS WILL:

- 1) Resolve the petition (or the properly completed portions thereof) by an administrative order on or shortly after 15 calendar days from its date of filing.
An order resolving the enforcement petition would consider any reply by the party alleged to be in default and would give both parties a right of appeal.

*****Should the Medical Support Enforcement form be returned to the filing party due to improper filing with DRO, the filing party needs to complete a new Certificate of Service and entire packet to re-file the claim with Domestic Relations within 60 calendar days of when the packet was sent back to the filing party.**

*****A plaintiff will be responsible to account for at least \$250.00 of medical expenses per person per calendar year. Those expenses exceeding \$250.00 may be addressed by Medical Support Enforcement. In the year in which the initial support order is entered, the \$250.00 threshold shall be pro-rated.**

In the Court of Common Pleas of York County, Pennsylvania

Plaintiff

vs

DRS Number

Defendant

PACSES ID Number

CERTIFICATE OF SERVICE

The undersigned hereby certified that on _____ a copy of the within and foregoing Medical Support Enforcement Request was sent by regular mail to:

Opposing party name and address

Date

Signature

