



*Court of Common Pleas of the 41st Judicial District of Pennsylvania
Juniata County Branch*



DOMESTIC RELATIONS SECTION

Courthouse Annex
30 North Main Street
PO Box 68

Mifflintown, PA 17059
Phone: (717) 436-7750
Fax: (717) 436-7751

Kathy A. Morrow, President Judge
Kenneth A. Mummah, Judge

Christine McKelvey, Director
Vickie Cluck, Administrative Specialist
Abby Ingle, Administrative Specialist
Heather Heckert, Caseworker
Jazelle Bryner, Caseworker

POLICY REGARDING UNREIMBURSED MEDICAL BILLS

1. The Plaintiff should pay all unreimbursed medical bills and keep record.
2. After Plaintiff has paid more than \$250.00 per calendar year for each child or spouse, submit copies to the Defendant for reimbursement. If the Defendant refuses to pay his/her proportional share, the Plaintiff should obtain from the Domestic Relations Section (DRS) or download from this website a 'Summary of Medical and/or Dental Bills' form.
3. The Plaintiff should complete the Summary form, attach copies of each bill listed, attach proof of payment of each bill listed, and mail the form, together with all the attachments and a written request to the Defendant to pay his/her share of the unreimbursed bills in excess of \$250.00 per year, per child or spouse. The form and attachments should be mailed to the Defendant, by **certified mail-return receipt requested** no later than **March 31** of the following calendar year. The Defendant's proportional share of unreimbursed medical expenses is indicated on your most recent support order.
4. If no response is received from the Defendant after thirty (30) days, Plaintiff should contact the DRS to request enforcement. Plaintiff will be required to provide the DRS with a copy of the completed 'Summary of Medical/Dental Bills' form, all attachments, and a signed postal green card showing that Defendant received the certified mail.
5. In the event that Defendant fails to sign for the certified mail and the mail is returned to Plaintiff, Plaintiff should provide the DRS with the complete certified mailing as returned by the US Post Office. The DRS will forward the documents to Defendant.
6. The DRS will take appropriate enforcement action to collect Defendant's share of the medical expenses by scheduling a Petition for Civil Contempt.

** Unless the court order states differently, medical expenses include co-payments and deductibles and all expenses incurred for reasonably necessary medical services and supplies, including but not limited to surgical, dental, and optical services, and orthodontia. Medical expenses do not include cosmetic, chiropractic, psychiatric, psychological, or other services unless specifically directed in the order of court.