

LAWRENCE COUNTY DOMESTIC RELATIONS SECTION
430 COURT STREET
NEW CASTLE, PA 16101

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 allocation. (*Revision to Pa. R.C.P. 1910.16-6(c)(3), effective October 17, 2006*)

POLICY FOR THE COLLECTION OF UNPAID MEDICAL BILLS

THE FOLLOWING CRITERIA MUST BE MET PRIOR TO SUBMITTING ANY MEDICAL BILLS TO THE DOMESTIC RELATIONS SECTION:

1. The plaintiff/defendant is to notify the defendant/plaintiff by certified mail, return receipt requested, that unpaid medical bills, etc. are owed.
2. There shall be a cover letter enclosed with the bills itemizing what is owed and to whom it is owed. The cover letter shall inform the defendant/plaintiff that he/she has thirty (30) days to either reimburse the plaintiff/defendant or make arrangements with the physician, etc. for reimbursement.
3. Only when the plaintiff/defendant has refused to reimburse the plaintiff/defendant or make arrangements with the physician, etc., shall the DRS Enforcement Section become involved in the collection of unpaid medical bills.
4. Medical expenses include insurance co-payments and deductibles and all expenses **reasonably** incurred for necessary medical services and supplies, including but not limited to surgical, dental, and optical services, psychiatric and psychological services, and orthodontia.
5. Medical expenses **DO NOT INCLUDE** cosmetic, chiropractic, or other services unless specifically directed in the Order of Court.

PRIOR TO THE DOMESTIC RELATIONS SECTION ENFORCING PAYMENT FOR UNPAID MEDICAL BILLS, ETC., THE PLAINTIFF/DEFENDANT IS TO PROVIDE THE FOLLOWING TO THE DOMESTIC RELATIONS SECTION:

1. A copy of the certified mail label and a copy of the return receipt indicating who the notice was mailed to and who signed the notice.
2. A copy of the cover letter along with a copy of the medical bills.