



**OFFICE OF COURT ADMINISTRATION
43RD JUDICIAL DISTRICT
MONROE COUNTY COURTHOUSE
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October 25, 2022

ACCEPTING LETTERS OF INTEREST

The 43rd Judicial District, Court of Common Pleas, is accepting letters of interest for two separate appointments as quasi-judicial officers. The appointments are for a custody conciliator and a divorce master. Appointees are not employees of the 43rd Judicial District but rather are appointed by the President Judge to serve a one-year term, revocable or renewable at the discretion of the Court. All appointments receive guidance from the President Judge or her/his designee.

Custody Conciliator

This appointment primarily serves within the Custody Department. Responsibilities include, but are not limited to, meeting with parties to custody disputes via ACT or in person, attempting to facilitate resolution through the use of conflict resolution and mediation skills, dictation and review of proposed recommendations and orders to the Court, and use of the Court's internal civil case management system.

Divorce Master

This position primarily serves within the Family Division. Responsibilities include, but are not limited to, meeting with parties and counsel to review and recommend division of assets in the context of an equitable distribution suit, hearing contested equitable distribution matters, and writing a report and recommendation for Court review and distribution.

Preferred Qualifications

An individual seeking appointment to any position must be a member in good standing of the Pennsylvania Bar and possess a minimum of three (3) years of experience in a related practice area. Those individuals interested in the Custody Conciliator appointment must also complete or have completed forty (40) hours of mediation training and provide a certificate of

completion. All appointees must complete a criminal records check and a Pennsylvania Child Abuse History Clearance check.

Interested individuals are encouraged to review Pa.R.C.P. 1920.52(a)(4) and 1915.4-3(a) related to the practice of law while serving in a court-appointed position. All appointees must comply with this rule to the extent it is applicable to the position. All appointees must show proof of professional liability insurance.

Letters of interest should be sent, along with a current resume, to Cori Doughty, District Court Administrator, at the address listed above or via email at cdoughty@monroepacourts.us.