



**OFFICE OF COURT ADMINISTRATION
43RD JUDICIAL DISTRICT
MONROE COUNTY COURTHOUSE
610 MONROE STREET, SUITE 221
STROUDSBURG, PA 18360
(570) 517-3009
FAX (570) 517-3866**

**Cori Doughty
District Court Administrator**

**Jessica L. Spencer, Esq.
Deputy Court Administrator**

**Gregory Armstrong
Deputy Court Administrator**

**Kelly Koehler
Deputy Court Administrator—Special Courts**

January 27, 2023

ACCEPTING LETTERS OF INTEREST

The 43rd Judicial District, Court of Common Pleas, is accepting letters of interest for two separate court appointments. The appointments are for Advocate/Title IV-D Attorney. 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.

Advocate/Title IV-D Attorney

This appointment primarily serves within the Domestic Relations Department. The individual appointed to this role shall represent the interests of the obligee/Title IV-D program in securing support for appropriate IV-D cases. Responsibilities include, but are not limited to, meeting with case participants as necessary, corresponding with the opposing parties or counsel, and regular appearances before Judges and the Domestic Relations Master on behalf of the Title IV-D program.

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. 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.