



816 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Telephone: 412-350-6333

## Standard Operating Procedures *for* Judge Alan D. Hertzberg

*In compliance with the Fifth Judicial District Emergency Operations Plan*

In compliance with the Orders of the Pennsylvania Supreme Court and President Judge Kim Berkley Clark, this Court and its staff are working remotely until the termination of the judicial emergency.

- Please refrain from delivering anything to chambers or sending anything through the U.S. Mail at this time.
- Instead of making deliveries or sending mail to the Court, please send electronic communications to the appropriate email address below. Please note that this request includes all motions and Petitions for Approval of Settlement:

Housing Court Motions: [HCHelpdesk@allegheycourts.us](mailto:HCHelpdesk@allegheycourts.us)

Calendar Control Motions: [civilcontrolmotions@allegheycourts.us](mailto:civilcontrolmotions@allegheycourts.us)

Other matters/general inquiries: [shawna.strom@allegheycourts.us](mailto:shawna.strom@allegheycourts.us)

- You may also call chambers at 412-350-6333 to leave a voicemail. We are checking email and voicemail daily.
- When communicating with the Court via email, **ALL** parties must be included on the email unless directed otherwise. The email addresses of the other parties/opposing counsel must be included either in the “To” or the “CC” boxes so that they are visible to the Court. Please do NOT “BCC” the other parties/opposing counsel on your communications.
- Please send all documents in PDF or Microsoft Word format. **Proposed orders should be attached separately in PDF format.**
- Judge Hertzberg is able to sign orders electronically, file them with the Department of Court Records electronically, and have orders served on the other party/parties electronically.

## HOUSING COURT MOTIONS

Housing Court Motions will be scheduled daily for remote argument by Housing Court Staff. However, please review the summary below regarding the moratorium on evictions. To the extent that you still need to file a motion regarding a housing matter, please contact the Housing Court Help Desk by either:

Emailing your motion to: [HCHelpdesk@allegheycourts.us](mailto:HCHelpdesk@allegheycourts.us); or  
Calling: 412-350-4462

Information on moratoriums on evictions:

- Pursuant to the Governor of Pennsylvania's May 7, 2020 Order, no eviction proceeding requiring compliance with the Landlord Tenant Act of 1951 involving non-payment of rent can be commenced until July 10, 2020.
- Pursuant to HR 748, Section 4024 et. seq., enacted on March 27, 2020, the U.S. Congress has placed a 120-day moratorium on initiating legal claims for possession of dwellings for non-payment of rent, fees, or costs.
- Section 4024(a)(1-5) describes in detail what units are included in this moratorium, but succinctly, this moratorium covers any unit participating in a housing program such as Section 8 and public housing units, any housing covered under the Fair Housing Act, as well as properties with Federal Mortgages. As such, this moratorium includes most residential units in Allegheny County.
- New claims for possession of dwellings filed at the end of the 120-day moratorium may not require lessees to vacate the premises sooner than 30 days after the notice to vacate.
- Please also reference the Landlord Tenant Covid-19 FAQs available on the Fifth Judicial website for further clarification.

## CALENDAR CONTROL MOTIONS

Calendar Control Motions will be scheduled daily. Motions are to be emailed to [civilcalcontrolmotions@allegheycourts.us](mailto:civilcalcontrolmotions@allegheycourts.us), and once the motion is received, it will be scheduled for remote argument by our staff.

- Once the motion has been scheduled for argument, the parties will be notified with the date and time of the argument and instructions on how to join the designated conference call for argument.
- Motions should be emailed to [civilcalcontrolmotions@allegheycourts.us](mailto:civilcalcontrolmotions@allegheycourts.us).
- All motions should meet the following requirements:

- The subject line of all emails regarding motions should be titled as the case name and docket number.
- Contact information for both parties should be either clearly laid out in the email accompanying the motion, or prominently displayed on the cover page of the motion.
- Notice of electronic service should also be displayed on the cover page.
- For scheduling purposes, the email accompanying the motion MUST include how long the moving party anticipates argument will take. If the opposing party disagrees with the estimated time for argument, please “reply all” with the time you estimate argument will take.
- Please send the proposed order as a separate PDF.