



Family Law Center  
Room 5080, 440 Ross Street  
Pittsburgh, PA 15219  
Telephone: 412-350-4757

## Standard Operating Procedures *for* Judge Elliot C. Howsie

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

### **Custody, Support, and other Domestic Relations Matters**

- All custody, support, and other domestic relations matters pending before Judge Howsie are suspended until after the judicial emergency. After the judicial emergency has ended, Judge Howsie will contact all parties to reschedule any matter that was postponed.
- With the consent of the parties, matters may be presented to the Court by motion, to be decided without a hearing, for entry of an order by using the Court's emergency email address. All motions must be served on opposing counsel and any unrepresented party with proper notice.
- **Uncontested or Consent Motions.** A copy of the motion shall be emailed to the Court at the following email address: [Emergencyhowsie@alleghencourts.us](mailto:Emergencyhowsie@alleghencourts.us). The party presenting the motion must indicate in the email that they have spoken with opposing counsel of the other parties and that opposing counsel and/or the other parties have no objection to the motion or consent to the motion. The motion shall include a proposed order. If all of these conditions are met, the Court will enter an order and email copies of the order to counsel and/or the parties. The Court will file the original order with the Department of Court Records.
- **Contested Motions.** Contested motions shall be emailed to the Court at the following email address: [Emergencyhowsie@alleghencourts.us](mailto:Emergencyhowsie@alleghencourts.us). The party presenting the motion must indicate in the email that they have spoken with opposing counsel and/or the other parties and indicate whether opposing counsel and/or the other parties have no objection to the motion, consent to the motion, or oppose the motion. The motion shall include a proposed order. All parties must consent to the motion being decided **without** argument to use the above procedure.
- If a party opposes the substance of the motion, the Court will request a written response from the opposing party to be filed at the above email address no later than three (3) days after the original motion was filed. The Court will make a ruling based on the pleadings.
- If any party does not consent to the motion being decided without oral argument, the matter will be deferred until the courts reopen.