

STANDARD OPERATING PROCEDURES
HONORABLE GUIDO A. DeANGELIS
COURT OF COMMON PLEAS 5TH JUDICIAL DISTRICT OF PA
FAMILY DIVISION
440 Ross Street, Suite 5052
Pittsburgh, PA 15219
(412) 350-0390

CONTACTS WITH THE OFFICE

1. Unless specifically requested, the court will not entertain e-mails, faxes, letters or telephone calls requesting action. All matters shall be presented in open court by way of motion or petition **with proper notice to all parties**. Motions mailed to the office (including but not limited to motions for reconsideration, motions for extension of time to file 1925(b) statement, etc.) will **NOT** be considered unless presented in court. Unsolicited letters will be returned, unread.

2. Counsel should not correspond with the court by e-mail or fax unless specifically invited to do so.

3. Counsel shall mail or deliver a copy of the pretrial statement to the court. **DO NOT** fax a copy to the court.

4. Counsel, parties, and/or third parties shall not engage in *ex-parte* communication concerning a pending case with the court or court staff.

5. Judicial staff will answer inquires concerning court procedures (such as scheduling) but not substantive matters.

6. From time to time, Judge DeAngelis may change the date of a scheduled proceeding to accommodate his schedule. In such a case, phone calls or letters requesting a scheduling change will be considered.

JUVENILE COURT MOTIONS

Motions may be presented, with proper notice to all parties, on any day that Judge DeAngelis is sitting on the bench in juvenile court. Any party wishing to present a motion should contact the judge's chambers to determine when Judge DeAngelis is sitting in juvenile court, if the party is not already informed of the judge's schedule which is established by court administration. The party shall notice the time for the beginning of the court's docket that day of presentation.

1. Except in the case of an emergency, motions on dependency cases should be presented on a day when Judge DeAngelis is assigned to hear dependency case. The

party presenting the motion **MUST** serve the CYF caseworker with a copy of the motion and give notice of the date of presentation.

2. Except in the case of an emergency, motions on delinquency cases shall be presented on a day when Judge DeAngelis is assigned to hear delinquency cases. The party presenting the motion **MUST** serve the juvenile probation officer with a copy of the motion and give notice of the date of presentation.

3. Except in the case of an emergency, motions for dual supervision cases should be presented on Judge DeAngelis' dual day. The party presenting the motion **MUST** serve the parties on the delinquency **and** the dependency case, as well as the CYF caseworker and the juvenile probation officer, with a copy of the motion and give notice of the date of presentation.

4. Absent compelling reasons, requests for continuances, even if consented to, will **NOT** be granted on the date of the hearing. If a party needs to request a continuance on the day of the hearing, the request should be in the form of a written motion and presented at the court's first measure of business in the morning.

5. Counsel and parties shall defer to the court clerk assigned to Judge DeAngelis for all administrative procedures and matters concerning the court's e-filing and cpcms system regarding court orders, scheduling, continuances and record filings.

ADULT FAMILY DIVISION MOTIONS

1. The Family Division Motions Court schedule is published in the Pittsburgh Legal Journal and is also available on the court website at <http://www.allegheycourts.us>

2. Uncontested motions, with proper notice to all parties, and consent orders may be presented by *lawyers* on any day that Judge DeAngelis is sitting on the bench in juvenile court. Any party wishing to present a motion or consent order should contact chambers to determine when Judge DeAngelis is sitting in juvenile court.

3. *Pro Se motions* should be presented on Judge DeAngelis' motions day scheduled through Family Court Administration.

4. Motion Sign-Up Procedures:

a. Sign-Up sheets will be placed outside chambers at 9:00am the Friday **before** Judge DeAngelis' scheduled Monday motions day. On motions day, the motions will be taken down to the motions courtroom at 12:45pm.

b The original motion should be placed in the sign up box and signed in on the sheet.

c. *Pro Se motions* will be heard from 1:00-2:00pm or from 9:00-10:00am on Monday. Regular motions will be heard at 2:00pm or 10:00 am on Monday. In the event that *pro se* motions do not finish by 10:00am or 2:00pm, they will be concluded at the end of regular motions court.

d. The cut-off for sign up motions is 12:00 noon on the day motions are heard at 1:00pm or the cut-off shall be at the close of business the day before motions are heard if scheduled for 9:00am.

e. Motions will **NOT** be accepted via fax, email or U.S. mail.

5. If less than seven (7) days notice is given, counsel shall advise the court as to the nature of the emergency or of opposing counsel's consent to shorter notice.

6. Judge DeAngelis' assigned cases may be presented to another judge in cases of true emergency or if it is an uncontested purely routine matter and does not affect Judge DeAngelis' court calendar with a copy of the motion and order delivered to Judge DeAngelis after signature.

7. If there is an issue on a case assigned to Judge DeAngelis that cannot wait until Judge DeAngelis' motions day, Judge DeAngelis would prefer having the motion presented at the morning docket on a day that he is hearing juvenile cases, ***even if the motion is contested.***

8. Judge DeAngelis will sign uncontested motions and consent orders of other judges' cases provided they are purely routine matters and do not affect the court schedule of the other judge. Judge DeAngelis will consider a motion on a case assigned to another judge if it is determined to be a true emergency.

CONSENT ORDERS

1. Judge DeAngelis will consider signing a consent order if it is brought to chambers and Judge DeAngelis is available to sign it. Unless specifically requested, a consent order should **NOT** be dropped off for signature nor should Judge DeAngelis be interrupted during court proceedings to obtain his signature. Consent orders will be considered at any time during motions court while the judge is on the bench or at the opening of court business on any day that Judge DeAngelis is assigned to hear juvenile matters.

MISCELLANEOUS

1. In the event a matter is settled prior to trial, counsel shall be responsible for notifying the Docket Clerk and Judge DeAngelis so that the matter can be removed from the court's calendar and an appropriate order shall be submitted for signature to Judge DeAngelis, including "consented to" language and signatures by both parties and/or their counsel.

2. Except in very rare circumstances, Judge DeAngelis will not consider counsel's attendance at another proceeding to be a valid excuse for lateness, unless approved by the judge through the tipstaff.

3. Testimony via telephone is only allowed by permissions of the court. Such permission should be obtained via motions court and obtained prior to hearing. If all parties consent to telephone testimony, Judge DeAngelis will entertain an oral motion for telephone testimony during the trial but the parties are on notice that Judge DeAngelis may not permit telephone testimony even if all parties agree.

4. Judge DeAngelis prefers that each party submit a list of all potential witnesses (with correct spelling of names) prior to the start of a trial.

COURTROOM PROCEDURES AND DECORUM

1. Because the Division utilizes audio recording, Judge DeAngelis will direct the lawyer to speak, respond, or call a witness so that the record is clear as to who is speaking.

2. When beginning the direct examination of a witness, please ask the witness to state and spell his or her name and to speak loud and slow.

3. Do **NOT** speak while some one else is speaking (except to make an objection).

4. If there are more than two attorneys (or *pro se* litigants), please state your name when making an objection.

5. Please do **NOT** interrupt Judge DeAngelis while he is speaking. You are free, however, to make an appropriate object to a question that Judge DeAngelis might ask.

6. Please make sure your cellular phone is off, or at least on vibrate.

7. Please remember to address the court at all times and not each other. What occurs in the courtroom is official court business.

8. Lawyers, parties or witnesses who are not properly dressed may be denied access to the courtroom. Lawyers should instruct their clients to dress properly for court. Bottles, cans and food is not permitted in the courtroom unless permitted by the judge.