



Family Law Center  
Room 5039, 440 Ross Street  
Pittsburgh, PA 15219  
Telephone: 412-350-0269

# Standard Operating Procedures for Judge Kim Berkeley Clark

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

Revised 06/04/2020

## I. Custody, Support, and other Domestic Relations Matters

### 1. Motions

- a. With the consent of the parties, any matter may be presented to the court by motion, without a hearing, for entry of an order. All motions must be served on opposing counsel and any unrepresented party.
- b. A Microsoft Word version of the motion shall be emailed to the Court at the following email address: [Motionsclark@allegheycourts.us](mailto:Motionsclark@allegheycourts.us). A copy of the motion shall also be e-mailed to [coliver@allegheycourts.us](mailto:coliver@allegheycourts.us) and [rgiles@allegheycourt.us](mailto:rgiles@allegheycourt.us).
- c. The party presenting the motion must indicate in the email that they have conferred with opposing counsel and/or the other parties and, whether opposing counsel and/or the other parties have an objection to the motion, have no objection to the motion, or consent to the motion. The motion shall include a proposed order.
- d. If a party consents to or does not object to the motion, the Court will enter an order and email the copies of the order to counsel and/or the parties. The Court will file the original order with the Department of Court Records.
- e. If a party does not consent to or opposes the motion, the Court will schedule a remote hearing on the motion through **Microsoft Teams**. The Court and the parties shall follow the protocol for remote hearings, set forth below.

### 2. Hearings and Trials

- a. Hearings and trials will be conducted through **Microsoft Teams**. If possible, all parties and witnesses shall participate by videoconference.
- b. Audio participation will be permitted for persons who do not have access to a device that would enable participation by video. The Court and the parties shall follow the protocol for remote hearings, set forth below.
- c. Documentary exhibits (reports, photographs, copies of orders, etc. shall be marked and emailed to the court twenty-four (24) hours before the scheduled hearing or trial.

## II. Juvenile Court Matters (Including Termination of Parental Rights)

### 1. Motions

- a. With the consent of the parties, any matter may be presented to the Court by motion, without a hearing, for entry of an order. **All motions shall be filed electronically through PACFile.**
- b. A copy of the motion shall be emailed to the caseworker in dependency matters and the juvenile probation officer in delinquency matters. For dual supervision cases, both the caseworker and the probation officer shall be served as well as counsel for the parties in both the dependency and delinquency case.
- c. A Microsoft Word version of the motion shall be emailed to the Court at Judge Clark's email address. A copy of the motion shall also be emailed to [coliver@allegheycourts.us](mailto:coliver@allegheycourts.us) and [rgiles@allegheycourt.us](mailto:rgiles@allegheycourt.us).
- d. The party presenting the motion must indicate in the email that they have conferred with opposing counsel and/or the other parties and, whether opposing counsel and/or the other parties have an objection to the motion, have no objection to the motion, or consent to the motion. The motion shall include a proposed order.
- e. If the parties consent, the Court will enter an order through CPCMS/PACFile.
- f. Motions requiring argument or a hearing may be presented in court at 8:30 AM on any day that Judge Clark is hearing juvenile cases. If a full hearing is needed, the Court will schedule a hearing on the motion through **Microsoft Teams**. The Court and the parties shall follow the protocol for remote hearings, set forth below.

### 2. Hearings and Trials

- a. Judge Clark will hear juvenile matters as per the scheduling protocol in effect prior to the judicial emergency.
- b. Hearings and trials will be conducted through **Microsoft Teams**. If possible, all parties and witnesses shall participate by videoconference. Audio participation will be permitted for persons who do not have access to a device that would enable participation by video. The Court and the parties shall follow the protocol for remote hearings, set forth below.
- c. Documentary exhibits (reports, photographs, copies of orders, etc. shall be marked and emailed to the Court twenty-four (24) hours before the scheduled hearing or trial.

## Protocol for Remote Hearings

### Protocol BEFORE the hearing

1. As soon as possible, after a matter is scheduled, but no later than twenty-four (24) hours before the scheduled hearing, the Court shall send an invitation to the hearing through **Microsoft Teams** to all counsel (or the parties in the case of self-represented or pro se litigants), the caseworker or probation officer, and the court reporter.
2. It is the responsibility of the attorneys to provide the information to their clients and their witnesses. If a witness is able to participate by video through **Microsoft Teams**, counsel shall provide the Court with the name and email address of that witness as soon as practicable, but no later than twenty-four (24) hours before the scheduled hearing.
3. It is the responsibility of self-represented litigants to provide this information to their witnesses, by using the Notice of Remote Hearing, attached.
4. Twenty-four (24) hours before the hearing, the attorneys shall provide all counsel, the court, and the Office of the Court Reporters with a witness list, which shall include the case caption and docket number, the type of proceeding or hearing, and the names of all prospective witness (correct spellings of first and last names).
5. Witness lists shall be emailed to the Office of the Court Reporters at the following email address: [gkushner@allegheycourts.us](mailto:gkushner@allegheycourts.us).
6. The Court shall provide the attorneys with the email address to send the witness list.
7. Self-represented litigants shall not be required to provide a witness list.
8. **All parties and witnesses must join or enter the hearing at least five minutes before the scheduled starting time of the call.**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA

NOTICE OF REMOTE HEARING

Family Division

Case Caption: \_\_\_\_\_

Docket Number: \_\_\_\_\_

A \_\_\_\_\_ hearing is scheduled before **Judge Kim Berkeley Clark** for the \_\_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_.

Due to the COVID-19 pandemic, the hearing will take place remotely through Microsoft Teams.

To join the meeting by video or audio, please follow the instructions below. Please call in or connect 5 minutes before the scheduled time of the hearing. **Please understand that another hearing may still be in progress and that you may have to wait until others join the hearing. We ask for your patience and that you stay on the line until we have concluded the previous hearing.**

INSTRUCTIONS

**TO JOIN THE HEARING BY VIDEO:**

If you received an email invitation, you can join by video using a smart phone, iPad or tablet, or a laptop or computer with a camera and a microphone.

To join the meeting by video, you must use Microsoft Teams. The email invitation you receive will contain a link to the meeting with instructions on using Teams. Teams is available over the web or by installing an app on your phone, iPad, tablet or laptop.

If you are using Teams on an iPhone or iPad, you should download the Microsoft Teams App from the App Store.

**TO JOIN THE HEARING BY AUDIO ONLY WITH YOUR PHONE (No email invitation required):**

Dial: **1-412-677-0645**

When prompted, put in the following Conference ID Number following by #:

\_\_\_\_\_

This Conference ID Number is also listed in the email invitation you received.

For more information on using Teams, please connect to the tutorials through this link: <https://support.office.com/en-us/article/Microsoft-Teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>