



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

# Standard Operating Procedures for Judge Kim D. Eaton

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

Revised 6/4/2020

## I. ADVANCED COMMUNICATION TECHNOLOGY

Be aware that the Court will be using advanced communication technology to conduct much of its work, specifically the TEAMS application from Microsoft. In order to do so:

1. Please check the Fifth Judicial District's website regularly for updates to these procedures and those of the Family Division.
2. It is critical for the Court to have email addresses and cell phone numbers of parties and lawyers. In the event of a technology failure, you may need to be contacted.
3. Please name all files with the case name listed first.
4. Please use the case name in the subject line of any email.
5. Download and be familiar with Microsoft TEAMS technology. Please practice using the TEAMS application prior to any scheduled matters.

## II. MOTIONS/PARTIES WITH COUNSEL

1. Beginning immediately, all cover sheets shall include an email address for counsel and a phone number.
2. All proposed orders must be in Word.
3. Email motions to [motionseaton@alleghecourts.us](mailto:motionseaton@alleghecourts.us). The party presenting the motion must use the Court's motion form which is located on the Fifth Judicial website and should also include the following information:
  - a. Is it an emergency and why?
  - b. Is it opposed or unopposed/consented to?
4. If the motion is unopposed or consented to, the Court will sign and file the order

with the Department of Court Records and will email copies of the order to counsel and/or the parties. Counsel will be responsible for filing any pleadings.

5. If the motion is contested, the Court will act on all motions no earlier than seven (7) days after the motion is received. Any response must be provided within that time frame or the Court will presume no response is forthcoming. The Court will decide motions on the pleadings unless the Court determines argument is necessary. Chambers will contact counsel to set up a time for an argument through TEAMS.
6. Counsel are cautioned that timely, proper, detailed responses are expected as again, the Court may decide the matter on pleadings alone.

### **III. SELF-REPRESENTED LITIGANT MOTIONS**

1. All self-represented litigant motions must be sent through the Pro Se Motions Program. This is to ensure that the motions are in proper form (including proposed orders in Word) and there has been proper service.
2. As above, unless the matter is deemed an emergency by the Court, the Court will not act on the motion for at least seven (7) days. If a litigant or counsel is responding to a pro se motion, as above, a response, must be filed within seven (7) days.
3. The Court will decide the motions on the pleading alone unless the Court determines that argument is necessary. If an argument is necessary, the Court will schedule a TEAMS proceeding on the matter.

### **IV. EMERGENCY MOTIONS**

Emergency motions, whether filed by a self-represented litigant or counsel, should be transmitted to [emergency@alleghenycourts.us](mailto:emergency@alleghenycourts.us). The appropriate motions form, which can be found on the Court website, must be attached. The motion shall specifically state why the matter is an emergency, and the necessary time frame for decision. It is in the sole discretion of the Court as to whether the matter is an emergency. Whether submitted by self-represented litigants or counsel, claiming a matter is an emergency, when it is not, will only damage credibility on later matters. Again, all self-represented litigant motions must be submitted through the Pro Se Motions Program.

### **V. EXCEPTIONS**

The Court will decide all exceptions on the filed exceptions and briefs unless the Court determines that an argument is necessary. The Court will notify litigants/counsel of a scheduled time for a TEAMS argument.

## VI. CONCILIATIONS AND TRIALS WHICH HAVE BEEN SCHEDULED

1. The Court's chambers will contact you to set up a pretrial conference or to convert your matter to a TEAMS event.
2. The Court will be conducting all conciliations through TEAMS. Any necessary documents such as Marital Asset Summaries, custody forms, etc. must be filed five (5) days prior to the conciliation. If neither party files the proper documentation, the conciliation will be canceled and only rescheduled through motions. If one party fails to provide the necessary documentation, the conciliation will occur, however, the Court will impose sanctions on the non-compliant party.
3. Any required documents should be emailed to the Court's tipstaff, Deb Cody, at least five (5) days prior to the event at [debra.cody@alleghecourts.us](mailto:debra.cody@alleghecourts.us).

## VII. QDROS

If you require an original signature on a QDRO, please contact the Court through the motions email address for instructions on where to mail the QDRO with a self-addressed, stamped envelope. The Court will sign it and mail it back to you.

## VIII. OTHER MATTERS

1. The Court and staff will be coming to chambers periodically. However, if you choose to mail something to chambers (without being requested to do so), it may not be seen or acted upon for up to ten (10) days.
2. If you are dropping off voluminous documents or a trial book for a hearing or trial and chambers is locked, there is a blue bin outside chamber's door. Documents in this bin will be picked up prior to trial. DO NOT leave documents at the front desk. You or your messenger may be asked at the front desk where you are going. Inform them you are dropping off documents, and you will be permitted to proceed.

## IX. CONTACT INFORMATION

Johnna Valente – Secretary – [jvalente@alleghecourts.us](mailto:jvalente@alleghecourts.us) – (412) 350-5442

Deb Cody – Tipstaff – [debra.cody@alleghecourts.us](mailto:debra.cody@alleghecourts.us) – (412) 350-6331

Susan Malone – Law Clerk – [smalone@alleghecourts.us](mailto:smalone@alleghecourts.us) – (412) 350-5442