



Family Law Center  
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## Standard Operating Procedures for Judge Mary C. McGinley

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

(Revised July 6, 2020)

The Court is using advanced communication technology, primarily the Microsoft TEAMS platform, to conduct much of its work. Submissions to the Court are now made electronically and must be compliant with these Revised Standard Operating Procedures. Please note that it is critical for the Court to have email addresses and cell phone numbers of parties and lawyers.

### **GENERAL RULES REGARDING COMMUNICATING WITH THE COURT VIA EMAIL**

Parties/attorneys shall utilize the email addresses as referenced below and comply with the following instructions:

- Copy the opposing counsel and/or *pro se* party on any email to the Court.
- Include the case name and number in the subject line of any email.
- Attorneys should not copy their clients directly on e-mails to the Court. This may lead to inadvertent communication to a represented party upon reply by the Court.
- Include with your Motion a “Motion Admissions Form” which can be found at: [www.alleghenycourts.us/family/](http://www.alleghenycourts.us/family/)
- The email addresses referenced below are intended to facilitate: (1) submissions that comply with rules of Court; and (2) information specifically requested by the Court. The Court will not and cannot consider other documents or communications, including arguments between the parties/counsel. **Failure to comply with this directive may result in sanctions.**

### **MOTIONS**

Judge McGinley’s Motions procedures have changed so that Motions will no longer be considered on a “rolling basis.”

• **Non-Emergency Contested Motions.** A copy of the Motion shall be emailed to the Court at: [motionsmcginley@alleghenycourts.us](mailto:motionsmcginley@alleghenycourts.us). These Motions will be accepted until 4:00 p.m. every Friday. Any Responses must be submitted to the same email address no later than the following Friday by noon. If a Motion is submitted on a day other than a Friday, the Response is not due until the Friday at least seven (7) days past the day the Motion is submitted. As an example, if a Motion is submitted on Wednesday, July 8, the Response is not due until Friday, July 17. Once a Motion and Response

are submitted, further Replies/Responses are not permitted absent leave of Court. The Court will decide the matter based on the written submissions unless Chambers notifies the attorneys/parties otherwise. Understand that you may not receive a decision on the date that the Response is due.

• **Emergency Motions.** Emergency Motions requesting a decision within a 24-48 hour timeframe shall be emailed to the Court at the following email address: [EmergencyMcGinley@alleghencycourts.us](mailto:EmergencyMcGinley@alleghencycourts.us). This email address is for submissions regarding true emergencies only. Failing to allocate sufficient time for a Response does not constitute an emergency.

• **Consent Motions.** The Court will address any Consent Motions as soon as possible. Include in the subject line of the transmission email “CONSENT MOTION” along with the case caption. A copy of the Motion with signatures reflecting all consents shall be emailed to the Court at: [motionsmcginley@alleghencycourts.us](mailto:motionsmcginley@alleghencycourts.us). You may also follow this procedure for QDRO’s. However, if the institution requires an original ink signature, you may mail the QDRO to Chambers along with a self-addressed stamped envelope.

### **SELF-REPRESENTED (PRO SE) PERSONS**

Please refer to the Fifth Judicial District website: [www.alleghencycourts.us/family/](http://www.alleghencycourts.us/family/). As we transition to remote procedures, if Judge McGinley is assigned to your case, please ensure that the court has your cell phone number and email address by emailing your name, docket number, cell phone number, and email address to Maureen Elder at: [Melder@alleghencycourts.us](mailto:Melder@alleghencycourts.us).

Please utilize the following additional contacts:

**Emergency motions:** [emergencycustody@alleghencycourts.us](mailto:emergencycustody@alleghencycourts.us), 412-350-1500

**Non-emergency questions:** [custodydepartment@alleghencycourts.us](mailto:custodydepartment@alleghencycourts.us)

### **CONTEMPT MOTIONS**

Accompanying any Motion for Contempt/Enforcement shall be an order directing the case to be scheduled by a Hearing Officer in the event the matter relates to custody or by a Master if the matter relates to marital assets.

### **EXCEPTIONS**

The Court will decide all exceptions based upon the filed exceptions and briefs unless the Court determines, in its discretion, that an argument is necessary.

## **CONCILIATIONS/TRIALS**

Previously scheduled conciliations/trials will be converted to a remote conciliation/trial via TEAMS. Chambers will send a TEAMS invitation to participate to counsel/the parties. The Court will schedule a pretrial conference via TEAMS to discuss trials that will be conducted remotely.

Any documents that are requested by the Court in connection with a conciliation, such as Marital Asset Summaries, must be submitted at least five (5) days in advance of the conciliation to [mcginleysubmissions@alleghecourts.us](mailto:mcginleysubmissions@alleghecourts.us).

## **CONTACT**

You may leave voicemails with Chambers at 412-350-1484. Voicemails are reviewed frequently. You may also send mail to Chambers as the Court and staff will be coming to Chambers periodically. However, the matter will not be acted upon as quickly as it would be through electronic submission. Below are emails for judicial staff:

Maureen Elder – Secretary – [Melder@alleghecourt.us](mailto:Melder@alleghecourt.us)  
Mickey Sanders – Tipstaff – [Rsanders@alleghecourts.us](mailto:Rsanders@alleghecourts.us)  
Michael Zagari – Law Clerk – [Mzagari@alleghecourt.us](mailto:Mzagari@alleghecourt.us)