



710 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-0281

Standard Operating Procedures *for* Judge Michael A. Della Vecchia

In compliance with the Fifth Judicial District Emergency Operations Plan

In compliance with the Orders of the Pennsylvania Supreme Court and President Judge Kim Berkeley Clark, this Court and its staff are working remotely until the termination of the Judicial Emergency.

- **Please refrain from sending physical mail at this time.**
- In order to contact the Court, please email the following:
Linda Law - Linda.Law@allegheycourts.us.
- The office telephone line (412-350-0281) remains active. Messages will be returned in a timely fashion. The Court's Judicial Secretary, Linda Law, as well as the Judge's Judicial Law Clerks, Charles Gallo, Esq. (chazgallo@gmail.com) and Mallory Reed, will be available to direct you appropriately depending on your issue or concern.
- When communicating with the Court via email **ALL** parties must be included on the email unless directed otherwise.
- Please send all documents in Microsoft Word format. **Proposed orders should be attached separately in Microsoft Word format to allow editing by the Court.**
- All documents should include attorney contact information including an email address. If a party does not wish to place his/her personal (rather than law firm) contact information on a document, the party shall place it in the email to Ms. Law at Linda.Law@allegheycourts.us.
- The Court will continue to make every effort to ensure that parties will be capable to advance their case through communications technology such as conference calling and video conferencing. The Court maintains the ability to conduct hearings with a court reporter and the ability to execute and file orders.
- If a party has concerns or needs clarification about the scheduling of their case, they should contact Ms. Linda Law by using the contact information aforementioned.