

ADULT FAMILY SCHEDULING PROCEDURES

Below you will find the scheduling procedures for the Adult Family Division. This applies to all scheduling matters, whether your court documents are signed orders or praecipes:

1. Scan signed order/praeceipe to save the document as a PDF file. (If you don't have access to a scanner, but have access to a smart phone, a free app called "Tiny Scanner" or similar app, allows you to take a picture of documents and turn them into a PDF file.)
2. Send the PDF of the signed order or praecipie to the Docket Clerk at the following email address: mrummell@allegheycourts.us.
3. The Docket Clerk will assign the date. If you would like to speak to the Docket Clerk about possible dates for the court case being scheduled, please call (412) 350-0144 to speak directly to the Docket Clerk. The Docket Clerk is only available by phone 8:30 – 4:00 p.m.
4. The Docket Clerk will send back the order/praeceipe with the date through the email address you provide. If the scheduling matter requires an attached order, the Docket Clerk will also send those completed orders via the same email.
5. Print and file the order or praecipie with the date that was sent back at the Department of Court Records in the City-County Building. Then, serve all parties involved.
6. You are not responsible for serving the Judge of Record with the order/praeceipe. The Docket Clerk will serve the Judge of Record.

ADULT FAMILY JUDICIAL ASSIGNMENTS

If you are requesting a judicial assignment (assigning a judge to a new adult case or an existing case) for an Adult Division Judge, please email the Docket Clerk at dcoles@allegheycourts.us.