

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
FAMILY DIVISION

IN RE: MOTION ADMISSION FORMS

NO.: 123 OF 2020 - FD

ADMINISTRATIVE ORDER OF COURT

And now, this ____ day of _____ 2020, it is hereby ORDERED that when submitting a motion either through the assigned Judge's emergency email address, or through the Pro Se emergency email address, the following forms MUST be completed and attached to the motion.

- (a) Attorney Motion for Electronic Submission and Judicial Review (sample attached as Exhibit A);
- (b) Self- Represented Litigant Motion Submission Form (sample attached as Exhibit B)

Motions without the requisite forms attached will not be considered by the court.

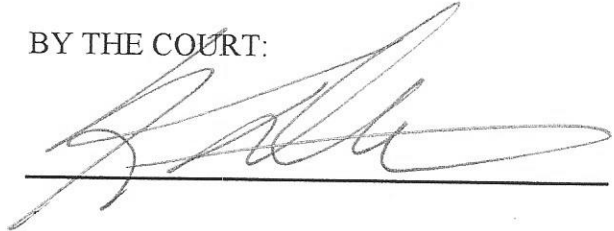
This Administrative Order of Court shall take effect on the ____ day of April, 2020 and shall remain in effect until further order of court.

FILED

2020 APR -8 PM 2:38

DEPT OF COURT RECORDS
CIVIL/FAMILY DIVISION
ALLEGHENY COUNTY PA

BY THE COURT:



SELF-REPRESENTED LITIGANT MOTION SUBMISSION FORM

Date: _____

FD Number: _____

Judge: _____

Petitioner's Information:

Name: _____

Date of Birth: _____

Phone: _____

Email: _____

Respondent's Information:

Name: _____

Date of Birth: _____

Phone: _____

Email: _____

Attorney? _____ yes _____ no

Name: _____

Phone: _____

Email: _____

I understand that failing to complete and submit this form in full with my motion will result in the Court failing to consider the matter. I also understand that while I may submit my motion in PDF format, any proposed order must be submitted in a WORD document.

Signature: _____

ATTORNEY MOTION FOR ELECTRONIC SUBMISSION AND JUDICIAL REVIEW

Date: _____

FD Number: _____

Judge: _____

Petitioner's Attorney Information:

Name: _____

Phone: _____

Email: _____

Respondent's Attorney Information:

Name: _____

Phone: _____

Email: _____

Please check ONE:

_____ This motion is an emergency and I'm requesting a decision by end of business today.

_____ This motion is time-sensitive, but opposing counsel has time to file a response by email to the Judge (with a copy to me) by 12pm the next business day. I'm requesting a decision by the end of the NEXT business day.

_____ This motion is NOT an emergency. I'm requesting a decision in the Court's normal course of business.

I understand that failing to complete and submit this form in full with my motion will result in the Court failing to consider the matter. I also understand that while I may submit my motion in PDF format, any proposed order must be submitted in a WORD document.

Signature: _____