

PROCEDURES FOR JUVENILE PROCEEDINGS

(while operating under the Court's Emergency Order)

These procedures are subject to modification.

JUVENILE DELINQUENCY AND DEPENDENCY MATTERS

Effective June 1, 2020, all juvenile matters will be heard by the assigned judges and hearing officers according to the scheduling protocol in effect prior to the judicial emergency. Matters will continue to be heard through Advanced Communication Technology, primarily utilizing Microsoft Teams, as the interest of public safety dictates.

- A. Detention hearings:** will be heard Mondays, Wednesdays, and Fridays by the assigned Hearing Officer.
- B. Shelter hearings:** will be heard four days a week by the assigned Hearing Officer and must be scheduled in advance. "Walk-in" shelter hearings will not be permitted.
- C. Emergency Custody Authorizations (ECAs):** will follow after-hours procedures and *Shelter requests* will continue to be processed by the Hearing Officers. Shelter requests should be submitted via email to the juvenile hearing officers by 3:00 p.m. the day before.
- D. Emergency and motions:** will be heard in accordance with the weekly motions judge schedule. All motions shall be filed through normal electronic filing procedures and emailed to juvenilemotions@alleghecourts.us, the probation officer and the caseworker. Parties who are not represented and wish to file an emergency motion may send the motion/request via email to juvenilemotions@alleghecourts.us, and include the case name and docket number, the requestor's name, address and phone number, and the name of the child/children involved. Emergency motions will be forwarded to the assigned daily judge.

Note: non-emergency motions will be handled on a case by case basis, as determined by the judge regularly assigned to the case.

E. Remote Proceedings

As of May 13th, all juvenile proceedings are being conducted using Microsoft Teams. Please note that while the below generally follows the Protocol for Teleconference Hearings (attached) provided by President Judge Clark, the following details instructions necessary due to the limitations on conference call technical capabilities, and current emergency operations.

As of June 1, 2020, all juvenile matters will be heard by the assigned judges and hearing officers according to the scheduling protocol in effect prior to the judicial emergency.

1. Instructions for Utilizing Microsoft Teams for Juvenile Proceedings are attached.
2. Clerk/Scheduler teams: A Judicial Clerk will be available remotely to assist Judges with orders and note-taking (to the extent possible, the clerks will be assigned to correspond with the judge they normally work with). Judicial Schedulers will be available via email for questions. To the extent possible, a Hearing Officer

Clerk/Scheduler will be available remotely via Teams to assist Hearing Officers and parties/attorneys similarly.

3. Court reporters: will be available remotely via Teams for all proceedings.

4. Coordination of Court Hearings:

Court proceedings before the presiding Judge:

Motions: All parties should be available to proceed with emergency/regular motions at the time designated by the presiding judge, and thereafter should join in at the scheduled time for hearings. Judges/judicial staff, with the assistance of court scheduling staff, and parties/attorneys should ensure that necessary parties and attorneys are on the Teams line and participating. **Courtroom procedures for Teams hearings will be established individually by each judge. Inquiries regarding specific courtroom procedures should be directed to the presiding judge/judicial staff.**

Daily court hearings: Will be scheduled for times certain. Parties will be consulted in advance of scheduled proceedings to ensure the attorneys and witnesses appearing in the courtroom are available. The presiding judge/judicial staff will notify and invite the parties in advance through a Microsoft Teams email invitation. This invitation will include both a link and a call-in number to join the proceeding.

Judges/judicial staff, with the assistance of court scheduling staff, and parties/attorneys should ensure that necessary parties and attorneys are on the line and participating.

Courtroom procedures for Teams hearings will be established individually by each judge. Inquiries regarding specific courtroom procedures should be directed to the presiding judge/judicial staff.

Court proceedings before the presiding Hearing Officer:

All parties should be available to proceed at the 9:00 a.m. for detentions, shelters, and at the scheduled time for permanency review hearings and delinquency hearings, which will be scheduled for times certain. The Hearing Officer will notify and invite the parties in advance through a Microsoft Teams email invitation. This invitation will include both a link and a call-in number to join the proceeding.

The Hearing Officer, as well as the parties/attorneys should ensure that necessary parties and attorneys are on the line and participating.

For all court hearings before the presiding judge or hearing officer, the following applies:

Juvenile Probation Officers will be responsible for notifying parents regarding scheduled proceedings in Teams and, if necessary, calling parents on their personal devices and then connecting them to the Teams line.

Attorneys will be responsible for notifying their clients and witnesses regarding scheduled proceedings in Teams and, if necessary, calling them on their personal devices and then connecting them to the Teams line.

Caseworkers will be responsible for notifying parents, including those not represented, regarding scheduled proceedings in Teams and, if necessary, connecting them to the Teams line (particularly for shelter hearings, where parents may not yet have been in contact with an attorney), to the best of their ability. Caseworkers shall also, to the best of their ability, provide parent contact information to parent attorneys, who should contact them on their personal devices and connect them to the Teams line if necessary and to the extent they are able.

5. Witness lists: All witness lists shall be emailed to juvenilemotions@allegheycourts.us and gkushner@allegheycourts.us as soon as possible, but at least 24 hours in advance of the proceeding. Witness lists for Shelter hearings ONLY shall be provided as soon as available, but no later than 8:30 AM the day of the hearing and shall be submitted as described in the Protocol for Teleconference Hearings (attached).
6. Emailing Petitions and Shelter Applications: Dependency Petitions shall be emailed to juvenilepetitions@allegheycourts.us 24 hours prior to the scheduled hearing. Shelter Hearing Applications shall be emailed to juvenilepetitions@allegheycourts.us as soon as available, but no later than 8:30 AM the day of the hearing. These documents will be forwarded the hearing officer in advance.
7. Protocol DURING the Hearing: Shall follow the Protocol for Teleconference Proceedings (attached).

PFA HEARINGS

Family Division Protection From Abuse operations have resumed at the Family Courthouse. Judge Mulligan will be handling essential PFA proceedings remotely. Additional information concerning PFA operations pursuant to the Court's Emergency Operations Order is available on the Fifth Judicial District website.

AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

Proceedings pursuant to 18 Pa. C.P.S. Section 3201 will be handled remotely. Children's Court staff will work with the attorneys and advocates to schedule a date in advance for the client to appear remotely before a Family Division Judge for these proceedings, and in accordance with the attached Protocol for Teleconference Hearings.