



816 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-6333

Standard Operating Procedures *for* Judge Alan D. Hertzberg

In compliance with the Fifth Judicial District Emergency Operations Plan

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

- Please refrain from delivering anything to chambers and/or sending anything through the U.S. Mail at this time.
- Instead of making deliveries or sending mail to the Court, please send electronic communications to the appropriate email address below.

General inquiries:	shawna.strom@alleghenycourts.us
Tipstaff:	dianne.killmeyer@alleghenycourts.us
Law Clerk:	lsegu@alleghenycourts.us

- Do not send email directly to Judge Hertzberg unless authorized to do so by Judge Hertzberg or his staff.
- You may call chambers at 412-350-6333 to leave a voicemail. We are checking email and voicemail daily.
- When communicating with the Court via email, **ALL** parties must be included on the email unless directed otherwise. The email addresses of the other parties/opposing counsel must be included in either the “To” or the “CC” boxes so that they are visible to the Court. Please do NOT “BCC” the other parties/opposing counsel on your communications.
- Please send all documents in PDF or Microsoft Word format. **Proposed orders should be attached separately in PDF format.**
- Judge Hertzberg is able to sign orders electronically, file them with the Department of Court Records electronically, and have orders served on the other party/parties electronically.