



708 City-County Building  
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Pittsburgh, PA 15219  
Telephone: 412-350-4373

# Standard Operating Procedures *for* Judge Arnold I. Klein

*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 judge's staff:

|                     |                |  |
|---------------------|----------------|--|
| Judicial Secretary: | Monica Dawkins | <a href="mailto:mdawkins@alleghenycourts.us">mdawkins@alleghenycourts.us</a>   |
| Tipstaff:           | Dan Cuneen     | <a href="mailto:dcuneen@alleghenycourts.us">dcuneen@alleghenycourts.us</a>     |
| Law Clerk:          | Paul DaChille  | <a href="mailto:pdachille@alleghenycourts.us">pdachille@alleghenycourts.us</a> |

You will be directed appropriately depending on your issue/concerns.

- When communicating with the Court via email, **ALL** parties must be included on the email unless directed otherwise.
- Please send all documents in PDF or 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 one of the above staff members.
- The Court is making every effort to help parties move their case along through advanced communications technology such as conference calling and video conferencing. The Court can conduct hearings with a court reporter and can sign and file orders.
- If a party has concerns or needs clarification about scheduling in their case, they should contact the Judicial Secretary or Tipstaff.