



819 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-5793

Standard Operating Procedures *for* Judge Christine A. Ward

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:
Mary Hicks mary.hicks@allegheycourts.us
Ms. Hicks will direct you 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 a phone number and 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 mary.hicks@allegheycourts.us.
- 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 mary.hicks@allegheycourts.us.