

**Standard Operating Procedures
for
Judge Dan Regan
In Compliance with the Fifth Judicial Emergency Operations Plan**

Revised June 2, 2021

I. ADVANCED COMMUNICATION TECHNOLOGY

Be aware that the Court will be using advanced communication technology to conduct much of its work, specifically the TEAMS application from Microsoft. In order to do so:

1. Please check the Fifth Judicial District's Website regularly for updates to these procedures and those of the Family Division.
2. It is critical for the Court to have email addresses and cell phone numbers of parties and lawyers. In the event of a technology failure you may need to be contacted.
3. Please name all files as follows: Parties, FD No., Pleading. Example: Doe v. Doe FD 21-1234 Motion for Special Relief Custody.
4. Please use the case name and pleading in the subject line of any email as follows: Parties, FD No., Pleading. Example: Doe v. Doe FD 21-1234 Motion for Special Relief Custody.
5. Download and be familiar with Microsoft TEAMS technology. Please practice using the TEAMS application prior to any scheduled matters.

II. MOTIONS/PARTIES WITH COUNSEL

BEGINNING AND EFFECTIVE JUNE 10, 2021 FOR JUNE 17, 2021 MOTIONS AND ALL MOTIONS THEREAFTER

1. Beginning and effective June 10, 2021 Motions being filed by parties with counsel will no longer be accepted via email.
2. Attorney Motions shall be mailed or dropped off and signed up at Judge Regan's Motions drop box at the Information Desk on the 1st Floor of the Family Court Division, 440 Ross Street, Pittsburgh, PA 15219, prior to the time scheduled for the Motion.
3. All Motions shall have a proposed order attached. A blank order is not and will not be accepted as a proposed order.
4. The Court will not accept Motions delivered via email or fax.

5. The Motions Court schedule is published in the Pittsburgh Legal Journal and is also available on the Court website at www.allegheycourts.us.
6. The party filing the Motion shall give the opposing party seven (7) days notice prior to the scheduled Motions date which the filing party is signing up the Motion.
7. The opposing party may file an Answer up to but no later than 9:00 am on the scheduled Motions date.
8. Uncontested and/or consented to Motions may be mailed or dropped at the drop box at any time and must be clearly marked and/or signed by both parties.
9. If a Motion is withdrawn or consented to after it is mailed or dropped off at the drop box, then counsel must pull the Motion or replace the Motion with the consented to Motion up to but no later than 9:00 am on the scheduled Motions date.
10. The sign-up sheet on the drop box will be placed seven (7) days prior to the Motions date. Motions may be mailed or dropped off and signed up prior to the seven days, however they must be accompanied by a cover letter, which clearly indicates the date for which the Motion is being signed up.
11. Cover letters with Motions shall not contain any substantive information. All pertinent matters shall be contained in the Motion. Any information contained in cover letters will not be considered.
12. Motions may be presented at a scheduled conciliation but only upon proper seven (7) days notice to opposing counsel or with consent of the opposing counsel.
13. The Court will only accept Motions on cases assigned to him. All Motions should be clearly marked with the appropriate numerical suffix 009.
14. The Court will not accept Motions without a docket number. Counsel or parties shall always acquire a docket number prior to mailing and or dropping off and signing up a Motion.
15. Proposed orders scheduling a matter of any kind shall include proper notification language.

16. Litigants shall confer prior to filing the Motion and are to attempt, in good faith, to reach an amicable resolution of the issue(s) involved. (Litigants include counsel representing a party and parties who are self-represented.) Each Motion shall contain the certificate of compliance for the confer rule. Failing to comply with this rule may result in sanctions.
17. In the event that any party is self-represented in a matter where any party involved in the matter is either a protected party in a PFA or has been the subject of domestic violence allegedly perpetrated by the opposing party at any time within the past 24 hours, then the party must state so in their certificate and said reason shall be sufficient for purposes of excusing the requirement confer prior to filing the Motion.
18. If the Court determines argument on the Motion is necessary, then the parties will receive a Notice of Remote Argument. Otherwise, Motions will be decided on the pleadings.
19. The signed orders attached to the Motions, including unopposed and consented to Motions, will be available for pick up in Judge Regan's Motions pick up box at the Information Desk on the 1st Floor of the Family Court Division, 440 Ross Street, Pittsburgh, PA 15219 seven (7) days after the scheduled Motions date.

III. SELF-REPRESENTED (PRO SE) LITIGANT MOTIONS

1. All self-represented (pro se) litigant motions must be sent through the Pro Se Motions Program by emailing proseinfo@allegheycourts.us. This is to ensure that the Motions are in proper form (including proposed orders in Word) and there has been proper service.
2. Unless the matter is deemed an emergency by the Court, the Court will not act on the motion for at least seven (7) days.
3. If counsel is responding to a pro se motion, as above, then a response must be filed by mailing to the Court or dropping off at the drop box and signing up the Answer up to but no later than 9:00 am on the scheduled date for the Motion.
4. If a self-represented (pro se) party is responding to a motion filed by another self-represented (pro se) party, then they must file their Answer by emailing it to the Pro Se Motions Program at proseinfo@allegheycourts.us up to but no later than 9:00 am on the scheduled date for the Motion.
5. The Court will decide the motions on the pleading alone unless the Court determines that argument is necessary. If an argument is necessary, the Court will schedule a TEAMS proceeding on the matter.

IV. EMERGENCY MOTIONS

1. Emergency Motions filed by parties with counsel will continue to be filed via email to emergencyregan@alleghecourts.us.
2. The opposing counsel and/or self-represented litigant shall be copied on the email.
3. The subject line of the email shall be titled in the following format: Parties, FD No., Pleading. Example: Doe v. Doe FD 21-1234 Emergency Motion for Special Relief Custody.
4. The attached pleadings shall be titled in the following format: Parties, FD No., Pleading. Example: Doe v. Doe FD 21-1234 Emergency Motion for Special Relief Custody.
5. A proposed order shall be attached in Word format and be titled in the following format: Parties, FD No., Order Pleading. Example. Doe v. Doe FD 21-1234 Order Emergency Motion for Special Relief Custody.
6. The Motion shall specifically state why the matter is an emergency, and the necessary time frame for decision. It is in the sole discretion of the Court as to whether the matter is an emergency. If the matter is not an Emergency, then the Court will notify the filing party to refile pursuant to the rules set forth in paragraph II. Motions/Parties With Counsel above.
7. Again, all self-represented litigant motions must be submitted through the Pro Se Motions Program.
8. The appropriate Motions form which can be found on the Court website must be attached.
9. If the Emergency Motion emailed to the emergencyregan@alleghecourts.us account does not comply with the rules set forth in this paragraph, then the Court will not rule on the Motion.

V. EXCEPTIONS

1. The Court will decide all exceptions on the filed exceptions and briefs unless the Court determines that an argument is necessary. If the Court determines that an argument is necessary, then the parties will receive a Notice of Remote Argument.

VI. CONCILIATIONS AND TRIALS WHICH HAVE BEEN SCHEDULED

1. The Court will be conducting all conciliations and trials through Microsoft TEAMS.
2. Court staff will provide instructions for and link to join your proceeding prior to the event.
3. Any necessary documents such as Marital Asset Summaries, custody forms, pre-trials, etc. must be filed seven (7) days prior to the proceeding. If neither party files the proper documentation, the conciliation or trial may be canceled and only rescheduled through Motions. If one party fails to provide the necessary documentation, the conciliation or trial will occur, however, the Court may impose sanctions on the non-compliant party.
4. Any required documents, including exhibits, should be emailed to the Court's secretary, Maribeth Cringle at least seven (7) days prior to the event, at: mcringle@allegheycourts.us.
5. Instructions in the Notice of Remote Conciliation/Hearing must be adhered to.

VII. QDROS

1. QDROs shall be submitted pursuant to paragraph II. Motions/Parties With Counsel above.

VIII. OTHER MATTERS

1. The Court and staff will be coming to chambers periodically. However, if you choose to mail something to chambers (without being requested to do so), it may not be seen or acted upon for up to seven (7) days.
2. If you were instructed to drop off voluminous documents or a trial book for a hearing or trial and chambers is locked, there is a table outside chamber's door. Documents in this bin will be picked up prior to trial. DO NOT leave trial/hearing documents at the front desk. You or your messenger may be asked at the front desk where you are going. Inform them you are dropping off documents and you will be permitted to proceed.

IX. CONTACT INFORMATION

Maribeth Cringle – Secretary – mcringle@allegheycourts.us – (412) 350-6563

TJ Schmitt – Tipstaff – tschmitt@allegheycourts.us – (412) 350-6563

Louis Caputo – Law Clerk – lcaputo@allegheycourts.us – (412) 350-6563