



709 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-3779

Standard Operating Procedures

for

Judge John T. McVay, Jr.

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, we are working remotely until the termination of the Judicial Emergency.

This interim procedure expresses our collective best effort to facilitate your case through advanced communication technology such as conference calling and video conferencing. We reserve the right to prioritize cases and promise to do the best we can under difficult circumstances. We will continue to encourage consent agreements and will do our best to hold conciliations and hear argument on motions in a timely fashion.

Procedures for all cases including but not limited to Conservatorships cases, "Save Your Home" cases and specially assigned cases.

- In order to contact the Court, please email Judge McVay's law clerk Eric Efinger, Esq. a eefinger@alleghenycourts.us
Mr. Efinger will direct you appropriately depending on your issue or concern
- **PLEASE DO NOT MAIL THINGS TO CHAMBER AS WE DO NOT HAVE REGULAR ACCESS TO MAIL.** Any correspondence or filings should be directed to Judge McVay's staff by emailing them at Eefinger@alleghenycourts.us and Amcvay@alleghenycourts.us In the event email is not accessible to you, please contact our chambers at 412-350-3779, and someone will return your call.
- **PUBLIC ACCESS TO COURTROOM.**
 - All requests for remote access should be directed to Judge McVay's Law clerk via email at eefinger@alleghenycourts.us.
 - Upon receipt, the Microsoft Teams information will be provided. The Microsoft Teams information shall not be forwarded to another party without the permission of Judge McVay.
 - **Audio or video recording or broadcasting of any remote proceeding is strictly prohibited.**

It is unlawful and a criminal offense to capture, record, transmit or broadcast video, audio or a photograph of any judicial proceeding. See 18 Pa.C.S. § 5103.1. Violators may be criminally charged with a misdemeanor punishable by imprisonment of up to two years for a first offense. Violators may also be found to be in contempt of court. See Pa.R.J.A. 1910 and Pa.R.Crim.P. 112.

- **All participants shall still observe normal court room decorum and civility towards other parties, witnesses, and the Court.** Judge McVay reserves the right to remove any participant who does not follow these rules.
- 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 must 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 Mr. Efinger. Cell phone numbers are greatly appreciated.
- If a party has concerns or needs clarification about scheduling in their case, they should notify Mr. Efinger at the above email.