



817 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-1484

Standard Operating Procedures *for* Judge Mary C. McGinley (Civil Division)

(Effective as of January 20, 2022)

GENERAL INFORMATION

In compliance with the Orders of the Pennsylvania Supreme Court and President Judge Kim Berkeley Clark, many functions of the Court continue to be done remotely.

- Except for matters relating to Housing Court (landlord-tenant cases), addressed below, any correspondence or filings should be directed to Judge McGinley's Administrative Assistant, Maureen Elder at MElder@alleghencourts.us. You may also contact Chambers at 412-350-1484.
- When communicating with the Court via email about a particular case, ALL parties must be included on the email unless directed otherwise. The email addresses of the other parties/opposing counsel must be included either in the "To" or the "CC" boxes so that they are visible to the Court. Do NOT "BCC" the parties/opposing counsel on your communications.
- Please send all documents in PDF or Microsoft Word format. **Proposed orders must 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, it should be included in the email to MElder@alleghencourts.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 these 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 MElder@alleghencourts.us.

REMOTE OPERATIONS

- Many matters are being scheduled remotely via Microsoft TEAMS. All requests for remote access should be directed to Maureen Elder at MElder@alleghencourts.us. Upon receipt, the Microsoft Teams information will be provided.

- Audio or video recording or broadcasting of any remote proceeding is strictly prohibited. Please note:
 - It is unlawful and a criminal offense to capture, record, transmit or broadcast video, audio or photograph 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 McGinley reserves the right to remove any participant who does not follow these rules.

HOUSING COURT MOTIONS

Housing Court Motions will be scheduled for remote argument by Housing Court Staff. If you need to file a motion regarding a housing matter, please contact the Housing Court Help Desk by either:

Emailing your motion to: HCHelpdesk@allegheycourts.us; or
Calling: 412-350-4462

For information on moratoriums and evictions, please reference the Landlord Tenant Covid-19 FAQs available on the Fifth Judicial website for further information.

CONTACT INFORMATION

You may contact Chambers through the following contact information for judicial staff:

- Maureen Elder – Administrative Assistant – 412-350-1484; MElder@allegheycourts.us
- Rosemary Fehlner – Law Clerk – 412-350-1486; RFehlner@allegheycourts.us
- Mallory Reed – Law Clerk – 412-350-1485; MReed@allegheycourts.us