



Standard Operating Procedures *for*

CONTESTED

General Motions

PLEASE READ ALL INSTRUCTIONS BEFORE PRESENTING YOUR MOTION!

The following rules and procedures must be followed for the Court to hear your Motion.

PLEASE DO NOT SUBMIT YOUR CONTESTED MOTION ELECTRONICALLY. HOWEVER, YOUR MOTION MUST BE FILED WITH THE DEPARTMENT OF COURT RECORDS AT www.dcr.alleghenycounty.us BEFORE THE COURT WILL CONSIDER YOUR MOTION.

1. Beginning 8-2-2021, all CONTESTED MOTIONS MUST be presented by the movant in person to the presiding Motions Judge in Courtroom 703 of the City-County Building, PGH., Pa. 15219. All motions must provide the respondent with 10 days' notice pursuant to local rule 208.3 unless the matter is a true emergency. The General Motions Judge routinely presides daily at 9:30 am in Courtroom 703 of the City-County Building, Pittsburgh, PA 15219. However, please check the Court's calendar posted online at www.alleghenycourts.us for any changes due to Court scheduling, holidays and or further Orders of Court. Please be advised your motion must also be filed with the Department of Court Records at www.dcr.alleghenycounty.us before the Court will consider your Motion.
2. In addition to what is required in all Civil action coversheets, coversheets for all General Motions **MUST** include the following information:
 - all contact information for all attorneys, or if unrepresented, parties including name(s);
 - email addresses;
 - phone numbers;
 - U.S. Mail addresses, and
 - Date the Motion was served. [Sample provided on website]
3. All General Motions coversheets must include the above information, or the Motion **WILL NOT** be heard.

LITIGANTS ARE ENCOURAGED TO CAREFULLY READ THE LOCAL RULES AND THESE PROCEDURES, HOWEVER QUESTIONS REGARDING GENERAL MOTIONS MAY BE SUBMITTED TO THE FOLLOWING:

Civilgenmotions@alleghenycourts.us