

**Standard Operating Procedures for Jennifer Staley McCrady**  
**During the Fifth Judicial District Emergency Operations Plan**

**March 1, 2022**

**Advanced Communication Technology**

As of March 7, 2022, the Court will return to in-person hearings. All parties will be expected to appear **in-person** unless authorized by the court to participate remote or unless otherwise specified below.

The following types of hearings shall remain fully remote unless an in-person hearing is requested:

- Show up termination of parent rights hearings **only** when they are scheduled without an associated permanency review hearing.
- Bypass hearings, as scheduled by court administration.
- Adoption hearings, unless the adoptive family requests an in-person hearing.
- Any dependency or delinquency proceeding where all parties have agreed to a continuance in advance of the hearing. If there is a unrepresented litigant on the case, the unrepresented litigant must be able to participate via advanced communication technology (TEAMS) to participate in the continuance request. All other requests for continuances should be made by Motion.
- Custody Conciliations with counsel and/or pro se litigants, unless requested by a party to be in-person.
- Other proceedings or hearings as determined by this court.

All attorneys and persons appearing before Judge McCrady should comply with the following:

1. Please use the case name in the subject line of any email sent to judicial staff.
2. Download and be familiar with Microsoft TEAMS technology and please practice using the TEAMS application prior to any scheduled matters.
3. Counsel should be aware that if they intend to have witnesses or any non-parties participate remotely in the proceedings that it is their responsibility to forward the Microsoft TEAMS invite. **All parties are expected to appear in person unless they have requested to participate remotely, and that request has been granted by the Court.**
4. Counsel should be prepared to have any exhibits that they intend to enter into evidence during the proceeding scanned in a PDF format and properly labeled as an Exhibit. Counsel and parties should also be prepared to email the exhibit as an attachment during the proceeding, if admissible, or prior to the hearing to [lcarpenter@alleghenycourts.us](mailto:lcarpenter@alleghenycourts.us).
5. Motions for Delinquency, Dependency and Termination of Parental Rights-the motion is to be emailed to Judge McCrady's staff (see emails below). Motions will be heard thirty minutes before the first scheduled case on the judge's regularly scheduled day for that type of hearing. (Example: Judge McCrady hears dependency cases each Wednesday, if the first case is scheduled at 9:00 am, motions will be heard at 8:30 am.) If all parties consent to a motion, the motion may be sent directly to the judge's staff for signature without presentation.

6. In the event you need to submit a motion, request permission for a party to attend a hearing remotely, or have any technical difficulties, immediately email the Court's judicial staff at the following email addresses:

[jhenderson@alleghenycourts.us](mailto:jhenderson@alleghenycourts.us)

[lcullen@alleghenycourts.us](mailto:lcullen@alleghenycourts.us)

[lcarpenter@alleghenycourts.us](mailto:lcarpenter@alleghenycourts.us)

### **Custody, Support, and other Domestic Relations Matters**

1. The Court will entertain non-emergency Family Division Motions in-person on the monthly scheduled date. All Motions must be sent in advance of presentation to the judicial staff at the following email address:  
[motionsmccrady@alleghenycourts.us](mailto:motionsmccrady@alleghenycourts.us). Please indicate in the email the date of intended in-person presentation and include the case caption in the subject line.
2. Any domestic relations issue where the parties are seeking a consent order, the parties may contact judicial staff at the email addresses listed above and the copy of any Consent Motion shall be attached to that email and include the case caption in the subject line. The party presenting the Motion must indicate in the email that they have spoken with opposing counsel or the other parties and that opposing counsel and/or the other parties have no objection to the motion or consent to the motion. The Motion shall include a proposed order in WORD. If all of these conditions are met, the Court will enter an Order and email copies of the Order to counsel and/or the parties. The Court will file the original Order with the Department of Court Records.

### **Self-Represented Litigant Motions**

1. All self-represented (pro se) litigant motions for all domestic relations matters must be sent through the PRO SE MOTIONS PROGRAM. This is to ensure

that the motions are in proper form (including proposed orders in Word) and there has been proper service to all opposing parties.

2. As per above, unless the matter is deemed an emergency by the Court, all Pro Se Motions should be scheduled on the Court's designated pro se motion calendar date.

### **Custody Conciliations and PLC Modifications**

The Court will be conducting all conciliations and PLC Modification Requests through TEAMS unless an in-person hearing is requested.

### **Exceptions**

The Court will decide all exceptions on the filed exceptions and briefs unless the Court determines that an argument is necessary, in which case the Court will notify litigants/counsel and schedule a time and date either on TEAMS or in person.

Should you have any questions about these Standard Operating Procedures or questions about scheduling, please contact judicial staff at the email addresses below:

Judicial Secretary

Lara Carpenter

lcarpenter@alleghenycourts.us

Judicial Tipstaff

Jamie Henderson

jhenderson@alleghenycourts.us

Judicial Law Clerk

Leah Cullen

[lcullen@alleghenycourts.us](mailto:lcullen@alleghenycourts.us)

In order to keep apprised of current operating guidelines, please check the Fifth Judicial District's Website regularly for updates to these procedures and those of the Family Division