

STANDARD OPERATING PROCEDURES

HONORABLE K. R. MULLIGAN

COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PA

FAMILY DIVISION

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INTRODUCTION

All provisions of state and local rules, court manuals and administrative orders are followed by Judge Mulligan. These procedures interpret or are in addition to the above.

CONTACTS WITH OFFICE

1. Unless specifically requested, the Court will not entertain e-mails, faxes, letters or telephone calls requesting action. All matters shall be presented to the Court in court by way of Motion or Petition. Motions mailed to the office (including but not limited to Motions for Reconsideration) will not be considered unless presented in court. Unsolicited letters will be returned, unread.
2. Counsel should never correspond with the court by e-mail or fax unless specifically invited to do so.
3. Faxed or delivered correspondence regarding a motion that is being presented with insufficient notice or that which is not an emergency will be attached to the motion for consideration by the Court.
4. Counsel shall mail or deliver a copy of the pretrial statement to the Court. Do not fax a copy to the court.
5. Counsel, parties, and/or third parties shall not engage in ex-parte communication concerning a pending case with the Court or staff. Such communication may be deemed a cause for referral to the disciplinary authorities, or other appropriate sanctions.
6. Judicial staff will answer inquiries concerning Court procedures (such as scheduling) but not substantive matters.
7. From time to time, Judge Mulligan will change the date of a scheduled proceeding to accommodate her schedule. In such a case, phone calls or letters requesting a scheduling change will be considered.

ADULT FAMILY MOTIONS

1. The Motions Court schedule is published in the Pittsburgh Legal Journal and is also available on the Court website at <http://www.alleghenycourts.us>
2. The court will entertain motions during a conciliation on the same case provided proper notice is given.

3. Motion Sign-Up Procedures
 - a. Sign-Up sheets are placed outside Chambers at 12:00 Noon the day before motions are scheduled. Motions are taken down to the motions courtroom at 12:55 p.m. You may still sign your motion up inside the courtroom.
 - b. ProSe motions will be heard from 1:00-2:00 p.m. Regular motions will be heard at 2:00 p.m.
 - c. Originals are to be placed in the sign up box. The Court requires no additional copies. Do not mail courtesy copies into the court.
 - d. Motions will not be accepted via fax, email or mail.
4. If less than 7 days notice is given, counsel shall advise the court as to the nature of the emergency or of opposing counsel's consent to shorter notice.
5. This court's assigned cases may be presented to another judge in cases of true emergency or if it is an uncontested purely routine matter and does not affect this court's calendar.
6. This court will sign uncontested motions and consent orders of other judges' cases provided they are purely routine matters and do not affect the court schedule of the other judge. The court will consider a motion on a case assigned to another judge if it is determined to be a true emergency.

CONSENT ORDERS

1. The Court will consider signing a consent order if brought to Chambers and the Judge is available to sign it. Unless specifically requested, a consent order should not be dropped off for signature nor should Judge Mulligan be interrupted during court proceedings to obtain her signature. Consent orders will be considered at any time during motions court while the judge is on the bench.
2. Continuances, even if consented to, will not be granted within thirty (30) days prior to the scheduled proceeding absent compelling reasons.

MISCELLANEOUS

1. In the event a matter is settled prior to trial, counsel shall be responsible for notifying the Docket Clerk and this Court so that the matter can be removed from the Court's calendar and an appropriate order shall be submitted for signature to this Court, including "consented to" language and signatures by both parties and/or their counsel.
2. Except in very rare circumstances, this court will not consider counsel's attendance at another proceeding to be a valid excuse for lateness.
3. Testimony via telephone is only allowed by permission of the court. Such permission should be obtained via motions court and obtained prior to hearing. If all parties consent to telephone testimony, the court will entertain an oral motion for telephone testimony during the trial but the parties are on notice that the court may not permit telephone testimony even if all parties agree.