



Standard Operating Procedures
for
**Motions for Summary Judgement &
Motions for Judgment on the Pleadings**

**PLEASE READ ALL INSTRUCTIONS BEFORE
SUBMITTING YOUR MOTION!**

The following rules and procedures must be followed for the Court to schedule MSJs or JOPs:

1. The Court will not accept paper copies of communications relating to MSJs or JOPs; all communication must be via the email address found at the end of these instructions.
2. All communications sent to the below email address must CC all parties in the matter. Parties should also provide a personal contact number to the Court in the event the Court must use conference calling or needs to speak to a party.
3. In addition to what is required in all Civil action coversheets, coversheets for MSJs or JOPs **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;
 - Date the MSJ or JOP were served.
4. Submitting your MSJ or JOP to the below email address DOES NOT “file” your MSJ or JOP with the Department of Court Records (DCR). The Court will not file your MSJ or JOP. Parties are responsible to file MSJs and/or JOPs with the DCR.
5. The last day for submitting MSJs and JOPs for listing on the Tuesday October 12, 2021, argument list is Tuesday August 31, 2021. However, you may continue to submit MSJs and JOPs thereafter and such submissions will then be scheduled for the next published argument list.
6. Once the argument list is published in the PLJ, the moving party is responsible for notifying all parties, and/or lawyers of record, of the date, time, and location of the oral argument on the MSJ or JOP.

**ALL DOCUMENTS AND COMMUNICATIONS RELATING TO MOTIONS FOR
SUMMARY JUDGMENT, OR JUDGMENT ON THE PLEADINGS MUST BE SENT TO:**

Civilmsjjops@alleghenycourts.us