



## Standard Operating Procedures *for* Preliminary Objections

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

The following rules and procedures must be followed for the Court to hear your Preliminary Objections (P.O.s).

1. Beginning 8-2-2021, Preliminary Objection arguments will be heard in Courtroom 703 of the City- County Building, Pittsburgh., PA 15219. All Preliminary Objections arguments shall be submitted electronically to [Civilpos@alleghenycourts.us](mailto:Civilpos@alleghenycourts.us).
  - Please be advised that submitting your Preliminary Objections with this email box DOES NOT FILE your pleading with the Department of Court Records. You MUST file your Preliminary Objections with the DCR at [www.dcr.alleghenycounty.us](http://www.dcr.alleghenycounty.us). Once the Court has reviewed your pleading and has scheduled such pursuant to local rule 1028, you will receive notification of the date, time, and location of the argument. Said argument date will also be reflected on the DCR docket at the case docket number associated with the case. **It is the responsibility of the moving party to notify all remaining parties of the assigned argument date.**
2. All communications relating to the submission of Preliminary Objections must be sent to the email listed below these instructions.
3. 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 needs to speak to a party.
4. **In addition to what is required in all Civil action coversheets, coversheets for all P.O.s 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 P.O.s were served.

5. All P.O. coversheets must include the above information, or the P.O.s **WILL NOT** be scheduled.
6. **P.O.s MUST be submitted in the form of a PDF. Motions which are not in PDF format WILL NOT BE HEARD.**
7. **Proposed Orders MUST be submitted in Microsoft Word format.**
8. P.O.'s shall also file briefs in compliance with Local Rule 1028.
9. **Submitting your P.O.s to the below email address DOES NOT “file” the P.O.s with DCR. The Court will not file your P.O.s. Parties are responsible for filing their P.O.s with the DCR.**
10. Upon receipt and review of your P.O.s, the Court will schedule the P.O.s for oral argument. The Court will notify the party submitting the P.O.s of the date and time for argument by email.
11. The party submitting the P.O.s is responsible to notify all parties, and/or attorneys of record of the date and time of the oral argument.

**ALL DOCUMENTS AND COMMUNICATIONS RELATING TO  
PRELIMINARY OBJECTIONS MUST BE SENT TO:**

**[Civilpos@alleghencourts.us](mailto:Civilpos@alleghencourts.us)**