

Judge Tiffany E. Sizemore's **Standard Operating Procedures**

General Inquiries:

All calls to chambers that are not answered in real time will be returned as promptly as possible.

General inquiries and non-emergency correspondence can be emailed to the Raven Moore, Law Clerk (rmoore@alleghenycourts.us), or the Judicial Secretary, Jacquelyne King, at jacquelyne.king@alleghenycourts.us.

If you have not received a TEAMS link by 3pm on the business day before you were expecting one, please email Jacquelyne.King@alleghenycourts.us for the link.

Status Hearings in Juvenile Matters

- Unless otherwise noted, status hearings will be conducted via TEAMS
- In delinquency matters, unless otherwise noted, the court only expects counsel and the probation officer and/or caseworker to be present.

Juvenile Motions (Delinquency & Dependency)

- All Motions shall be filed electronically via PACFile.
- Email all motions to the following email addresses:
 - Jacquelyne.king@alleghenycourts.us – Judicial Secretary
 - rmoore@alleghenycourts.us – Law Clerk
- Uncontested and/or Consent Motions shall be filed as such and orders will be entered promptly upon receipt unless the Court believes a hearing is needed.
- If discussion or argument on the motion is needed, motions will be heard daily at 8:30am via TEAMS. Upon receipt of a motion that requires argument, parties will be sent a TEAMS link; Movant is responsible for ensuring that all necessary parties are present to be heard on the motion.
- Include proposed orders on all motions

Adult Family Motions

- Motions must be filed 48 business hours prior to Judge Sizemore's adult motions day unless they are of an emergency nature.

- The Court will entertain non-emergency Family Division motions on the monthly scheduled date. All motions must be sent in advance of presentation to the judicial staff at the following email addresses: Jacquelyne.king@alleghencourts.us (Judicial Secretary) & rmoore@alleghencourts.us (Law Clerk). Please indicate in the email the date of intended presentation and include the case caption in the subject line.

- For any domestic relations issue where the parties are seeking a consent order, the parties may contact judicial staff. A 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.

- Emergency Domestic Relations Motions shall be e-mailed to the Court at the following email addresses: Jacquelyne.king@alleghencourts.us (Judicial Secretary) & rmoore@alleghencourts.us (Law Clerk). The party presenting the motion must indicate in the email that they have spoken with opposing counsel and/or the other parties and indicate whether opposing counsel and/or the other parties have no objection to the motion, consent to the motion, or oppose the motion. The motion shall include a proposed order.
 - If a party consents to or does not object to the motion, the Court will enter an order and email the copies of the order to counsel and/or the parties. The Court will file the original order with the Department of Court Records.
 - If a party does not consent to or opposes the motion, the Court will schedule argument on the motion via TEAMS.
 - If the Court determines the motion is not an emergency, the Court will direct counsel and/or the party to provide notice and present the motion on the Court's designated motions day.

- Self-Represented Litigant Motions
 - 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.
 - 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.

- The Court will decide the motions on the pleading(s) alone unless the Court determines that argument is necessary. If an argument is necessary, the Court will schedule a TEAMS proceeding on the pro se motion.
- The Court will file the order with the Department of Court Records.

TEAMS Hearing Protocols

- Download and be familiar with Microsoft TEAMS technology, and please practice using the TEAMS application prior to any scheduled matters.
- All TEAMS appearances for ALL PARTICIPANTS (i.e., lawyers, probation officers, caseworkers, litigants, program staff, etc.) shall be via VIDEO unless excused by Judge Sizemore or her staff IN ADVANCE.
- ALL PARTICIPANTS appearing via TEAMS must be in a quiet place with a stable internet connection.
- Counsel should be aware that if they intend to call witnesses and/or have their clients participate in the proceedings, it is their responsibility to forward the Microsoft TEAMS invite.
- Counsel should be prepared to have any exhibits that they intend to enter into evidence during the proceeding scanned into 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, to rmoore@alleghenycourts.us. Please use the name of the case and the exhibit number/letter in the subject line when sending emails with exhibits.
- If you have not received a TEAMS link by 3pm on the business day before you were expecting one, please email Jacquelyne.King@alleghenycourts.us for the link.