



Standard Operating Procedures *for* **UNCONTESTED** General Motions

PLEASE READ ALL INSTRUCTIONS BEFORE SUBMITTING YOUR MOTION!

The following rules and procedures must be followed for the Court to act on your Uncontested Motion:

1. Beginning 8-2-2021, UNCONTESTED MOTIONS may either be submitted to Civiluncontestedmotions@alleghenycourts.us or they may be presented to the presiding Motions Judge in Courtroom 703 of the City-County Building, PGH., PA 15219. In person presentation shall be based on our calendar posted online at www.alleghenycourt.us. All UNCONTESTED motions **must contain a certification on the cover page that the motion is UNCONTESTED and or NOT OPPOSED.**
 - The cover page should also certify that the case is NOT on any published trial list, and that the case HAS NOT been designated complex or complex designation is not pending.
 - Please be advised that your motion **must also be filed with the Department of Court Records at www.dcr.alleghenycounty.us before the Court will consider your motion. Submitting your motion with this email box DOES NOT FILE it with the Department of Court Records.**
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. Uncontested General Motions **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 Motion was served, and
 - **Statement that all parties consent/do not oppose the Motion.**
[Sample provided on website]
4. All Uncontested General Motion coversheets must include the above information, or the Motion **WILL NOT** be addressed.

5. All Uncontested General Motions sent by email should be sent in PDF to the below address, and all such Motions MUST ALSO include a copy of the Parties' proposed Order in Microsoft Word format for the Court. Motions not meeting these specifications **WILL NOT BE HEARD.**

ALL DOCUMENTS AND COMMUNICATIONS RELATING TO UNCONTESTED GENERAL MOTIONS MUST BE SENT TO:

Civiluncontestedmotions@alleghenycourts.us