

FREQUENTLY ASKED QUESTIONS

CALENDAR CONTROL – CIVIL DIVISION
734 CITY-COUNTY BUILDING
414 GRANT STREET
PITTSBURGH, PA 15219

(412) 350-5417
FAX: 412-350-6998

1. How will I know when my case is listed for trial?

There are 5 trial terms a year. If you are represented by an attorney, the attorney will be notified through publication in the *Pittsburgh Legal Journal*. If your attorney is located out of Allegheny County, they will be notified by mail from the Calendar Control Office with necessary dates, deadlines, and notices. If you represent yourself, you will be notified by mail with necessary dates, deadlines, and notices. Trial dates also appear on the Department of Court Records at www.dcr.alleghenycounty.us.

2. What is your address?

The Calendar Control Department is located on the Ross Street side of the City-County Building, 414 Grant Street, 7th Floor City County Building, Room 734, Pittsburgh, PA 15219.

3. How can I contact the Calendar Control Department?

Calendar Control can be contacted by phone, 412-350-5417, by fax, 412-350-6998, by e-mail at denise.seibel@alleghenycourts.us, or in person at the above address.

4. When are Motions in Limine due?

Motions in Limine are due 5 days prior to trial to the opposing party and to the Court the morning of trial. All pleadings must be e-filed with the Department of Court Records to appear on the docket. Court personnel will not file pleadings on your behalf.

5. How do I e-file my pleadings?

The website to e-file is <https://dcr.alleghenycounty.us>

6. Can I file my pleadings in person?

Yes, filings are accepted in the Department of Court Records daily from 8:30 am until 4:30 pm. The Court does not accept in-person filings. You must use one of the designated email boxes in for pleadings to be accepted for scheduling by the Court. The exception is contested motions, which need filed with the DCR and presented to the motions judge.

7. How do I contact the Arbitration Division?

Arbitration may be contacted by calling 412-350-5625 and selecting option 4.

8. How do I contact the Criminal Division?

Criminal Division may be contacted by calling 412-350-5525.

9. How do I contact the Family Division?

Family Division may be contacted by calling 412-350-4086.

10. Who hears discovery motions?

Judge Ignelzi hears discovery motions.

11. Who is the Calendar Control Judge?

Judge Connelly is the Calendar Control Judge.

12. Who is the Administrative Judge?

Judge Ward is the Administrative Judge.