

**Standard Operating Procedures for Judge Michael A. Della Vecchia
(Civil Division)**

(Effective as of August 29, 2022)

Please note that the below operating procedures are in addition to and supplement the applicable Rules of Civil Procedure and Local Rules.

GENERAL INFORMATION

- To contact the Court, please e-mail the Judge's secretary at Charlene.baker@allegheycourts.us or call 412-350-0281.
- The Judge's law clerk, Daniel Kunz, may be e-mailed at DKunz@allegheycourts.us
- When communicating with the Court via e-mail, **ALL** parties must be included on the e-mail unless directed otherwise.
- Please send all documents in PDF or Word format. **Proposed orders should be attached separately in Word format to allow editing by the Court.**
- All documents should include attorney contact information including an e-mail address. If a party does not wish to place his/her personal (rather than law firm) contact information on a document, the party shall place it in the e-mail to Ms. Baker.
- If a party has concerns or needs clarification about the scheduling of a case, they should contact Charlene Baker.