

June 2022

## **STANDARD OPERATING PROCEDURES**

**For the courtroom of  
The Honorable Arnold I. Klein  
708 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Phone: (412) 350-4373      Facsimile: (412) 350-4521**

**Introduction.** This document contains the standard operating procedures for the courtroom of the Honorable Arnold I. Klein in the Civil Division of the Allegheny County Court of Common Pleas. Counsel, litigants, and all other interested persons should use this document as a guide for proceedings before the court.

**Unrepresented Parties.** Individual (*i.e.*, non-corporate) parties are usually permitted to represent themselves before the court. However, such parties must litigate their cases according to all applicable rules, including the Pennsylvania Rules of Evidence, the Pennsylvania Rules of Civil Procedure, and the Allegheny County Rules of Civil Procedure. Because following the applicable rules can be difficult for those not trained in the law, unrepresented parties should consider obtaining an attorney. The Allegheny County Bar Association Lawyer Referral Service at (412) 261-5555 may be helpful to litigants seeking counsel.

**Requests for Relief.** Except as otherwise provided herein or except as otherwise directed by the court, parties requesting any type

of relief or other action by the court must present their requests via motion or petition. Motions and petitions are to be filed with the Department of Court Records and served on all parties and the court consistent with applicable Pennsylvania and Allegheny County rules. All motions and petitions shall contain a proposed court order.

**Pretrial Conciliations.** Before any scheduled conciliation, all parties must timely file and serve their respective pretrial statements in compliance with the Pennsylvania and Allegheny County Rules of Civil Procedure. Failure to comply fully with filing and service requirements may result in sanctions. Counsel, their respective clients, and the insurance representative or representatives who possess settlement authority must attend all pretrial conciliations. Only with prior approval of the court will the physical attendance of a party or the party's authorized representative(s) be excused. If the case settles before the conciliation date, the parties must forward a joint letter or separate letters confirming settlement to this court either by U.S. mail or by facsimile to (412) 350-4521.

**Jury Trials.** As soon as counsel learns that the case has been assigned to this court for trial, counsel must deliver to the court's chambers hard copies of all pretrial motions and briefs whether or not those motions and/or briefs were previously filed with the Department

of Court Records. The court will normally hold a hearing on pretrial motions.

Counsel must report to the courtroom upon completion of jury selection so that the court may hold a pretrial conference.

The court will normally require the parties to seek agreement on, and submit, joint final jury instructions and a joint verdict slip.

**Non-Jury Trials.** No later than 15 minutes before the time scheduled for the start of trial, counsel and *pro se* litigants shall have appeared in the courtroom, shall have executed all necessary waivers to proceed with a non-jury trial, shall have addressed their envelopes (provided by the court's tipstaff) for receipt of the verdict, shall have given the foregoing items to the court's tipstaff, and shall be prepared to meet with the court at a pretrial conference to address the possibility of settlement, to determine stipulations, and to consider any unusual question of law or procedure that is anticipated to arise during the course of the trial.

**Post-Trial Motions.** The filing party must serve a copy of its post-trial motion on the opposing party and on the court. The filing party is reminded to consult the Allegheny County Rules of Civil Procedure regarding the party's obligations to order the needed portions of the trial and/or related transcripts. If the trial and/or related transcripts are not necessary in order to prepare a brief, the

moving party must file a brief at the time the party files its post-trial motion. If one or more transcripts are needed to prepare a brief, the court will allow the moving party time to file a brief after the party receives the required transcript(s).The non-moving party may file a response no more than fourteen days after the moving party has filed its motion and brief. Depending on the circumstances of the case, the court may decide the motion with or without a hearing.