



**Standard Operating Procedures**  
*for*  
**Honorable Philip A. Ignelzi**  
**(412) 350-3800**

**Please refrain from sending physical mail at this time.**

- In order to contact the Court, please email the following law clerk:

Lee M. Vapniarek, Esq.      [LVapniarek@allegheycourts.us](mailto:LVapniarek@allegheycourts.us)

Mr. Vapniarek will direct you appropriately depending on your issue/concerns.

- When communicating with the Court via email, **ALL** parties must be included on the email unless directed otherwise.
- Please send all documents in PDF or Microsoft Word format. **Proposed Orders should be attached separately in Microsoft Word format to allow editing by the Court.**
- All documents should include attorney contact information including an email 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 email to Mr. Vapniarek.

If a party has concerns or needs clarification about scheduling in their case, they should contact Mr. Vapniarek.