



711 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-5904

Standard Operating Procedures for

Judge Patrick M. Connelly

In compliance with the Fifth Judicial District Emergency Operations Plan

GENERAL INFORMATION

Please note the following contact information for Judge Connelly's staff:

Judicial Secretary, Erin Liddell: eliddell@allegheycourts.us

Judicial Law Clerk, Ian Everhart, Esq.: ieverhart@allegheycourts.us

Tipstaff, Jeannette Hickman: jhickman@allegheycourts.us

The preferred method of communication is to email the appropriate individual listed above. Otherwise, you may call the office at 412-350-5904.

When communicating with the Court via email about a particular case, **ALL** parties must be included on the email unless directed otherwise. The email addresses of the other parties/opposing counsel must be included either in the "To" or the "CC" boxes so that they are visible to the Court. Please do NOT "BCC" the other parties/opposing counsel on your communications.

CALENDAR CONTROL MOTIONS

Local Rule 208.3(a)(3)

Calendar Control Judge

- a.*** Motions in any case that has been listed for trial on a published trial list shall be presented to the Calendar Control Judge. This includes all motions that would otherwise have been heard by the Motions Court or the Special Motions Court.
- b.*** In any case, including a case that is not on a published trial list, all motions relating to the following matters shall be presented to the Calendar Control Judge:

- i.*** the compromise, settlement, and discontinuance of an action to which a minor is a party; and

NOTE: See Local Rule 2039 for the procedures governing a petition presented pursuant to Pa.R.C.P. No. 2039.

ii. the compromise, settlement, and discontinuance of an action to which an incapacitated person is a party.

NOTE: See Local Rule 2064 for the procedures governing a petition presented pursuant to Pa.R.C.P. No. 2064.

Contested Motions. Calendar Control Motions will be scheduled daily. You are required to file your motion with the Department of Court Records first then after your motion has been filed it should be emailed to civilcontrolmotions@alleghecourts.us for scheduling, all parties who have email addresses available should be copied on this email. Please put in the subject line of the email the case name and docket number; in the body of the email please list all parties in the case and their email addresses, or other contact information if email is not available, and state how much time will be needed for argument. Please provide your proposed order as a separate document in **Word Format**. Once the motion is received, it will be scheduled for remote argument by Judge Connelly's staff approximately 10 days from receipt of the motion. You can participate remotely through any device including a desktop computer, laptop, smartphone, tablet, or telephone. All parties will be notified of the date and time of argument via an email with the call-in telephone number and Microsoft Teams access information as well as detailed instructions on how to participate remotely.

Uncontested Motions. Any motion that is uncontested should be identified as such in the body of the motion. You are required to file your motion with the Department of Court Records first then after your motion has been filed it should be emailed to civilcontrolmotions@alleghecourts.us for signing, all parties who have email addresses available should be copied on this email. Please put in the subject line of the email the case name and docket number; in the body of the email please list all parties in the case and their email addresses, or other contact information if email is not available, and state that the motion is uncontested or consented to. Please provide your proposed order as a separate document in **Word Format**. If a motion is identified as uncontested, the order will be signed and filed without argument and no appearance by any party will be necessary.

Emergency Motions. Emergency motions are motions that need to be addressed sooner than the 10-day time period for contested motions and will be scheduled accordingly, or consented motions that need to be signed immediately. You are required to file your motion with the Department of Court Records first then after your motion has been filed it should be emailed to civilcontrolmotions@alleghecourts.us for scheduling or signing, all parties who have email addresses available should be copied on this email. Please put in the subject line of the email **Emergency** then the case name and docket number; in the body of the email please list all parties in the case and their email addresses, or other contact information if email is not available, and state how much time will be needed for argument or if the motion is consented to please state that, also please indicate the reason the motion is an emergency. Please provide your proposed order as a separate document in **Word Format**. Once the motion is received, it will be scheduled for remote argument by Judge Connelly's staff as soon as possible or if the motion is consented to the order will be signed as soon as possible. You can participate remotely through any device including a desktop computer, laptop, smartphone, tablet, or telephone. All parties will be notified of the

date and time of argument via an email with the call-in telephone number and Microsoft Teams access information as well as detailed instructions on how to participate remotely.

All motions should meet the following requirements:

- The subject line of all emails regarding motions should be titled as the case name and docket number and whether the motion is contested, uncontested, or an emergency.
- All parties who have email addresses should be copied on the email to the Court.
- Contact information for all parties, including email addresses, should be either clearly laid out in the email accompanying the motion, or prominently displayed on the cover page of the motion.
- Notice of electronic service should also be displayed on the cover page as well as on the Certificate of Service.
- Each contested motion will be allotted 15 minutes for argument unless more time is requested by counsel.
- **The proposed order must be provided as a separate Word document.**

Any questions regarding calendar control motions should be directed to Judge Connelly's Secretary, Erin Liddell: ELiddell@alleghenycourts.us .

HOUSING COURT MOTIONS

Housing Court Motions will be scheduled daily for remote argument by Housing Court Staff. If you need to file a motion regarding a housing matter, please contact the Housing Court Help Desk by either:

Emailing your motion to: HCHelpdesk@alleghenycourts.us; or
Calling: 412-350-4462

If you need to speak directly with Judge Connelly's staff specifically regarding a housing court matter, please call 412-439-7914.

For information on moratoriums and evictions, please reference the Landlord Tenant Covid-19 FAQs available on the Fifth Judicial website for further information.