



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

## Standard Operating Procedures *for* Judge Patrick M. Connelly

### GENERAL INFORMATION

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

- Judicial Secretary, Erin Liddell**      [eliddell@allegheycourts.us](mailto:eliddell@allegheycourts.us)
- Judicial Law Clerk, Ian Everhart, Esq.:**      [ieverhart@allegheycourts.us](mailto:ieverhart@allegheycourts.us)
- Tipstaff, Jeannette Hickman:**      [jhickman@allegheycourts.us](mailto: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<sup>1</sup>

- **Calendar Control Motions are being held IN-PERSON in Courtroom 711, every Tuesday and Thursday, from 10:00 a.m. until 12:00 noon.**
- **All Motions must have a NOTICE OF PRESENTATION and CERTIFICATE OF SERVICE attached.**
- **Please follow the procedures below when scheduling your motion or submitting your uncontested motion.**

### CONTESTED MOTIONS:

All contested Calendar Control Motions **will be held in-person** every Tuesday and Thursday from 10:00 a.m. through 12:00 noon in Courtroom 711, City-County Building, 414 Grant Street, Pittsburgh, Pennsylvania 15219.

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<sup>1</sup> Please see Local Rule 208.3(a) as to what qualifies as a Calendar Control Motion to be heard by the Calendar Control Judge.

**Any party wishing to schedule a Calendar Control Motion shall select a date and time on any Tuesday or Thursday between 10:00 a.m. and 11:45 a.m.** to present the motion. It is the responsibility of the moving party to notify all parties of the date and time of the hearing. Your motion **MUST** have a Notice of Presentation attached with the date, time, and location of the argument as well as a Certificate of Service indicating opposing parties have been served.

**Your motion must be added to the motions list for the date you picked!** To do this please email your motion as a PDF document and your **proposed order as a separate WORD document** to [civilcontrolmotions@allegheycourts.us](mailto:civilcontrolmotions@allegheycourts.us) . Opposing parties must be copied on this email. Please include in the subject line of the email CONTESTED with the case name and docket number, **please also include the date and time of presentation of your motion in the body of the email.**

Judge Connelly will continue to use electronic copies of your motion and order. **You must continue to email your motion and order to [civilcontrolmotions@allegheycourts.us](mailto:civilcontrolmotions@allegheycourts.us).** It is suggested you bring a hard copy of your motion, order, or response with you to argument in the unlikely event there are technical issues your motion can still be accessed.

**You are required to file your motion with the Department of Court Records.** All orders will be filed by the Court and will be available on the docket generally in 1-3 days from the date of argument.

If a motion was initially filed as contested but is determined to be uncontested prior to the scheduled argument, please notify the court by email and the order will be signed as uncontested without the need to appear to present the motion.

#### **UNCONTESTED MOTIONS:**

You are required to file your motion with the Department of Court Records. After your motion has been filed it should be emailed to [civilcontrolmotions@allegheycourts.us](mailto:civilcontrolmotions@allegheycourts.us) for signing. **All parties should be copied on this email.** Please put in the subject line of the email UNCONTESTED with 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 **WORD Document** for electronic signing.

If a motion is identified as uncontested, the order will be signed and filed without argument being scheduled, no appearance by any party will be necessary. The order should be available on the docket within 1-5 days of being submitted.

**If you have an emergency uncontested motion** please indicate this in the subject line and body of the email and indicate the date the order must be signed by.

## **EMERGENCY MOTIONS/REMOTE HEARING REQUESTS:**

**If you have an emergency motion** that cannot be scheduled on a Tuesday or Thursday, or if you cannot appear in person due to exigent circumstances, please email [civilcontrolmotions@alleghecourts.us](mailto:civilcontrolmotions@alleghecourts.us) to request an alternative date and time for a hearing and/or a hearing by Advanced Communication Technology (Microsoft TEAMS). Please also indicate the reason for the emergency and/or exigent circumstance, and the time frame in which the motion needs to be heard. Once you receive a date and time from the Court you can then follow the procedures for filing and submitting contested motions.

### **All motions should meet the following requirements:**

- The subject line of all emails regarding motions should be titled as contested, uncontested, or EMERGENCY with the case name and docket number.
- 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.
- **All motions should have a Notice of Presentation and Certificate of Service attached.**
- Notice of electronic service should also be displayed on the Certificate of Service.
- **All motions and orders still need to be emailed and the proposed order must be provided as a separate Word Document.**

All matters or questions regarding calendar control motions should be directed to Judge Connelly's Secretary, Erin Liddell: [eliddell@alleghecourts.us](mailto:eliddell@alleghecourts.us) or by calling 412-350-5904.

**Questions regarding Petitions for Settlement Approval should be directed to Judge Connelly's Law Clerk, Ian Everhart, Esq. by emailing [ieverhart@alleghecourts.us](mailto:ieverhart@alleghecourts.us) or calling 412-350-4057.**

## **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@alleghecourts.us](mailto:HCHelpdesk@alleghecourts.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.