



710 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-0281

Standard Operating Procedures for

Hon. Michael A. Della Vecchia

Senior Judge

Effective JANUARY 10, 2024

Please note that these 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 Court's Administrative Assistant:

Charlene Baker: **Charlene.Baker@alleghenycourts.us**

- When communicating with the Court via e-mail about a particular case, **ALL** parties must be copied ("cc'd") and identified on the e-mail, unless directed otherwise. *Ex parte* communications with the Court are prohibited.
- The email subject line shall include the case caption, docket number, and specifically identify the subject matter of the email. (e.g., A v. B: GD00-0000: Preliminary Objections).
- Matters related to the scheduling of a case shall be directed to Ms. Baker. Counsel and litigants shall refrain from forwarding or copying nonessential email to the Court; except for filings, motions, scheduling matters, agreements reached by the parties, or in response to Court requests.

PLEADINGS / COURT FILINGS

- All case pleadings *including* briefs, motions, responses, and replies are to be filed with the Department of Court Records. Please note: the Court does not receive notice of a party's filing from the Department of Court Records. Therefore, for consideration of a filing by the Court, an electronic copy of the filing must be provided to the Court via email to:

Charlene.Baker@alleghenycourts.us and

WCrum@alleghenycourts.us [William Roy Crum, Esq. – Law Clerk]

- All documents sent electronically shall be in PDF (.pdf) or Word (.docx) format. *Proposed orders shall be attached separately in Word format (to allow editing by the Court).*
- All documents shall include attorney (or *pro se* litigant's) contact information including address, telephone number, and email address.

CONFERENCES

- Status, Settlement, and Conciliation Conferences shall be in person with counsel, the parties, their authorized principal(s), and any indemnitor(s) present before the Court; unless specifically excused in advance by the Court.