



Family Law Center  
Room 505, 440 Ross Street  
Pittsburgh, PA 15219  
Telephone: 412-350-1658  
Fax: 412-350-1655

## Standard Operating Procedures *for* Judge Lisa G. Middleman

(updated 3/14/24)

All parties are expected to appear in person, unless authorized by the Court to participate remotely.

Hearings that may remain remote are:

- Adoptions, upon request of the adoptive family
- Proceedings which have been authorized by the Court

If a matter is to proceed remotely, participation shall via by the TEAMS application from Microsoft. In order to participate in that manner:

1. Download and be familiar with Microsoft TEAMS technology, and please practice using the TEAMS application prior to any scheduled matters.
2. Participation by TEAMS will require an operable camera, as no witness will be permitted to appear off-camera, absent prior Court authorization.
3. If a proceeding is to be remote, or a witness is to appear remotely, it is the responsibility of counsel to forward the TEAMS invitation to their respective witnesses.

### **JUVENILE MOTIONS**

1. Motions on dependency and delinquency cases shall be heard on each day that the Court is hearing those matters.
2. A copy of any motion should be forwarded to [Middlemanchambers@alleghenycourts.us](mailto:Middlemanchambers@alleghenycourts.us) in advance of the date of presentation.
3. Emergency motions on dependency and delinquency cases pending before this Court should be presented to this Court, if possible, before approaching the “on-duty” judge.

### **ADMISSION COLLOQUIES**

Defense counsel shall scan and email a copy of all colloquy forms to the courtroom clerk and [middlemanchambers@alleghenycourts.us](mailto:middlemanchambers@alleghenycourts.us).

## **EXHIBITS**

Counsel should be prepared to have any exhibits that they intend to enter into evidence during the proceeding scanned in a PDF format and properly labeled as an Exhibit. Counsel and parties should also be prepared to email the exhibit as an attachment during the proceeding, if admissible, or prior to the hearing to: [middlemanchambers@alleghenycourts.us](mailto:middlemanchambers@alleghenycourts.us).

## **MOTIONS OF UNREPRESENTED PERSONS**

Motions by people without a lawyer are called Pro Se motions. Any self-represented (pro se / litigant without an attorney) individual who has an existing case in the Family Division and is seeking to file a motion with the Court should appear at the Information Desk of the Family Law Center at 440 Ross Street between the hours of 8am and 12 noon to meet with staff in the Client Service Center. In addition, self-represented litigants/pro se litigants may call (412) 350-5600 or email [1stFOP@PACSES.com](mailto:1stFOP@PACSES.com) with questions about court procedures. NO LEGAL ADVICE WILL BE GIVEN.

## **MOTIONS ON ADULT FAMILY COURT MATTERS**

Please include a proposed court order in Microsoft Word format alongside Adult Family motions. A separate proposed order in Word format is not necessary for Juvenile matters.

***COMMUNICATION WITH THE COURT SHOULD BE WITH JUDICIAL STAFF AT THE FOLLOWING EMAILS:***

[middlemanchambers@alleghenycourts.us](mailto:middlemanchambers@alleghenycourts.us)  
[cbodnar@alleghenycourts.us](mailto:cbodnar@alleghenycourts.us)  
[jnaylor@alleghenycourts.us](mailto:jnaylor@alleghenycourts.us)  
[pjones@alleghenycourts.us](mailto:pjones@alleghenycourts.us)

Chambers  
Judicial Assistant  
Law Clerk  
Tip Staff