

Standard Operating Procedures

The Honorable Dwayne D. Woodruff

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Custody, Support, and other Domestic Relations Matters

1. All custody, support, and other domestic relations matters pending before Judge Dwayne Woodruff are suspended until after the judicial emergency. After the judicial emergency has ended, Judge Woodruff will schedule a pre-hearing conference to reschedule any matter that was postponed.
2. **Consent Orders:** With the consent of the parties, Judge Woodruff may issue an order without a hearing.
3. **Contact Information:** Judge Woodruff is always available by email or telephone. Although judicial staff are working from home, you may still reach Judge Woodruff at (412) 350-6281 and someone will return your call as soon as possible. If you have a matter that needs immediate attention, please utilize the following procedures.
4. **Motions:** See number 4. below regarding Motions.

Juvenile Matters

1. Matters in juvenile delinquency and dependency cases shall be handled pursuant to the Order regarding the Fifth Judicial District Emergency Operations Plan posted on the Court's website.
2. **Consent Orders:** With the consent of the parties, Judge Woodruff may issue an order without a hearing.

3. **Contact Information:** Judge Woodruff is always available by email or telephone. Although judicial staff are working from home, you may still reach Judge Woodruff at (412) 350-6281 and someone will return your call as soon as possible. If you have a matter that needs immediate attention, please utilize the following procedures.
4. **Motions:** The Court will not generally entertain non-emergency motions during the current judicial emergency. However, with the consent of the parties, any matter may be presented to the Court by motion, without a hearing, for entry of an order. All motions are to be filed electronically. You must serve all parties and attorneys. If your motion involves a delinquency or dependency matter, you must also serve the probation officer and the caseworker. If it is a dual case, you must serve all counsel on both sides and the probation officer and caseworker.
 - a. Email the attorneys and unrepresented parties to determine whether there is an agreement or whether Judge Woodruff needs to hear from all sides.
 - b. Email the motion to Judge Woodruff at dwoodruff@allegheycourts.us. Please copy Judge Woodruff's Administrative Assistant, Anna Kleinschnitz at akleinschnitz@allegheycourts.us and Tipstaff Carlena Jenkins at cjenkins@allegheycourts.us. Please copy the other attorneys and unrepresented parties on the email and indicate whether there is an agreement and include the proposed language that should be in the order.
 - c. If there is an agreement, Judge Woodruff may simply sign and enter the order and file the order electronically.
 - d. If there is no agreement, Judge Woodruff will either direct all parties to email their positions or will convene a conference call hearing at which time Judge Woodruff will provide all attorneys with the number to call in, along with the day and time. It will be your responsibility to inform and insure all your witnesses are connected.