

Standard Operating Procedures for Jennifer Staley McCrady
(Effective 7/17/2024)

Advanced Communication Technology

All attorneys must be present in-person. All parties will be expected to appear **in-person** unless authorized by the court to participate remote or unless otherwise specialized below. The following types of hearings shall remain fully remote (via TEAMS) unless an in-person hearing is requested:

- Show up termination of parental rights hearings **only** when they are scheduled without an associated permanency review hearing.
- Bypass hearings, as scheduled by court administration.
- Adoption hearings unless the adoptive family requests an in-person hearing.
- Any dependency or delinquency proceeding where all parties have agreed to a continuance request. If there is an unrepresented litigant on the case, the unrepresented litigant must be able to participate via advanced communication technology (TEAMS) to participate in the continuance request. All other requests for continuances should be made by Motion.
- Custody Conciliations with counsel and/or pro se litigants, unless requested by a party to be in-person.
- Other proceedings or hearings as determined by this court.

All attorneys and persons appearing before Judge McCrady should comply with the following:

1. Please use the case name in the subject line of any email sent to judicial staff.
2. Download and be familiar with Microsoft TEAMS technology and please practice using the TEAMS application prior to any scheduled matters.
3. Counsel should be aware that if they intend to have witnesses or any non-parties participate remotely in the proceedings that it is their responsibility to forward

the Microsoft TEAMS invite. **All parties are expected to appear in person unless they have requested to participate remotely, and that request has been granted by the Court.**

4. For any/all motions related to Judge McCrady's delinquency, dependency, and/or termination of parental rights proceedings must be emailed to her judicial staff (***contact information below***). Motions will be heard thirty minutes before the first scheduled case on the judge's regularly scheduled day for that type of hearing. (Example: Judge McCrady hears dependency cases each Wednesday, if the first case is scheduled at 9:00 am, motions will be heard at 8:30 am.) In the event parties have a consent motion, which must include consent of all pro se (unrepresented) parties, the consent motion and proposed order may be sent directly to judicial staff for signature without presentation. Consent motions must be clearly labeled as such in the subject line of the email.

jhenderson@alleghenycourts.us

lcullen@alleghenycourts.us

lcarpenter@alleghenycourts.us

5. It is imperative that Counsel officially enter a praecipe of appearance in each case before they appear in Court. In Juvenile Court matters, this must be done electronically through PACFile. In termination of parental rights proceedings, counsel for the child shall not use the term "child advocate" in the praecipe.

Custody of Exhibits in Court Proceedings

Please review Rule 5101.4 Family Division Custody of Exhibits at the following link: [New-Local-Rule-on-Exhibits-Family-Divison.pdf \(alleghenycourts.us\)](#)

This rule applies to all proceedings before Judge McCrady. The party proponent of the exhibit is the court designated custodian of the exhibit. The only exception to this is when the proponent of the evidence is a self-represented (Pro Se/Litigant without an Attorney) litigant, in which case judicial staff will serve as the custodian of the exhibit.

Any party seeking to admit evidence must have each exhibit clearly labeled PRIOR to the proceeding. The party proponent of the evidence must be prepared to provide a copy of the exhibit or email the exhibit at the time of admission to exhibitmccrady@alleghencycourts.us. The party proponent may email the labeled exhibit to exhibitmccrady@alleghencycourts.us upon admission. Exhibits shall not be emailed or provided to the court in advance of any proceeding.

The party proponent of the evidence must also keep an index of the exhibits. This index must list, and all of the party proponent's exhibits, must be filed with the Department of Court Records (DCR) within five (5) business days upon the conclusion of the hearing. This index list must indicate whether the exhibit was admitted or rejected into evidence and provide a description or identification of the exhibit. The proponent is required to email court staff at exhibitmccrady@alleghencycourts.us once this has been completed, as required by rule.

It is the responsibility of the proponent/custodian of the exhibits to maintain a copy of their exhibits, maintain a copy of the index/exhibit list, and to comply with this rule for all proceedings before Judge McCrady. Pay special attention to Rule 5103.4 as it relates to Special Provisions for certain exhibits.

Custody, Support, and other Domestic Relations Matters

1. The court will preside over family division motions on her monthly scheduled date. All motions must be sent in advance of the presentation to the following email: motionsmccrady@alleghencycourts.us. Please indicate in this email the date of intended in-person presentation, case name, and docket number.
2. For any consent motions, counsel must clearly indicate in the subject line of the email that this is a CONSENT MOTION, attach the motion and a proposed court order in WORD. The opposing party (or his/her/their counsel) must be included in the email to motionsmccrady@alleghencycourts.us. If all these conditions are met, the court will enter the order, e-mail copies of the order to

counsel and/or the parties, and e-mail the order to the Department of Court Records for docketing.

Self-Represented Litigants

Follow this link for instructions: <https://www.alleghenycourts.us/family/departments/pro-se-motions-department/>

Any self-represented (Pro Se/Litigant without an Attorney) that has an existing case in the Family Division and wants to file a Motion before Judge McCrady should appear at Information Desk on the first floor of the Family Law Center, 440 Ross St., to receive additional information as to the correct procedure OR call 412-350-5600. Self-represented litigants (Pro Se/Litigant without an Attorney) that have questions about child support can email 1stFOP@PACSES.com with questions about court procedures. Legal advice cannot be provided by judicial staff or employees at the Family Law Center.

Custody Conciliations and PLC Modifications

The Court will be conducting all conciliations and PLC Modification Requests through TEAMS unless an in-person hearing is requested.

Exceptions

The court will decide all exceptions on the filed exceptions and briefs unless the court determines that an argument is necessary, in which case the court will notify litigants/counsel and schedule a time and date either on TEAMS or in person.

Should you have any questions about these Standard Operating Procedures or questions about scheduling, please contact judicial staff at the email addresses below:

Judicial Secretary
Lara Carpenter

lcarpenter@allegheycourts.us

Judicial Tipstaff

Jamie Henderson

jhenderson@allegheycourts.us

Judicial Law Clerk

Leah Cullen

lcullen@allegheycourts.us

Please check the Fifth Judicial District's Website regularly for updates to these procedures and those of the Allegheny County Family Division.

Additional information and frequently asked questions can be located at the following links:

Frequently Asked Questions [Frequently Asked Questions - Fifth Judicial District of Pennsylvania \(allegheycourts.us\)](#)

Family Division Forms [Forms - Fifth Judicial District of Pennsylvania \(allegheycourts.us\)](#)