**FAQ’s – Discovery Motions**

NOTICE-AMENDMENT TO JUDGE REGAN’S STANDARD OPERATING PROCEDURES REGARDING DISCOVERY MOTIONS

CONTESTED MOTIONS – SIGN-UP PROCESS / TIMING

To ensure proper notice of presentation can be provided to the opposing party pursuant to Allegheny County Local Rule 208.3(a)(2), sign-up sheets for Contested Discovery Motion arguments **will be available 2 weeks in advance of the argument date.**

\*Arguments will be held **IN PERSON** on Wednesday mornings from 9:30 am to 12:30 pm.

**DISCOVERY MOTIONS FAQ’s**

**When are Discovery Motions heard?**

Discovery Motions are heard every Wednesday from 9:30 am to 12:30pm in Courtroom 704, City-County Building, 414 Grant Street, Pittsburgh, Pa 15219. Arguments are scheduled every 10 minutes during those hours.

**WHEN IS THE SIGN-UP SHEET AVAILABLE?**

The sign-up sheet for any given Wednesday will be available on the Wednesday two weeks prior (14 days in advance). (For example, the sign-up sheet for arguments on March 26, 2025 would be available March 12,2025 –two weeks prior.)

**I don’t work in Downtown PITTSBURGH. Can I sign up for argument via phone or email?**

No. Someone **must** appear in person to Courtroom 704 to sign-up for an argument timeslot. This person does not have to be the Attorney of Record.

**How do I provide the Court with my motion/Response?**

At the time of sign-up, you should drop a hard copy of the motion in the designated in-box next to the sign-up sheet. Responses to Motions should also be dropped off in hard-copy to the in-box. Please do not send copies of Motions or Briefs via U.S. mail or email.

**Do i have to file my contested discovery motion with the department of Court Records before I sign up for an Argument Appointment Time?**

You do not have to file the Motion prior to securing an argument time slot however the Motion **must** be filed with Court Records prior to your argument time before the Court.

**Can i sign up multiple motions to be argued in one time slot on the sign-up sheet?**

No, you may only list one motion per 10 minute argument time slot.

**I signed up for an argument slot, what do I do now?**

As the moving party, you must provide notice to the other side that you are going to present your motion. You should provide the non-moving party with that notice no less than 10 days prior to the argument date. ( Less than 10 days if agreed to by the parties.) A form Notice of Presentation can be found on the Court’s website.

**I have a question regarding Discovery Motions, how do I contact the Court?**

All questions regarding Discovery Motions should be directed to the [ReganDiscovery@alleghenycourts.us](mailto:ReganDiscovery@alleghenycourts.us) e-mail box. Please put “QUESTION” in the subject line. You should NOT contact the court via telephone unless absolutely necessary.

**I signed up for an argument slot but the Motion is now resolved, what should I do?**

You should contact the Court by emailing [ReganDiscovery@alleghenycourts.us](mailto:ReganDiscovery@alleghenycourts.us), to request that the matter be removed from the argument list.

**I have an Emergency Discovery Motion, what do I do?**

If you have an emergency motion, you can notice the motion for presentation without signing up for a timeslot. The Court emphasizes that only true emergencies, for example protective orders to prevent scheduled depositions, should be presented in this manner. Otherwise, the standard procedures for sign-up and presentation of your motion should be followed.

**The Sign-up Sheet is full, what do I do?**

If all of the slots for a particular argument date are filled, you must wait until the next argument list is posted to sign up. There is not a cancellation list.