**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.) The sign-up sheet will be in the back of Courtroom 704 on a designated table.

**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. Please do not send copies of Motions to Chambers without having signed up for an Argument date/time.

**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.