**FILING PRELIMINARY OBJECTIONS**

**IN ADULT FAMILY DIVISION MATTERS**

1. **FILING OF PRELIMINARY OBJECTIONS**

The Original Preliminary Objections (POs) and Brief in Support Thereof are first filed at the Allegheny County Department of Court Records.

1. **SCHEDULING OF ARGUMENT** 
   1. A time stamp copy of the filed Preliminary Objections and Brief shall be delivered to the Docket Clerk at the Family Law Center, Family Court Processing Department, Room 400, 440 Ross Street, Pittsburgh, PA 15219 **AND** you must supply to the Clerk ***an ORIGINAL Praecipe for Argument***
      1. Documents can also be submitted electronically by emailing them to AdultJudicialScheduling@alleghenycourts.us.
   2. The Docket Clerk will schedule the case for argument on the Assigned Judge’s next exceptions argument date.
   3. The Docket Clerk will write on the cover sheet of the ORIGINAL Praecipe for Argument the date, time and location of the argument.
   4. The Docket Clerk will keep a copy of the Praecipe for Argument.
2. **FILING OF THE PREACIPE FOR ARGUMENT**
   1. The Moving Party shall file the ORIGINAL Praecipe for Argument at the Department of Court Records.
3. **SERVICE OF THE ARGUMENT DATE and THE PRELIMINARY OBJECTIONS and Brief**
   1. The moving party shall serve all parties on the case with a copy of the Praecipe to Schedule Argument as a copy of the previously filed Preliminary Objections and Brief.
4. **PROOF OF SERVICE OF THE PREACIPE FOR ARGUMENT and THE PRELIMINARY OBJECTIONS and BRIEF IN SUPPORT OF POs.**
   1. The moving party shall file with the Department of Court Records an Affidavit of Service showing that the Praecipe to Schedule Argument and the Preliminary Objections and Brief have been duly served upon the parties of the case.
   2. The moving party shall also supply a copy of the Preliminary Objections and Brief to the appropriate family court department that the Preliminary Objections may involve. (Ex. If the POs involve a custody matter, deliver a copy of the POs to the Custody Department. If the POs involve a support matter, deliver a copy to the Support Office/Client Service Center.)