

# **COURT OF COMMON PLEAS**



## **ALLEGHENY COUNTY**

**PITTSBURGH, PENNSYLVANIA**

**15219**

**Allegheny County Court of Common Pleas – Family Division**

---

### **PROCEDURES FOR WHEN A PRIVATELY APPOINTED ATTORNEY UNEXPECTEDLY AVAILABLE FULFILL APPOINTMENTS**

**Allegheny County Family Division- Juvenile Section**

- 1) The Administrator or Assistant Administrator in charge of managing appointed attorneys case lists and invoicing shall notify the judges and appropriate court staff when they are made aware of the situation.
- 2) Gather a case list for the departed attorney.

- a. Check the “Conflict Parent Advocate Appointments” Teams group for the attorney’s quarterly case list. All appointed attorneys must send these case lists quarterly.
  - b. Reach out to the departed attorney’s law firm (if able- i.e. the attorney was not a sole practitioner with no staff) or an appropriate county office (if this county office appointed the attorney) to determine if there are any changes or updates to the case list.
  - c. Run the 1015 report in CPCMS.
  - d. Ask System Leaders to fill in information gaps, if absolutely necessary.
- 3) The Administrator or Assistant Administrator in charge of managing appointed attorneys case lists and invoices will send the case lists to judges for review.
- 4) Once reviewed, send the case list to the court and/or county office where the appointment originated or court administration to reappoint cases.
- a. Judges and Hearing Officers will not appoint new attorneys to the departed attorney’s cases without express instruction from Court Administration.

\*\*This is a general procedure and may change with each circumstance of an attorney unexpectedly not being able to fulfill their appointments.