



# **ALLEGHENY COUNTY**

# **CIVIL AND FAMILY COURT RULES**

(Amended July 7, 2025)

## TABLE OF CONTENTS

<b>LOCAL RULES OF THE CIVIL AND FAMILY DIVISIONS OF THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA .....</b>	<b>9</b>
<b>The Court of Common Pleas.....</b>	<b>9</b>
Local Rule 1 Structure of the Court of Common Pleas of Allegheny County.....	9
Local Rule 2 Notice by Publication. ....	9
Local Rule 3 Money Deposited in Court. ....	10
<b>Business of Courts.....</b>	<b>11</b>
Local Rule 76 Definitions. ....	11
Local Rule 105 Bonds. ....	11
Local Rule 198 Actions Between Family Members. ....	12
Local Rule 200 Representation by an Attorney. ....	12
Local Rule 205.2(a) Requirements Governing the Physical Characteristics of Pleadings, Petitions, Motions, and Other Legal Papers. Cover Sheets.....	12
<b>FORM 205.2(b) Cover Sheet.....</b>	<b>15</b>
Local Rule 205.4.Electronic Filing of Legal Papers in Allegheny County.....	16
Local Rule 1930.1 Electronic Filing in Family Division Matters. ....	19
Local Rule 206.4(c) Procedures for the Disposition of Petitions.....	19
Local Rule 208.2(d) Uncontested Motion Certification.....	21
Local Rule 208.2(e) Certification of Good Faith Attempt to Amicably resolve Discovery Motions 21	
Local Rule 208.3(a) Procedures for the Disposition of Motions. ....	21
<b>FORM 208.3(a) Arbitration Adjournment of Hearing Form and Cover Sheet .....</b>	<b>29</b>
Local Rule 210 Requirements Governing the Form and Content of a Brief.....	31
Local Rule 212.1 Pre-Trial Procedure for All Actions in the Civil Division of the Court of Common Pleas of Allegheny County. Notice of Earliest Trial Date. Time for Completing Discovery and Filing Pre-Trial Statement. ....	31
Local Rule 212.2 Pre-Trial Statement. ....	32
Local Rule 212.3 Conduct of Pre-Trial Conference. ....	33
Local Rule 212.7 Mandatory Mediation. ....	34
Local Rule 213 Petitions for Consolidation. Survival Actions. ....	35
Local Rule 214 Issue Docket, Trial Lists and Trials.....	35
<b>FORM 214 Form of Praecept to Place Case at Issue.....</b>	<b>36</b>
Local Rule 220.1. Voir Dire.....	40
Local Rule 227.1 Post-Trial Motions. Filing of Appeals. Request for Transcript, Certification and Waiver Forms. ....	49

<b>FORM 227.1B Notice of Proof of Filing or Delivery of the Transcript .....</b>	<b>51</b>
Local Rule 234.1 Subpoena. ....	52
Local Rule 234.2 Issuance of Subpoena Based on Foreign Subpoena .....	52
Local Rule 237.1 Entry of Default Judgment, Military Service. ....	54
Local Rule 239 Local Rules .....	55
Local Rule 240 In Forma Pauperis. ....	55
Local Rule 249 Special Assignments Among Judges. Commerce and Complex Litigation Center. Asbestos Judge. Class Action Judge. Elections Judge. Real Estate Tax Appeals Judge. Zoning.	56
Local Rule 253 Taxation of Costs. ....	57
<b>Habeas Corpus .....</b>	<b>58</b>
Local Rule 301 Formal Requirements. ....	58
Local Rule 302 Contents of Petition. ....	58
Local Rule 303 Procedure. ....	59
<b>Service .....</b>	<b>59</b>
Local Rule 440 Service of Legal Papers other than Original Process .....	59
<b>FORM 440(B) Notice of Change of Address .....</b>	<b>60</b>
<b>Miscellaneous.....</b>	<b>61</b>
Local Rule 501 Election Day Overseers and Judges.....	61
Local Rule 502 Appeals From Decisions of the Board of Property Assessment Appeals and Review. 61	
Local Rule 502.1 Notice of Change of Ownership of Property. Change of Address. Withdrawal or Substitution of Counsel. ....	62
<b>FORM 502.1 Change of Ownership. Change of Address. ....</b>	<b>62</b>
Local Rule 503 Appeals From Real Estate Tax Assessment. ....	63
<b>FORM 503(3) Petition for Assessment Appeal .....</b>	<b>69</b>
<b>FORM 503(10) Tax Assessment Appeal Discovery Requests .....</b>	<b>70</b>
<b>FORM 503(14) NOTICE.....</b>	<b>72</b>
<b>FORM 503(15A) Letter .....</b>	<b>72</b>
<b>FORM 503(15B) Court Order .....</b>	<b>73</b>
<b>FORM 503(16A) Letter .....</b>	<b>73</b>
<b>FORM 503(16B) Court Order .....</b>	<b>73</b>
<b>FORM 503(17) Letter .....</b>	<b>74</b>
<b>FORM 503(18) Notice That Matter Is Ripe for Decision .....</b>	<b>74</b>
Local Rule 504 Appeals From Real Estate Tax Exemption.....	75
Local Rule 505 Change of Name of a Natural Person. ....	76

<b>FORM 505A Petition for a Name Change</b> .....	<b>79</b>
<b>FORM 505B(i) Order Scheduling Hearing on Name Change (used if Petition is brought by a person(s) of full legal age)</b> .....	<b>82</b>
<b>FORM 505B(ii) Order Scheduling Hearing on Name Change (used if Petition is brought on behalf of a Minor(s))</b> .....	<b>83</b>
<b>FORM 505C Decree for Change of Name</b> .....	<b>84</b>
<b>FORM 505D Case Transfer Order</b> .....	<b>84</b>
<b>Eminent Domain</b> .....	<b>87</b>
Local Rule 600 Eminent Domain. Scope. ....	87
Local Rule 601 Definitions. ....	87
Local Rule 602 Administrator.....	88
Local Rule 603 Preliminary Objections. ....	88
Local Rule 604 Petitions for the Appointment of Viewers. Notices of Special Damages. Claims Before Board of Viewers.....	89
<b>FORM 604 Appointment of Views</b> .....	<b>91</b>
Local Rule 605 Viewers' Plans. ....	92
Local Rule 606 Notices of View. Directions to Viewers and Access to Property. ....	93
Local Rule 607 Notices of Additional Condemnees and Mortgagees. ....	93
Local Rule 608 Discovery Prior to Hearing Before Board of Viewers. ....	93
Local Rule 609 Hearings and Continuances. Notice.....	93
Local Rule 610 Findings of Fact and Conclusions of Law. ....	94
Local Rule 611 Settlements.....	94
Local Rule 612 Exceptions Before Viewers in Municipal Improvement Assessment Proceedings.	94
Local Rule 613 Appeals to Court of Common Pleas. ....	94
Local Rule 614 Discovery On Appeal to Court of Common Pleas. ....	95
Local Rule 615 Pre-Trial Statements On Appeal Before Court of Common Pleas. ....	95
Local Rule 616 Special Rules for Sewer Cases. ....	96
<b>FORM 616 Appointment of Viewers – Sewer Cases</b> .....	<b>100</b>
Rule 701. Initiation of Conservatorship Action. ....	101
Rule 702. Contents of Petition for Appointment of Conservator.....	101
Rule 703. Notification and Service of the Petition. ....	102
<b>FORM 703—Notice of Filing of a Petition for the Appointment of a Conservator..</b>	<b>104</b>
Rule 704. Answer to Petition and Petition to Intervene. ....	106
Rule 705.Process for Scheduling a Hearing.....	106

Rule 706. Hearing on Petition. ....	107
Rule 707. Conditional Relief. Respondent's Request for Period to Abate Conditions. ....	107
Rule 708. Appointment of a Conservator. ....	108
Rule 709. Declining Appointment as Conservator. Removal of Conservator. ....	108
Rule 710. Filing of Final Plan. ....	108
Rule 711. Hearing on Final Plan and Court Approval. ....	109
Rule 712. Status Reports. ....	109
Rule 713. Filing of an Account. ....	109
Rule 714. Conservator's Lien. ....	109
Rule 715. Sale of Subject Property. Distribution of Proceeds. ....	109
Rule 716. Request for Special Relief. ....	110
Rule 717. Termination of Conservatorship. ....	110
<b>Equitable Relief.....</b>	<b>111</b>
Local Rule 1001 Civil Actions Raising Claims for Relief Heretofore Asserted in an Action in Equity. 111	
<b>FORM 1001 Request for Assignment of Equity Claims to an Individual Judge.....</b>	<b>111</b>
Local Rule 1007 Conformity to Civil Action at Law. Description of Real Estate. ....	112
<b>Actions at Law / Civil Action / Pleadings.....</b>	<b>112</b>
Local Rule 1018.1 Notice to Defend Form. ....	112
Local Rule 1028(c) Procedures for the Disposition of Preliminary Objections. ....	112
Local Rule 1034(a) Procedures for the Disposition of a Motion for Judgment on the Pleadings. ....	114
Local Rule 1035.2(a) Procedures for the Disposition of a Motion for Summary Judgment. ...	116
Local Rule 1038 Trial Without Jury. ....	116
<b>Compulsory Arbitration.....</b>	<b>118</b>
Local Rule 1301 Scope. ....	118
Local Rule 1301.1 Discovery in Compulsory Arbitration Proceedings (Except Small Claims). ....	119
<b>FORM 1301.1A Plaintiff's Arbitration Discovery Requests for Personal Injury Claims .....</b>	<b>119</b>
FORM 1301.1B Defendant's Arbitration Discovery Requests for Personal Injury Claims .....	123
Local Rule 1302 List of Arbitrators. Appointments to Board. Oath. ....	127
Local Rule 1303 Arbitration Hearing. Notice. ....	127
<b>FORM 1303 Notice of Hearing Date, Notice to Defend and Notice of Duty to Appear at Arbitration Hearing.....</b>	<b>128</b>
Local Rule 1303(a)(2) Failure to Appear for Hearing. ....	130
Local Rule 1304.1. Housing Court Mediation .....	130

<b>FORM 1304.1 Housing Court Agreement to Mediate.....</b>	<b>130</b>
Local Rule 1305-Conduct of Hearing- Evidence.....	131
Local Rule 1306 Award. Delay Damages.....	131
Local Rule 1308 Appeal. Arbitrators' Compensation. Notice.....	132
Local Rule 1320 Small Claims Procedure. ....	133
<b>FORM 1320A Notice of Hearing Date, Notice to Defend and Notice of Duty to Appear at Arbitration Hearing.....</b>	<b>134</b>
<b>FORM 1320B Notice of Intention to Appear .....</b>	<b>135</b>
Local Rule 1321. Housing Court Procedures.....	136
Local Rule 1331 Consumer Credit Transaction.....	137
Local Rule 1910.15. Paternity. [Rescinded] .....	138
Local Rule 1910.19. Support Order. Modification. Termination.....	138
Local Rule 1910.24. Judgment for Arrearages. Execution .....	138
Local Rule 1910.25-2. Civil Contempt; Office Conference. Agreement. Alternative Procedures Upon Failure to Agree.....	138
<b>Action for Custody, Partial Custody and Visitation of Minor Children .....</b>	<b>138</b>
Local Rule 1915.1(a)(1). Scope. ....	138
Local Rule 1915.1(b). Definitions.....	139
Local Rule 1915.3(b)*(1). Scheduling of Hearing Date .....	139
Local Rule 1915.3(c). Commencement of Action. Complaint. Waiver. Fees. Refunds. ....	139
Local Rule 1915.3(d). Confirmation of Custody .....	141
Local Rule 1915.3(e). Grandparents. Third Parties. ....	142
Local Rule 1915.4-3. Orientation. Mediation. Confidentiality. Mediator. Qualifications. Conciliation. Psychological Evaluation and Home Study. ....	143
Local Rule 1915.9(a). Pre-Trial Procedures.....	145
Local Rule 1915.11-1. Appointment of Parenting. Coordinator.....	145
Local Rule 1915.12(a)(1). Civil Contempt for Disobedience of Custody Order, Petition, Service, Order. ....	147
Local Rule 1915.14(a). Noncompliance. Contempt. Arrest.....	147
Local Rule 1915.15(a)(1). Form of Complaint. Caption. Order. ....	147
Local Rule 1915.16(c). Form of Order and Notice, Joinder, Intervention.....	148
<b>Action of Divorce or for Annulment of Marriage.....</b>	<b>148</b>
Local Rule 1920.12. Complaint. Contents and Filing.....	148
Local Rule 1920.33. Joinder of Related Claims. Distribution of Property. Resolution of Claims for Equitable Distribution of Marital Property and Alimony. ....	149

Local Rule 1920.42. Affidavit and Decree Under Section 3301(c) or 3301(d) of the Divorce Code. Obtaining Decrees. ....	151
Local Rule 1920.46. Representative of Defendant in Military Service .....	152
Local Rule 1920.51. Hearing by the Court. Appointment of Master. Notice of Hearing. Contested and Uncontested Divorce Claims Under §§3301(a) and 3301(b) of the Divorce Code. ....	152
Local Rule 1920.55. Master’s Report. Notice. Exceptions. Final Decree. ....	155
Local Rule 1920.62. Proceedings by Indigent Parties. ....	155
Local Rule 1930. Domestic Relations Matters Generally. ....	156
Local Rule 1930.1. Electronic Filing in Family Division Matters. [Rescinded] .....	159
<b>Minors as Parties.....</b>	<b>159</b>
Local Rule 2039. Compromise, Settlement, Discontinuance and Distribution. ....	159
<b>Incapacitated Persons as Parties .....</b>	<b>160</b>
Local Rule 2064. Compromise, Settlement, Discontinuance and Distribution. ....	160
<b>Actions for Wrongful Death.....</b>	<b>161</b>
Local Rule 2205. Service of Notice to Persons Entitled to Damages. ....	162
Local Rule 2206. Settlement, Compromise, Discontinuance and Judgment. ....	162
<b>Joinder of Parties .....</b>	<b>162</b>
Local Rule 2232. Service of Notice to Persons Required to Be Joined. ....	162
<b>Enforcement of Judgments for the Payment of Money .....</b>	<b>162</b>
Local Rule 3121 Stay of Execution. Setting Aside Execution.....	162
Local Rule 3129.2 Notice of Sale. Real Property. ....	163
Local Rule 3139 Notice of Sheriff’s Return. ....	165
Local Rule 3146 Judgment Against Garnishee Upon Default or Admission in Answer to Interrogatories. ....	166
<b>Actions Upon Mechanics Liens, Municipal and Tax Claims and Charges on Land .....</b>	<b>166</b>
Local Rule 3190 Judgment. Execution. ....	166
Local Rule 3206 and 3207 Statement of Objection (“Goods Claim”). ....	167
Local Rule 3252 Writ of Execution. Money Judgments. ....	167
<b>Discovery — Expert Reports .....</b>	<b>167</b>
Local Rule 4002.1 Filing Discovery Material. Requests for Expert Reports in Professional Negligence and Product Liability Actions. ....	167
Local Rule 4003.5 Requests For Expert Reports in Professional Liability and Product Liability Actions. ....	168
<b>FORM 4003.5A Defendant’s Request to Plaintiff for Production of Expert Reports</b>	<b>172</b>
<b>FORM 4003.5B Plaintiff’s Request to Defendant or Additional Defendant for Production of Expert Reports .....</b>	<b>173</b>

<b>FORM 4003.5C Defendant’s or Additional Defendant’s Request to Other Defendant or Additional Defendant for Production of Expert Reports.....</b>	<b>173</b>
<b>FORM 4003.5D Plaintiff’s Praecipe Requesting that the Case be Placed on the Next Available Trial List.....</b>	<b>174</b>
<b>FORM 4003.5E Plaintiff’s Notice of Filing of Praecipe Requesting That the Case Be Placed on the Next Available Trial List .....</b>	<b>175</b>
Local Rule 4009.12 Authorizations. ....	175
<b>Actions for Support.....</b>	<b>176</b>
Local Rule 1910.5 Complaint. Order of Court.....	176
Local Rule 1910.6. Entry of Appearance.....	176
<b>FORM- Praecipe for Appearance .....</b>	<b>176</b>
Local Rule 1910.7. No Pleading by Defendant Required. Question of Jurisdiction or Venue or Statute of Limitations in Paternity.....	177
Local Rule 1910.10. Alternative Hearing Procedures.....	177
Local Rule 1910.12. Office Conference. Hearing. Record. Exceptions. Order. ....	177
<b>LOCAL RULES OF JUDICIAL ADMINISTRATION.....</b>	<b>179</b>
Local Rule 1901. Prompt Disposition of Matters; Termination of Inactive Cases – Civil Division Matters Only.....	179
Local Rule of Judicial Administration 5101 Custody of Exhibits. Definitions .....	179
Local Rule of Judicial Administration 5102 Custody of Exhibits. General Provisions.....	180
Local Rule of Judicial Administration 5103 Custody of Exhibits. Special Provisions .....	181
<b>LOCAL RULES OF CONDUCT, OFFICE STANDARDS AND CIVIL PROCEDURE FOR MAGISTERIAL DISTRICT JUDGES .....</b>	<b>182</b>
Local Magisterial District Judge Rule 409 Writ of Execution. Money Judgment Entered by Magisterial District Judge .....	182
Local Magisterial District Judge Rule 1005 Service of Notice of Appeal and Other Papers. ..	182
Local Magisterial District Judge Rule 1008 Appeal as Supersedeas. ....	183
Local Magisterial District Judge Rule 1011B Writ of Certiorari.....	183
Local Magisterial District Judge Rule 1016 Statement of Objections .....	184
Local Magisterial District Judge Rule 1019 Consideration of Statement of Objections by Court of Common Pleas.....	184



# **LOCAL RULES OF THE CIVIL AND FAMILY DIVISIONS OF THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**

## **The Court of Common Pleas**

### **Local Rule 1 Structure of the Court of Common Pleas of Allegheny County.**

- (1) The Court of Common Pleas of Allegheny County (Fifth Judicial District) consists of the following divisions:
  - (a) Civil Division: which includes General Docket (“GD”), Arbitration (“AR”), Landlord-Tenant (“LT”), Property Assessment Appeals to the Board of Viewers (“BV”), Mortgage Foreclosure (“MG”) and Statutory Appeal (“SA”) cases.
  - (b) Family Division, which includes the Adult and Juvenile Court sections;
  - (c) Orphans' Court Division; and
  - (d) Criminal Division.
- (2) Each Division of the Court is managed by an Administrative Judge, who is appointed by the Supreme Court of Pennsylvania.
- (3) The Office of the Clerk of the Court of Common Pleas (as defined at 42 Pa.C.S. § 2701 et seq.) is the Department of Court Records, which has three divisions:
  - (a) the Civil/Family Division;
  - (b) the Wills/Orphans' Court Division; and
  - (c) The Criminal Division.
  - (d) Documents filed with the court shall be filed in the appropriate division of the Department of Court Records.

#### **Credits**

Adopted Oct. 17, 2006, effective 30 days after publication in the Pennsylvania Bulletin. Amended Oct. 9, 2014, effective Jan. 12, 2015.

### **Local Rule 2 Notice by Publication.**

- (1) In all actions where notice is required to be given by advertisement in a newspaper, proof of publication shall be made by the affidavit of the owner, publisher or the designated agent

thereof and filed of record before the entering of any final order, decree or judgment.

- (2) The Pittsburgh Legal Journal is designated as the newspaper of this Court for the publication of legal notices. All notices which are required to be advertised in a newspaper shall also be advertised in the Pittsburgh Legal Journal.

Credits

[Adopted Oct. 17, 2006, effective 30 days after publication in the Pennsylvania Bulletin.]

### **Local Rule 3 Money Deposited in Court.**

- (1) Any officer or person distributing money in proceedings in this Court shall have the docket in the proper office receipted, or shall have received an acknowledged receipt and release for such sums paid.
- (2) Except as hereinafter provided, all money deposited with the Department of Court Records shall be deposited by the Department of Court Records in an institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. All deposits with the Department of Court Records in excess of Five Thousand Dollars shall be deposited by the Department of Court Records in interest-bearing accounts, or may be invested in United States Government obligations or United States Government guaranteed obligations.
- (3) All interest accrued on deposits, other than deposits of costs, made for a period of three (3) months or more in excess of Five Thousand Dollars (\$5,000.00) shall be paid to the party or parties ultimately determined to be entitled to the fund.
- (4) All accrued interest not distributed pursuant to subdivision (3) of this local rule shall be paid to the county treasurer.
- (5) The Department of Court Records shall charge for the benefit of the county a commission equal to one-half of one percent on all deposits of less than One Thousand Dollars and one-fourth of one percent on all deposits and interest accrued on deposits of One Thousand Dollars or more.
- (6) The Department of Court Records shall maintain a record of all moneys deposited, and paid out, setting forth the names of the parties from whom the money was received and to whom the money was paid, and the commissions charged pursuant to subdivision (5) of this rule.

### **Credits**

Adopted Oct. 17, 2006, effective 30 days after publication in the Pennsylvania Bulletin. Amended Oct. 9, 2014, effective Jan. 12, 2015.

## **Business of Courts**

### **Local Rule 76 Definitions.**

**“Board of Judges”** shall mean all members of the Court, excluding Senior Judges.

**“Court”** shall mean all divisions of the Court of Common Pleas of Allegheny County.

**“Local Rule”** shall mean any rule regulating practice or procedure promulgated by the Court of Common Pleas of Allegheny County pursuant to Section 323 of the Judicial Code (42 Pa.C.S. § 323).

**“Housing Court”** shall mean the special court within the Civil Division, which shall hear all matters involving residential landlord tenant disputes (which include the rental of property involving a mobile home), statutory appeals from public housing federal Section 8 grievance hearings, and all summary appeals relating to code enforcement matters involving properties leased or rented to residential tenants.

### **Credits**

[Adopted Oct. 17, 2006, effective 30 days after publication in the *Pennsylvania Bulletin*.

Amended Dec. 27, 2019, effective 30 days after publication in the *Pennsylvania Bulletin*.]

### **Local Rule 105 Bonds.**

- (1) **Bonds--Property.** All bonds, bail and security except those of approved surety companies, shall have endorsed or attached an affidavit showing the value of the property given as surety, and the liens upon it. The affidavit shall state whether the same property has been used as security for any other purpose and, if so, all details. The person liable for the debt shall not be qualified to act as surety for himself or herself.
- (2) **Bonds--Corporate Surety.** No corporation may act as sole surety or guarantor on bonds or undertakings in this Court unless it has been approved by the Orphans' Court Division of this Court.
- (3) **Bonds--Prohibited Sureties.** No attorney, sheriff, Department of Court Records, their deputies or Court personnel shall be admitted as surety in any action.

### **Credits**

[Adopted Oct. 17, 2006, effective 30 days after publication in the *Pennsylvania Bulletin*. Amended Oct. 9, 2014, effective Jan. 12, 2015.]

### **Local Rule 198 Actions Between Family Members.**

- (1) All cases between spouses, former spouses, or persons living as spouses shall be filed in the Family Division. Cases between other family members shall be filed in the Civil Division.
- (2) The Administrative Judge of the Division in which a case is filed has the authority, in consultation with the other Administrative Judge, to transfer a case to the other Division.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 200 Representation by an Attorney.**

- (1) Individuals may represent themselves or be represented by an attorney.
- (2) Except as otherwise provided by subdivision (3), a corporation, partnership and unincorporated association must be represented by an attorney.
- (3) A corporation, partnership or unincorporated association may be represented by an officer or by a partner in the following actions:
  - (a) a civil action brought in or appealed to this Court in which the relief sought is monetary damages which do not exceed the jurisdictional limit for an action before a Magisterial District Judge.
  - (b) an appeal from a judgment entered in a Magisterial District Judge Court in an action for the recovery of the possession of real property.

*Note:* A corporation must be represented by an attorney regardless of the amount in controversy if the lawsuit involves a dispute between shareholders or officers of the same corporation.

*Note:* See the opinion of Strassburger, J. in Hammond Press, Inc. v. Verzinskie, AR02-000702 (C.P. Allegheny 5/6/03).

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 205.2(a) Requirements Governing the Physical Characteristics of Pleadings, Petitions, Motions, and Other Legal Papers. Cover Sheets.**

- (1) **Basic Requirements.**
  - (a) Footnotes shall be single-spaced

*Note:* See Pa.R.Civ.P. 204.1 for other requirements.

- (b) All attachments, supporting documents, and exhibits shall be on eight and one-half inches by eleven inches paper at the time of filing with the Department of Court Records.

- (i) A smaller document shall be reproduced, if possible, on eight and one-half inches by eleven inches paper.
  - (ii) A larger document shall be reduced and reproduced to eight and one-half inches by eleven inches size, provided it will still be legible.
  - (iii) If it is not possible to obtain a legible photocopy of the document or exhibit because of unique characteristics or inherent limitations, e.g., maps, surveys, computer printouts, data processing cards, drafter's plans, tracing paper, red pencil marks, colored paper, tape recordings, cassettes, movies, etc., the filing party shall present the document or material to the Department of Court Records to be stamped, docketed, and filed. Each such special filing shall be accompanied by one (1) cover sheet.
- (c) In any case where a reproduced document under subdivision (b) above has been included in the pleadings or where a filing has been made under subdivision (b), and such reproduced document is not legible, an exact recitation of the contents of the document or evidence or, by agreement of the parties, the material sections of the same, shall be typed on white paper, eight and one-half inches by eleven inches in size, in twelve point type with double-spacing and margins of one inch on each side and the top and bottom of the page. This retyped document shall bear a certification of accuracy by counsel for the filing party.

*Note:* Local Rule 205.2(a) does not affect the provisions of Pa.R.Civ.P. 1019(i), requiring that copies of certain writings be attached to pleadings.

**(2) Proposed Orders of Court.**

Every preliminary objection, petition and motion shall include a proposed order of court which shall be the last page of the preliminary objection, petition, or motion.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

**Local Rule 205.2(b) Cover Sheet.**

- (1) (a) The first page of any pleading, petition, motion, or other legal paper shall be a cover sheet setting forth the items of information specified below, according to the format presented in Form of Cover Sheet (FORM 205.2(b)) (see subsection (3) below). If needed, a second page may be attached and numbered "Cover Sheet 2" at the bottom of the page.
  - (b) The lettering shall be in a font of no smaller than twelve-point size or an equivalent, and shall substantially follow the format in Form of Cover Sheet (FORM 205.2(b)) (see subsection (3) below).
- (2) **The information required includes:**
- (a) (In capital letters from left to right margins)

"IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA"

- (b) (In capital letters on left side of center) the complete names of all parties; if the party filing the attached pleading has made a previous filing, an appropriate and obvious shortened caption may be used.
- (c) (In appropriate upper and lower case, except where otherwise indicated, on the right side of center on separate lines):
  - (i) The specific DIVISION, i.e., CIVIL, FAMILY, CRIMINAL, or ORPHANS' COURT;
  - (ii) The docket number;
  - (iii) The issue number, if assigned and the date the case is listed for trial, if assigned;
  - (iv) The name of the pleading, in bold face and all capital letters;
  - (v) For Civil Division cases, the docket code which most accurately characterizes the primary cause of action (see Local Rule 205.2(b)(4) below);
  - (vi) If the action is filed as a class action, then "CLASS ACTION" shall be set forth on the line following the Civil Division docket code;
  - (vii) If the action involves real estate, then the address, municipality, ward if applicable, lot and block number shall be set forth;
  - (viii) The completed statement: "Filed on behalf of (party's name, party's relationship to case)";
  - (ix) The completed statement: "Counsel of Record: (attorney's name and Pennsylvania Identification Number, firm name, address and telephone number)"; and
  - (x) In cases in which a party is represented only by out-of-county counsel, the following notice shall appear: "Party Represented by Out-of-County Counsel Only."

*Note:* This notice is required to alert court personnel to the need to mail a notice of earliest trial date, pursuant to Local Rule 212.1(3). See also FORM 214, Praecipe to Place Case at Issue, paragraph 6, Local Rule 214(1)(b).

- (xi) Every pleading, petition and motion must include a Certificate of Service which sets forth the manner of service upon each party including the name of an attorney of record for each party that is represented and the address at which service was made.

(3)

**FORM 205.2(b) Cover Sheet**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**

JOHN DOE

Plaintiff

v.

BIG CORPORATION, INC.,  
and JANE DOE

Defendants

CIVIL DIVISION

GD No. \_\_\_\_\_

\*(Use AR or LT No. for Arbitration Cases and  
BV No. for Assessment Appeals.)

**TITLE OF DOCUMENT**

CLASS ACTION (if applicable)

Real Estate Involved:

600 Grant Street, Pittsburgh, PA 15219  
(Address, municipality, ward if applicable, lot  
and block number required in all cases  
involving real estate.)

Issue No. \_\_\_\_\_ (If assigned.)  
(Required after case is placed at issue. See  
Local Rule  
214(1).)

Date on GD Trial List \_\_\_\_\_ (Required  
after case appears on a published trial list for  
GD cases.)

Filed on behalf of Plaintiff, JOHN DOE  
Counsel of Record for this Party,

Henry Smith, Esquire Pennsylvania I.D. #12345  
Smith & Jones  
667 Fort Pitt Boulevard, Suite 121  
Pittsburgh, Pennsylvania 15219-3456  
412-281-1234  
412-281-5678 (fax) (Optional. See Pa.R.C.P.  
440(a)(1)(ii).)  
[smtt@acba.org](mailto:smtt@acba.org) (Optional. See Pa.R.C.P.  
205.4(g)(2).)

JURY TRIAL DEMANDED (Optional. See  
Pa.R.C.P. 1007.1.)

[New page] CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true and correct copy of the foregoing [Title of Document] has been served upon all other parties at the address(es) below via , this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[Name and address of counsel]

[signature] \_\_\_\_\_

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended Oct. 9, 2014, effective upon publication on the UJS Portal. Amended December 27, 2019, effective February 19, 2020

**Local Rule 205.4. Electronic Filing of Legal Papers in Allegheny County.**

*Note:* This Local Rule has been promulgated in compliance with Pa.R.Civ.P. 239.9(a) which provides, "If a court permits or requires the electronic filing of legal papers with the Department of Court Records, the court must promulgate a local rule designated Local Rule 205.4 which sets forth in detail the practice and procedure to file a legal paper electronically and includes the matters set forth in this rule."

- (a) (1) Beginning on November 13, 2023, use of the Allegheny County Department of Court Records Civil/Family Division (hereinafter "DCR") electronic filing system is mandatory for the filing of all legal papers, including original process, in all actions and proceedings brought in or appealed to the court except as noted in the subsections below or as otherwise ordered by the Court.

*Note:* A "legal paper" is defined in Pa.R.Civ.P. 205.4(2) as "a pleading or other paper filed in an action, including exhibits and attachments."

- A. Use of the DCR's electronic filing system is not permitted for the following Civil Division Filings:
1. Initial filings in Petitions for Name Change;
  2. Initial filings for Exemplification of Records;
  3. Initial filings for appeals from a Judgment Entered by a Magisterial District Judge in cases seeking possession of residential property ("Landlord Tenant Disputes").
  4. Initial Filings for Eminent Domain cases
- B. Use of the DCR's electronic filing system is not permitted for the following Family Division filings:
1. Legal papers relating to Protection from Abuse matters which must be processed with the PFA office in Family Division before they can be filed.



2. Legal papers relating to custody, partial custody or visitation matters which must be processed through the Generations office before they can be filed.
3. Legal papers relating to spousal or child support must be processed through Family Division before they can be filed.
4. Legal papers relating to divorce which contain or address counts or counterclaims for support, alimony pendente lite, alimony or custody, partial custody, and visitation, must be processed through the offices to which reference is made in (D)(1), (2) or (3) of this subsection.

*Note:* Divorce pleadings which do not include or address any of the counts enumerated above may be filed electronically, including but not limited to, § 3301(c) or § 3301(d) affidavits of consent, counter-affidavits, waiver of notice of intention to request entry of a decree, notice of intention to request a divorce decree, and praecipe to transmit the record.

5. All legal papers which must be presented to a Family Division Judge in motions court before filing with the office of the DCR.

- (b) (1) Legal papers may be filed using the DCR's electronic filing system in the following file formats only: Portable Document Format (.pdf), Microsoft Word (.doc or .docx). In the event any legal paper or exhibit is submitted to the DCR in a hard-copy format, the DCR shall convert to, receive, and maintain such legal paper or exhibits as a PDF, and the DCR shall return the hard-copy legal paper or exhibit to the filing party for retention as required by Pa.R.Civ.P. 205.4(b)(5).
- (c) (1) [RESERVED]
- (2) All legal papers or exhibits shall be filed using the DCR electronic filing system, which can be accessed on the DCR's Website at <https://dcr.alleghenycounty.us>.
  - (A) To obtain access to the DCR's electronic filing system, attorneys and any unrepresented party must register for a User ID and Password using the "Register" Link at the DCR's website. The User ID for Pennsylvania licensed attorneys is their Supreme Court of Pennsylvania identification number issued by the court. Non-attorney users may, at the time of registration, designate any unique combination of letters or numbers they may wish to use as a User ID.
  - (B) After registering for a User ID and password, attorneys may designate another User ID to act as their proxy for the purposes of electronic filing.
  - (C) Out-of-State Attorneys who have been admitted Pro Hac Vice by Order of Court can register for an account as if they were a Non-attorney user under (c)(2)(A). To gain the same access as Pennsylvania Licensed attorneys, the Out of-State Attorney must contact the Department of Court Records at [civil@alleghenycounty.us](mailto:civil@alleghenycounty.us)
- (d) (1) The following credit and debit cards may be used on the DCR's electronic filing website to pay filing-related fees: Visa, MasterCard, Discover, and American Express. Such fees may

also be paid by depositing in advance sufficient funds with the DCR. The DCR may also accept payments by electronic checking/ACH (Automatic Clearing House). See the DCR website for additional information.

(A) The procedures for payment of the fees and costs of the DCR shall be set forth on the DCR's Website-<https://dcr.alleghenycounty.us>

| *Note:* A Party may proceed without paying DCR's filing related fees if an attorney files a Praecipe to Proceed *In Forma Pauperis*, or the Party files, and the court grants, a Petition to Proceed *In Forma Pauperis* pursuant to Pa.R.Civ.P. 240, et seq. Failure to comply with Pa.R.Civ.P. 240, et seq, may result in the Party's appeal being stricken or a Judgment of *Non-Pros* entered against them.

(e) [RESERVED]

(f) When a legal paper has been successfully transmitted electronically, the following procedures shall be followed:

(1) The DCR's electronic filing system shall generate a printable acknowledgement page and shall transmit to the filing party an initial email confirming the electronic receipt of the legal paper and the date and time thereto.

(2) Subsequently, after the DCR has processed the electronic filing, the DCR shall transmit, to the filing party, an email stating the date and time of acceptance of the filing or stating that the filing has not been accepted and the reasons for non-acceptance.

(3) If the DCR accepts a filing, it shall be deemed to have been filed as of the date and time it was received by the DCR's electronic filing system.

(4) A legal paper will not be considered filed if the DCR responds to the filing by notifying the filing party that they have not (i) maintained with the DCR sufficient funds to pay the fees and costs of the filing or (ii) authorized payment by credit or debit card of such fees and costs. The DCR is authorized to reject a filing of a legal paper submitted without the requisite payment.

(5) The DCR shall maintain an electronic file for the legal papers, including original process, in any civil action or proceeding at law or in equity brought in or appealed to the court, including any action pursuant to the Eminent Domain Code of 1964 or the Municipal Claims Act of 1923.

(6) Neither the Court, nor the DCR is required to maintain a hard copy of any legal paper, or exhibits, or order filed or maintained electronically under this rule.

(7) If the DCR refuses to accept a legal paper for filing, the DCR shall transmit to the filing party an email specifying the reason. Subject to the provisions of Pa.R.Civ.P. 205.4(e)(1), a legal paper refused for filing shall be deemed as not having been filed.

(A) Except as set forth in subparagraph (C) below, if the DCR refuses to accept a filing, the filing will nonetheless be deemed to have been filed at the date and time it was first received by the DCR's electronic filing system if:

(1) Within three (3) business days, the filing party resubmits the legal paper through the electronic filing system curing the defect noted by the DCR in the rejection.

(2) Once the legal paper is resubmitted, the filing party must notify the DCR of the resubmitted filing via an email to [civil@alleghenycounty.us](mailto:civil@alleghenycounty.us), identifying the original submission ID number of the rejected filing, the submission ID number of the resubmitted filing, the reason the DCR originally rejected the filing and a brief explanation how the defect was cured in the resubmitted filing. Both submission ID numbers can be found on the acknowledgment page provided by the DCR at the time of submission.

*Note:* Parties are encouraged to use the cure provisions of subparagraph (A) in only those instances where the party will be prejudiced if the legal paper is not deemed to have been filed at the date and time it was originally received by the DCR's electronic filing system.

(B) If the DCR refuses to accept a filing and the filing party fails to comply with subparagraph (A), the filing party may still cure the defect and resubmit the filing, but the accepted filing will be deemed to have been filed at the date and time it was received by the DCR's electronic filing system.

(C) Submitting a legal paper for filing without (1) sufficient funds to pay the fees and costs of the filing, or (2) authorizing payment of the fees by credit card, debit card or other means is not curable under (f)(7)(A).

- (g) If a legal paper is electronically filed and accepted, the DCR will automatically notify all case participants with verified emails who have previously submitted electronic filings in the same case. The DCR is authorized to serve all case participants with verified emails who have previously submitted electronic filings in the same case with any Notice required under Pa.R.Civ.P. 236 or other rules of court. The filing party shall serve all others as required by rules of court.

*Editor's Note:* Adopted April 5, 2012, effective February 22, 2013. Amended December 27, 2019, effective February 19, 2020. Amended November 29, 2021, effective January 11, 2022. Amended October 13, 2023, effective November 13, 2023.

#### **Local Rule 1930.1 Electronic Filing in Family Division Matters.**

[Rescinded in its entirety.]

*Note:* See Local Rule 205.4 for information regarding e-filing of Family Division matters.

#### **Local Rule 206.4(c) Procedures for the Disposition of Petitions.**

- (1) **Scope.**

This local rule describes the procedures for an application to strike and/or open a default judgment or a judgment of non-pros governed by Pa.R.Civ.P. 206.1, et seq.

*Note:* This court has not promulgated a local rule, numbered Local Rule 206.1(a)(2), which provides for any other application to be governed by Rule 206.1, et seq.

(2) General Docket and Arbitration Docket Cases – Striking and/or Opening a Default Judgment or a Judgment of Non-Pros.

- (a) A petition to strike and/or open a default judgment or a judgment of non-pros shall be presented to the General Motions Judge. It may be presented only after service of a copy of the petition and notice of the date of presentation on all other parties. Except in cases of emergency or with the consent of all other parties, the date of presentation shall be at least ten (10) days after service of a copy of the petition and notice of the date of presentation.

*Note:* The court does not schedule the date and time of presentation. The petitioner selects a date and time at which the General Motions Judge is hearing motions and petitions. See Civil Division link on the Website of the Common Pleas Court of Allegheny County ([www.alleghenycourts.us](http://www.alleghenycourts.us)) for the name and courtroom of the judge who is sitting as the General Motions Judge and the times that matters which have not been scheduled with the court may be presented. Ordinarily, unscheduled matters may be presented each day at 9:30 A.M. and 1:30 P.M.

If the case is on the trial list, the petition shall be presented to the Calendar Control Judge. See Local Rule 208.3(a)(3).

- (b) If, upon presentation of the petition, a rule to show cause is entered, the court order issuing the rule shall set the time within which the answer to the petition shall be filed and the time within which depositions shall be completed. If the court order does not set an argument date, at any time after the date by which the depositions were to be completed, any party may order the cause for argument before the General Motions Judge by filing a praecipe to set a date and time for the final argument and transmitting a copy of the praecipe to the following email address: [Civilgenmotions@alleghenycourts.us](mailto:Civilgenmotions@alleghenycourts.us). The Chief Motions Clerk shall notify the moving party of the time and date for the final argument and the moving party shall promptly serve written notice thereof upon all other parties to the proceedings.
- (c) Depositions and other evidence that a court may consider shall be filed at least fourteen (14) days before the argument date.
- (d) Briefs are required. The brief of the moving party shall be filed with the Department of Court Records and served on all other parties at least fourteen (14) days prior to the argument. The brief of the party opposing the petition shall be filed at least seven (7) days prior to the argument.
- (3) Housing Court Cases – Striking and/or Opening Default Judgments and Judgments of Non-Pros.

- (a) All petitions to strike and/or open a default judgment or a judgment of non-pros shall be electronically filed pursuant to Local Rule 205.4.
- (b) The Petitioner must request that the petition be scheduled for oral argument by submitting the petition and a proposed order in Microsoft Word format to the Housing Court Help Desk email at [HCHelpdesk@alleghenycourts.us](mailto:HCHelpdesk@alleghenycourts.us). Once the moving party receives the argument date, the moving party shall immediately serve copies of the petition on all other parties with notice of the date and time of the argument.
- (c) The Petitioner shall notify a Housing Court Clerk (412-350-4462) if the petition scheduled for argument becomes moot. Otherwise, if the petitioner does not appear on the date of the argument, the court will enter an order dismissing the petition for failure of the moving party to appear.

*Note:* A form for filing a petition to strike and/or open a default judgment for pro se petitioners is available at the Housing Court Help Desk and on the Fifth Judicial District's website.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020. Adopted November 29, 2021, effective January 11, 2022.

#### **Local Rule 208.2(d) Uncontested Motion Certification**

- (1) A motion that is represented to be uncontested shall contain a certification, substantially in the form found on the Court's "Uncontested Motions Coversheet", by the moving party or counsel for the moving party that they have conferred with all interested parties, the full text of the motion and proposed order has been disclosed, and that the requested relief is uncontested. Uncontested Motions shall be presented pursuant to Local Rule 208.3(a)(6)(b)(iii)

#### **Local Rule 208.2(e) Certification of Good Faith Attempt to Amicably resolve Discovery Motions**

- (1) All Discovery Motions shall contain a certification, substantially in the form found on the Court's "Discovery Motions Form", that the moving party has conferred with all other parties in an attempt to resolve the discovery disputes at issue. In the event the moving party was unable to confer with any party, the attempts made to confer with that party shall be specifically set forth in the Motion.

#### **Local Rule 208.3(a) Procedures for the Disposition of Motions.**

- (1) As used in this rule, "motion" means any application to the court made in any civil action or proceeding except as provided by subdivisions (b) (1) and (2) of Pa.R.Civ.P. 208.1.
  - (a) This court has not promulgated a local rule, numbered Local Rule 208.3(b), because this court has not imposed requirements for the filing of a response or a brief with

respect to any motion. However, the parties are encouraged to submit briefs when it is anticipated that the court will want to consider briefs before deciding the issue.

- (b) This local rule does not govern motions filed in specially assigned cases (see the court's website page for a list of the specially assigned case types) or any other case specially assigned by an order of court to a single judge. Procedures for disposition of motions in specially assigned cases may be established by case management orders, standard operating procedures, or other directives issued by the assigned judge.

*Note:* At the time of these amendments the following matters are identified on the Court's website as specially assigned case types: Abandoned & Blighted Property Conservator (see Local Rules 701 et seq.), Asbestos, Class Action, Commerce & Complex Litigation Center, Construction, County Beverage Tax, Election, Eminent Domain, Mortgage Conciliation, Pennsylvania Liquor Control Board, Prisoner Rights, Right-to-Know, Save Your Home, Special Name Change (see Local Rule 505), Structured Settlement Approvals, Toxic Substance, Water Exoneration Hearing Board Appeals, and Zoning. This list is periodically updated.

- (c) Procedures for disposition of the following are set forth in the following local rules:
  - (i) Preliminary objections (governed by Local Rule 1028(c)),
  - (ii) Motions for judgment on the pleadings (governed by Local Rule 1034(a)),
  - (iii) Motions for summary judgment (governed by Local Rule 1035.2(a)), and
  - (iv) Petitions to strike and/or open a default judgment or a judgment of non-pros (governed by Local Rule 206.4(c)).
- (2) Procedure applicable to all motions: A motion may be presented only after service of the copy of the motion and notice of the date, time, and location of presentation on all other parties. Except in cases of emergency, or with the consent of all other parties, the date of presentation shall be at least ten (10) days after service of a copy of the motion and the notice of the date of presentation.

*Note:* If after reviewing Sections (3) through (6) below questions remain as to where a motion should be presented or which judges should hear a particular motion, please send an inquiry email to [Civilgenmotions@alleghenycourts.us](mailto:Civilgenmotions@alleghenycourts.us).

### **(3) Calendar Control Judge**

- (a) The Calendar Control Judge shall hear the following:
  - (i) All motions in any case that appears on a published trial list shall be presented to the Calendar Control Judge. This includes all motions that would otherwise have been heard by the General Motions Judge or the Discovery Motions Judge.

*Note:* The docket will show if a case has been listed for trial on a published trial list. For docket entries, go to <https://dcr.alleghenycounty.us> and click on Civil/Family Division, then "Search" and enter the docket number.

- (ii) All motions relating to the following matters, regardless of whether a case has been listed for trial or has appeared on a published trial list:

- (a). the compromise, settlement, and discontinuance of an action to which a minor is a party;

*Note:* See Local Rule 2039 for the procedures governing a petition presented pursuant to Pa.R.Civ.P. 2039.

- (b). the compromise, settlement, and discontinuance of an action to which an incapacitated person is a party;

*Note:* See Local Rule 2064 for the procedures governing a petition presented pursuant to Pa.R.Civ.P. 2064.

- (c). praecipes to place at issue; and
  - (d). contested motions for continuance of an arbitration hearing, other than in Housing Court cases, which are presented to the Housing Court Judge. Such motions shall be presented using the Cover Sheet and Adjournment of Hearing Form (Form 208.3(a)) which is available on the Court's website at <https://www.alleghenycourts.us/civil/arbitration.aspx>.

*Note:* To reschedule an arbitration hearing date with agreement of all parties, an Adjournment of Hearing Form shall be presented to the arbitration email at [civilarb@alleghenycourts.us](mailto:civilarb@alleghenycourts.us). These procedures are published on the Court's website at <https://www.alleghenycourts.us/courts/arbitration.aspx>.

(b) Presentation:

- (i) The Calendar Control Judge does not schedule the date or time of presentation. The moving party/petitioner selects the date and time for presentation.

*Note:* Calendar Control Motions are generally held at 9:30 a.m. Please refer to the Calendar Control Judge's standard operating procedures and the Calendar Control Motions schedule, which can be found at: <https://www.alleghenycourts.us/civil/about/calendar-control>.

- (ii) A courtesy copy shall be provided to the Calendar Control Judge in advance of presentation of the motion.

(4) **Discovery Motions Judge**

- (a) The Discovery Motions Judge shall hear the following:

- (i) All discovery motions for General and Arbitration Docket cases that have not yet appeared on a published trial list or been assigned a trial date; with the exceptions set forth below in subsection (iv) this includes Arbitration Docket cases which have been assigned an arbitration hearing date (although such motions are disfavored);

*Note:* The scheduling of an arbitration hearing does not constitute appearance on a published trial list or the assignment of a trial date.

- (ii) All motions relating to pre-complaint discovery;
  - (iii) Discovery in aid of execution;
  - (iv) All motions to dismiss based upon affidavits of non-involvement pursuant to Pa.R.Civ.P. No. 1036, et seq.
- (b) The following discovery motions will not be heard by the Discovery Motions Judge and shall be heard by the General Motions Judge:
    - (i) Requests for injunctive relief, including discovery on requests for injunctive relief; and
    - (ii) Discovery disputes relating to or arising out of a Rule to Show Cause issued by the General Motions Judge.
  - (c) Discovery motions assigned to a specific Judge shall be heard by the assigned judge.
  - (d) Presentation
    - (i) The Discovery Motions Judge shall determine the method of submission, hearing date/time, and format of hearings, at the Discovery Motions Judge's discretion, pursuant to the procedures located on the Court's Website.
    - (ii) Absent compelling circumstances, the court requires the parties to conduct a meaningful "meet and confer" prior to presentation of any contested motion. The court will inquire into the specifics of the meet and confer during the hearing.

*Note:* See Local Rule 208.2(e) regarding the requirements for the "Certification of Good Faith Attempt to Amicably resolve Discovery Motions"

- (iii) All parties must bring an additional coversheet/caption for the benefit of the Court Reporter.
- (iv) The moving party shall indicate whether the motion is contested or uncontested/unopposed. If a party is unable to represent to the clerk affirmative assent to a motion being uncontested/unopposed, the motion shall be classified as contested. See explanatory note below.



- a. Uncontested or unopposed motions will be heard first, followed by contested motions.

*Note:* In presenting a motion as uncontested or unopposed, counsel certifies to the court that a copy of the motion, exhibits, and any proposed order was served on every other party or attorney of record.

**(5) Housing Court Judge**

- (a) The Housing Court Judge shall hear the following:

- (i) All motions involving Housing Court cases. (See Local Rule 76 Definitions for information relating to which cases shall be assigned to the Housing Court or ruled upon the Housing Court Judge.);
- (ii) All contested requests for the continuance of an arbitration hearing in a Housing Court matter; and
- (iii) All Motions for Late Appeal of Disposition from a Magisterial District Judge in a Landlord Tenant Proceeding.

- (b) Presentation:

- (i) Except for initial filings as set forth in Local Rule 205.4(a)(1)(B)(3) (i.e., Motions to File Late Appeal), all Housing Court Motions must be electronically filed pursuant to Local Rule 205.4.
  - (a) Prior to electronically filing the motion with the Department of Court Records, the moving party must request an argument date by submitting the motion to the Housing Court Help Desk email at [HCHelpdesk@alleghenycourts.us](mailto:HCHelpdesk@alleghenycourts.us). The Help Desk will provide a date and time for argument, which the moving party shall include in a notice of presentation when electronically filing the motion. The Court may not hear argument if the docketed motion does not have a completed Notice of Presentation, with the date and time of argument provided by the Housing Court Help Desk.
  - (b) After electronically filing the motion with the provided argument date, the Moving party shall serve a copy of the motion on all other parties with the notice of the date and time of the argument.

*Note:* For further information concerning Housing Court procedures, forms and protocols, Parties should go to the Court's website at <https://www.alleghenycourts.us/civil/about/housing-court/>.

- (ii) The party seeking a contested continuance of an arbitration hearing shall present to the Housing Court Judge an Adjournment of Hearing Form (FORM 208.3(a)) (see subsection (3)(a)(ii)(d) above), which may be obtained from the Housing Court Clerk at the Housing Court Help Desk: First Floor City-County

Building, or by going to the Court's website, and specifically the arbitration page where such forms are available to download.

*Note:* If all parties agree to the continuance, the Housing Court Clerk has the authority to sign the Adjournment of Hearing continuing the case (FORM 208.3(a)) (see subsection (3)(a)(ii)(d) above).

- (iii) Motion for Late Appeal shall be filed in person pursuant to Local Rule 205.4(a)(1)(A)(3) with the Department of Court Records and a copy
- (iv) immediately provided to the Housing Court Clerk (See Housing Court Help Desk: First Floor City County Building, for Forms relating to Motions for Late Appeal).
  - (a). The Housing Court Clerk will schedule the motion with the Housing Court Judge. The motion will generally be scheduled on a date which provides all other parties with ten (10) days' notice of the scheduled argument date. However, if an eviction is scheduled, the Housing Court Clerk will make every effort to schedule argument on Motion for Late Appeal before the scheduled eviction, although the Court may not be able to schedule a hearing before the eviction date. The filing party is responsible for informing the Housing Court Clerk of the date of any scheduled eviction.
  - (b). The filing party is required to serve the Motion for Late Appeal upon the opposing party, and if the filing party is the tenant, also required to serve the Motion for Late Appeal upon the Magisterial District Court issuing the Disposition.

**(6) General Motions Judge**

- (a) The General Motions Judge shall hear the following for any General and Arbitration Docket case that has not yet appeared on a published trial list or been listed for trial:
  - (ii) All motions relating to the following:
    - (a). pleadings including amendments, joinder of parties, late joinder of additional defendants;
    - (b). withdrawal and disqualification of counsel;
    - (c). discontinuances, consolidation, severance, and coordination of actions in different counties (Pa.R.Civ.P. 213.1);
    - (d). transfers between Arbitration and General Docket;
    - (e). certificates of merit (Pa.R.Civ.P. 1042.1, et seq.);

- (f). requests for injunctive relief, including discovery on requests for injunctive relief; and
    - (g). discovery disputes relating to or arising out of a Rule to Show Cause issued by the General Motions Judge.
  - (iii) All motions for any Arbitration Docket case prior to listing for trial, except:
    - (a). discovery motions, which shall be presented to the Discovery Motions Judge;
    - (b). the compromise, settlement, and discontinuance of an action to which a minor is a party, which shall be presented to the Calendar Control Judge;
    - (c). the compromise, settlement, and discontinuance of an action to which an incapacitated person is a party, which shall be presented to the Calendar Control Judge;
    - (d). contested requests for the continuance of an arbitration hearing, which shall be presented to the Calendar Control Judge.
  - (iv) All petitions to strike and/or open a default judgment or a judgment of non-pros (the procedure including presentation, for which is found at Local Rule 206.4(c), not below);
  - (v) All motions not otherwise addressed in Local Rules 208.3, 1028(c), 1034(a), or 1035.2(a).
- (b) Presentation:
- (ii) The General Motions Judge hears motions daily at 9:30 a.m. in Courtroom 703. The General Motions Judge does not schedule the date or time of presentation. The moving party/petitioner selects the date and time for presentation.
  - (iii) The original motion must be electronically filed pursuant to Local Rule 205.4 with the Department of Court Records. A copy of the motion shall be provided to the Chief Motions Clerk prior to presentation.
  - (iv) A motion which is uncontested, and which contains the certification required by Local Rule 208.2(d), may be presented in person or by emailing the Motion with a proposed order in Microsoft Word format to [civiluncontestedmotions@alleghenydcourts.us](mailto:civiluncontestedmotions@alleghenydcourts.us).
  - (v) For all Contested Motions, a copy of the Motion shall be provided to the Judge assigned to sit as the General Motions Judge on the date the motion is noticed for presentation pursuant to subparagraph (i). If the motion is resolved or is

moot prior to the noticed argument date, the moving party shall notify the Judge to whom they provided notice.

Note: Judicial Assignments for General Motions can be found at <https://www.alleghenycourts.us/civil/about/general-motions/>. Procedures for providing copies of the motion can be found in each Judge's Standard Operating Procedures, found at <https://www.alleghenycourts.us/civil/judicial-chambers-operating-procedures>.

(vi) The General Motions Supervisor/Clerk will file any order issued by the Court

**FORM 208.3(a) Arbitration Adjournment of Hearing Form and Cover Sheet**  
**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**  
**CIVIL DIVISION**

COVER SHEET

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <div style="text-align: center;">Plaintiff</div> <div style="text-align: center;">v.</div> <div style="text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> Defendant(s)</div>	<div style="text-align: center;">CIVIL DIVISION</div> <div>GD No <hr style="display: inline-block; width: 150px; border: 0; border-top: 1px solid black; margin: 0 10px;"/></div> <div>*(Use AR or LT No. for Arbitration Cases and BV No. for Assessment Appeals.)</div> <div>Type of Pleading</div> <div><b>Adjournment of Arbitration Hearing</b></div> <div>Filed on behalf of</div> <div>(Name of Filing Party)</div> <div><hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/></div> <div>[ ] Counsel of Record</div> <div>[ ] Individual, if <i>Pro Se</i></div> <div><hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/></div> <div>Address, Telephone Number, and Email Address:</div> <div><hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/></div> <div>Attorney's State ID: <hr style="display: inline-block; width: 120px; border: 0; border-top: 1px solid black; margin: 0 10px;"/></div> <div><hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/></div> <div>Attorney's Firm ID: <hr style="display: inline-block; width: 120px; border: 0; border-top: 1px solid black; margin: 0 10px;"/></div> <div><hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/></div>
---	--

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY PENNSYLVANIA**

**ARBITRATION SECTION**

_____	No. _____, 20__
_____	Presently listed _____
	No. of Times Continued _____
vs	Landlord/Tenant Action _____
_____	
_____	

A false certification of consent of all parties is subject to the provisions of 18 Pa.C.S.A. § 4904 (a) pertaining to unsworn falsification to authorities and is sanctionable under 42 Pa.C.S.A. § 2503.

**ADJOURNMENT OF HEARING**

On \_\_\_\_\_, 20\_\_\_\_, on order of court, the date of hearing is adjourned to \_\_\_\_\_, 20\_\_\_\_\_.

Stipulation

_____	<b>BY THE COURT:</b>
_____	_____

REASON FOR CONTINUANCE:

*Note:* A Microsoft Word version of this form can be obtained and downloaded from the Civil Arbitration page of the Court's website at **<http://www.alleghenycourts.us/civil/about/about-arbitration/>**

[Editor's Note: Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.]

### **Local Rule 210 Requirements Governing the Form and Content of a Brief.**

All briefs in excess of ten (10) pages shall contain a table of contents and a table of citations.

*Note:* See Local Rule 1028(c)(1)(b)(iii) which imposes page limits for briefs addressing preliminary objections. See Pa.R.C.P. 204.1 and Local Rules 205.2(a) and 205.2(b) for requirements governing the physical characteristics of pleadings and other legal papers (including briefs) and cover sheets.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 212.1 Pre-Trial Procedure for All Actions in the Civil Division of the Court of Common Pleas of Allegheny County. Notice of Earliest Trial Date. Time for Completing Discovery and Filing Pre-Trial Statement.**

1. Pa.R.Civ.P. 212.1 through 212.3 and Local Rules 212.1 through 212.3 apply to all civil actions, both jury and nonjury, to be tried in the Civil Division; appeals from Compulsory Arbitration shall be exempt unless such cases include a demand for a jury trial, and under such circumstances parties involved in such a case must comply with Local Rules 212.1 through 212.3.
2. **Definitions.** In these rules, the following words shall have the following meanings:
  - a. *"pretrial conference"*—a conference scheduled by the Court in accordance with Pa.R.Civ.P. 212.3 in which, in addition to matters set forth in Pa.R.Civ.P. 212.3, the Court shall:
    - i. determine whether the parties have complied with this local rule; and
    - ii. attempt an amicable settlement of the case.
  - b. *"Conciliating Judge"*—the Judge assigned to conduct the pre-trial conference.
3. **Notice of Earliest Trial Date. Time for Completing Discovery and Filing Pre-Trial Statement.** Notices required by Pa.R.Civ.P. 212.1 shall be given by publication in the *Pittsburgh Legal Journal*, and notice shall be provided to unrepresented parties and to those out of county counsel identified in paragraph 6 of the Praecept to Place the Case at Issue (see FORM 214).

*Note:* As soon as there is a published trial list, trial dates appear as docket entries in each individual case on the trial list. Docket entries are available online at: <https://dcr.alleghenycounty.us/> and click on Civil/Family Division, then "Case Search" (in upper right corner) and enter the docket number. Additionally, published trial lists are also available on the Civil Division's website <https://apps.alleghenycourts.us/Civil/CaseScheduling.aspx>

Trial lists are generally published in the Pittsburgh Legal Journal 6 months prior to commencement of the trial term. Pre-trial deadlines are generally as follows: 16 weeks prior to commencement of the trial term for the close of discovery; 14 weeks prior to commencement of the trial term for plaintiffs' pre-trial statements; 12 weeks prior to commencement of the trial term for all other parties' pre-trial statements; and 45 days prior to the commencement of the trial term for completion of mediation pursuant to Local Rule 212.7. The general schedule set forth in this Note is only advisory and may vary from the controlling dates and deadlines published in the Pittsburgh Legal Journal.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

#### **Local Rule 212.2 Pre-Trial Statement.**

- (a) Each party shall file and serve upon all other parties a written pre-trial statement in conformity with the requirements of Pa.R.C.P. 212.2, except as set forth in (b) below.
- (b) For cases which will be tried by the jury, each party or group of parties with joint representation by one counsel shall be entitled to make a voir dire statement and to propose no more than five additional voir dire questions which are not duplicative of the voir dire already covered in Local Rule 220.1 and the Juror Questionnaire. If the party or group of parties wishes to avail itself of this opportunity, the following shall be included in the pre-trial statement:
  - (i) Verbatim text of the voir dire statement of 200 words or fewer, which will be given by counsel at the outset of voir dire; and
  - (ii) Not more than five proposed additional voir dire questions, which shall be handled in accordance with Local Rule 220.1(c).
- (c) Disputes as to the propriety of any party's proposed voir dire statement or proposed voir dire questions shall be raised with the Calendar Control Judge during the conciliation which is scheduled immediately after the Call of the List. Each party shall bring to the conciliation an extra set of copies of their proposed voir dire statement and proposed additional voir dire questions.
- (d) Should a party, parties, or the Calendar Control Judge request that a Judge preside over voir dire and jury selection, the Judge presiding over the voir dire and jury selection shall have complete discretion over the voir dire and jury selection process, notwithstanding the preceding subsections of this local rule.

*Note:* The deadline for each party to file and serve its pre-trial statement is published with the trial list in the Pittsburgh Legal Journal. Generally, Plaintiffs are required to fulfill the requirements of Pa.R.C.P. 212.2 forty-five (45) days prior to the commencement of the trial term in which the case is listed, and all other parties are required to fulfill the requirements of Pa.R.C.P. 212.2 thirty (30) days prior to the commencement of the trial term in which the case is listed.



*Editor's note:* Adopted October 4, 2006, effective December 4, 2006. Amended October 14, 2008, effective 30 days after publication in the *Pennsylvania Bulletin*. Amended December 27, 2019, effective February 19, 2020.

### **Local Rule 212.3 Conduct of Pre-Trial Conference.**

- (1) The conduct of the pre-trial conference shall be in conformity with Pa.R.Civ.P. 212.3.
- (2) Notice of the time, date and Conciliating Judge for the pre-trial conference shall be provided by publication in the Pittsburgh Legal Journal, and notice shall be provided to unrepresented parties and to those out-of-county counsel who submitted notice of their address to the Calendar Control section of the Civil Division at the time the case was placed at issue.

*Note:* The dates and times of pre-trial conciliations are also available on the Civil Division's website at: <https://apps.alleghenycourts.us/Civil/CaseScheduling.aspx>

- (3) Any application for rescheduling a pre-trial conference shall be addressed to the Conciliating Judge before whom the pre-trial conference is scheduled.

*Note:* See Local Rule 214(5)(f) regarding petitions to continue the trial of cases on the General Docket.

- (4) Unless excused by the Conciliating Judge, each party with a financial interest and each non-party with a financial interest (such as insurers) shall be present with full authority to settle the case. However, parties without a financial interest need not attend.
- (5) The Judge presiding at the pre-trial conference may impose such sanctions as are deemed appropriate against counsel and/or the party(ies) for failure to comply with this rule.
- (6) **Housing Court Judge.** Actions involving residential landlord tenant disputes (which include the rental of property involving a mobile home), statutory appeals from public housing and federal Section 8 grievance hearings, and all code enforcement matters involving properties leased or rented to residential tenants shall be assigned to the Housing Court and heard by the Housing Court Judge.

*Note:* Pre-trial conferences and other pre-trial procedures in cases assigned for trial to a particular Judge may be conducted according to the procedures directed by that Judge.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

### **Local Rule 212.7 Mandatory Mediation.**

- (1) All parties shall participate in a formal mediation process no later than 45 days prior to commencement of the assigned trial term, as published in the Pittsburgh Legal Journal pursuant to Local Rule 212.1(3). This requirement shall apply unless:
  - (a) The Calendar Control Judge excuses the case from mediation upon motion and good cause shown; or

*Note: At the discretion of the Calendar Control Judge, "good cause" may include, but is not limited to, the expense of mediation relative to a party's perceived valuation of the case, as well as a party's inability to afford the expense of mediation.*

- (b) All parties agree to waive mediation and file a Certification pursuant to Section (3)(a)(iii) of this rule.
- (2) Except by agreement of all parties, all parties with a financial interest and all non-parties with a financial interest (such as insurers) shall attend mediation with full authority to settle the case. Parties without a financial interest need not attend.
- (3) Certification.
  - (a) No later than 45 days prior the commencement of the assigned trial term (or 15 days prior to the scheduled trial date for asbestos cases), the Plaintiff and/or Plaintiff's Counsel shall file a Certification indicating that:
    - (i) The case was mediated, and all claims have been or soon will be resolved;
    - (ii) The case was mediated, but all or some claims remain pending for trial; or
    - (iii) The parties have agreed in writing to waive mediation.
    - (iv) The Calendar Control Judge has ordered the case excused from mandatory mediation
  - (b) The Plaintiff or Plaintiff's Counsel shall file the Certification with the Department of Court Records and submit the Certification to the Calendar Control Office via e-mail to [CivilCalendarControl@alleghenycourts.us](mailto:CivilCalendarControl@alleghenycourts.us). Should the Plaintiff and/or Plaintiff's Counsel fail to timely file and submit a Certification, any other party may do so.
  - (c) Failure to file the Certification required by subsection (a) and/or serve a copy of the Certification upon the Calendar Control section of the Civil Division as required by subsection (b) above shall result in the Plaintiff's Counsel being sanctioned by the Court \$250.00. Where the Plaintiff is unrepresented, and/or where good cause is shown as to why the certification was not filed by Plaintiff's Counsel, the Court may elect not to impose the \$250.00 sanction.

- (4) The Calendar Control Judge may, upon motion, impose such sanctions as are deemed appropriate against counsel and/or the parties for failure to comply with this rule in good faith.
- (5) This rule does not apply to arbitration appeals, or landlord-tenant cases.

#### **Local Rule 213 Petitions for Consolidation. Survival Actions.**

- (1) Petitions for Consolidation shall bear the captions of each case as to which consolidation is requested, including all issue numbers, and shall be filed at all cases as to which consolidation is requested.
- (2) Transfer and consolidation of survival actions and related wrongful death actions are governed by Pa.R.Civ.P. 213.

*Note:* As to settlement of survival actions, see Local Rule 2206 and Orphans' Court Local Rule 12.16F.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 214 Issue Docket, Trial Lists and Trials.**

- (1) **Issue Docket - General Docket ("GD") Cases.**
  - (a) After the expiration of sixty (60) days from the date of service of the original complaint upon each defendant, and after all of the pleadings in a case are closed, any of the parties may file a praecipe to place the case at issue, thereby signifying that the case is ready to be listed for trial. The Praecipe to Place the Case at Issue shall be in the same form as FORM 214 (see subsection (b) below). Cases placed at issue receive consecutive numbers ("issue numbers") which are used to track the placement of cases on a trial list. After an issue number is assigned to a case, it shall be included on the caption and cover sheet of all subsequent filings. The Department of Court Records shall keep an issue docket of cases placed at issue. The Calendar Control Office of the Court of Common Pleas shall create the civil trial lists from those cases which have been placed at issue.

*Note:* The Court has provided a mandatory form of Praecipe to Place Case at Issue, FORM 214 (see subsection (b) below), which requires that counsel provide the Court with certain information regarding the case, to facilitate the orderly assembly of trial lists.

*Note:* See Local Rule 4003.5(7)(a) regarding priority on trial lists for professional liability and product liability cases which meet certain criteria. The form to be used to obtain priority placement on trial lists for such cases is found at FORM 4003.5D at Local Rule 4003.5(10)(d). This form is filed, at the appropriate time, in addition to the Praecipe to Place Case at Issue.

**FORM 214 Form of Praecipe to Place Case at Issue**

**[CASE CAPTION, INCLUDING DOCKET NUMBER]**

**PRAECIPE TO PLACE CASE AT ISSUE**

The undersigned party hereby certifies the accuracy of the following information to the Court, and requests that the Department of Court Records assign an issue number to this case, list this case on the issue docket, and place it in order on the next available trial list:

1. At least sixty days have passed since the service of the original complaint on all defendants.
2. All pleadings have been filed.
3. All preliminary motions and objections have been disposed of.
4. There are \_\_\_\_\_ plaintiffs and \_\_\_\_\_ defendants remaining in the case. Plaintiffs remaining in the case, and their counsel, are: [list the parties and their counsel]. Defendants who have actually been served and who remain in the case, and their counsel, are: [list the parties and their counsel].
5. According to documents filed in the case, the following parties are not presently represented by counsel and should be provided with notice of earliest trial date pursuant to Local Rule 212.1(3) at the following addresses: [list unrepresented parties and their mailing addresses].

Alternative 5. According to documents filed in the case, there are no unrepresented parties in this case at this time.

6. According to documents filed in the case, the following parties are presently represented only by out-of-county counsel. Such counsel should be provided with notice of earliest trial date pursuant to Local Rule 212.1(3): [list party, their out-of-county counsel, and counsel's mailing address].

Alternative 6. According to documents filed in the case, there are no parties in this case who are represented only by out-of-county counsel.

7. I estimate that the following number of days will be required for the trial of this case, including the time required for jury selection, closing arguments and charge:
  - ☐ No more than 1 trial day
  - ☐ 2 to 3 trial days
  - ☐ 4 to 6 trial days
  - ☐ 7 to 10 trial days
  - ☐ 11 to 15 trial days
  - ☐ More than 15 trial days

8. A jury trial has/has not [circle one] been requested in this case.
9. If this is a civil action that raises only claims for equitable relief, see Local Rule 1001 and FORM 1001 at Local Rule 1001(3).

Respectfully submitted,

Dated: \_\_\_\_\_

By: \_\_\_\_\_

[Identification of pro se party or counsel]

[Address and telephone number of pro se party or counsel]

**(2) Exceptions to Issue Docket.**

The following types of cases need not be placed at issue or otherwise certified ready for trial:

- (a) cases pending on the Compulsory Arbitration docket (AR) and (LT);
- (b) appeals from Compulsory Arbitration;
- (c) cases originally filed in the general docket (GD) and transferred to Compulsory Arbitration; and
- (d) cases in which a new trial has been granted by either the court of original or appellate jurisdiction.

*Note:* In cases in which a new trial has been granted, prompt written notice of the granting of such relief should be given by plaintiff to the Calendar Control Office of the Civil Division.

**(3) Removal from The Issue Docket.**

Cases which have been stricken from the issue docket shall receive new issue numbers after full compliance with this local rule and the filing of a subsequent Praeceptum to Place Case at Issue.

**(4) Trial Terms.**

Civil Division trial terms are generally scheduled for five- or six-week periods commencing each January, March, May, September, and November.

**(5) Trial Lists. Call of The List. Date of Trial.**

- (a) **Initial Publication of Trial Lists.** The trial dates for each term and the cases scheduled to be tried during that term are published approximately one hundred and twenty (120) days prior to the beginning of each of the trial terms in the Pittsburgh Legal Journal. It shall be the responsibility of in-county counsel to monitor the Pittsburgh Legal Journal for the initial listing of a case on a trial list. Publication of trial lists in the Pittsburgh Legal Journal is the only form of notice given to in-county

counsel of the listing of a case for trial. Unrepresented parties and out-of-county counsel who submit notice of their address to the Calendar Control Office of the Civil Division (see Local Rule 212.1(3)) are mailed a notice of earliest trial date.

*Note:* As soon as there is a published trial list, trial dates appear as docket entries in each individual case on the trial list. Docket entries are available online at: <https://dcr.alleghenycounty.us>. Additionally, published trial lists are also available on the Civil Division's website at: [www.alleghenycourts.us](http://www.alleghenycourts.us).

- (b) **Pre-trial Discovery Deadlines.** Deadlines for the completion of discovery are published with the trial list in the Procedure, so that the response may be served on or before the date set for completion of discovery.

*Note:* Generally, discovery is required to be completed sixty (60) days prior to the commencement of the trial term in which the case is listed for trial.

- (c) **Call of the List.** Each day during the trial term at 9:00 a.m., the Calendar Control Judge calls the daily trial list. Counsel for each party in each case listed for the first time on that date shall appear at said time, personally or through a representative, and shall advise the Court, when the case is called:
- whether counsel for each party is ready for trial (each party, in turn, advises the court);
  - the expected time required to try the case; and/or
  - of any settlements which have occurred.

Counsel shall be prepared to commence trial on and after the date of the Call of the List. Counsel shall be prepared to engage in conciliation immediately after the Call of the List, or at such other time as the Court may thereafter direct. Cases not commenced on the date listed will be called again the following day and each day thereafter, until the case is commenced, removed from the list by motion or settlement, or the trial term ends. Cases not commenced during the trial term are placed on a future trial list.

- (d) **Daily Publication of Updated Trial List.** During each trial term, daily trial lists, updated to reflect settlements, continuances, cases called for trial, or other dispositions of cases, are published daily in the Pittsburgh Legal Journal. It is the responsibility of all parties to monitor the status of their cases on the updated trial list. Written notice of updates will not be sent.

*Note:* Updated trial lists are also available on the Civil Division website at: [www.alleghenycourts.us](http://www.alleghenycourts.us).

- (e) **Date of Trial.** The dates for which cases are listed for trial are intended to serve as close estimates as to when each case will be reached for trial.
- (f) **Trial Policy.**

- (i) When the list of cases is first published, trial counsel must ascertain the readiness of their cases as to bills, reports, etc. and the availability of witnesses, doctors, experts, etc. involved in the case.
- (ii) When it is ascertained that any person necessary for the trial of the case may not be available during the trial term, the deposition of that person for use at trial must be taken forthwith.
- (iii) Requests for continuances or adjustments of the trial date should be made as soon as possible after the initial publication of the trial list. Last-minute requests for continuances ordinarily will not be granted to accommodate counsel, clients or witnesses for business trips, vacations, or any absence during trial terms or for failure to comply with any of the trial policy rules.
- (iv) Counsel, as listed for the case, must be available and ready to try the case at the time it is called.
- (v) If listed counsel is not available, absent compelling reasons, substitute counsel must be available.
- (vi) A law firm not having sufficient trial counsel may be required to obtain substitute trial counsel.
- (vii) If listed counsel is not available and no substitute counsel is provided, the case will proceed without counsel.
- (viii) When called to select a jury, unless excused by the Court, counsel must appear within fifteen (15) minutes; if not present when so called, a clerk will select the jury and the case will be ordered to trial notwithstanding the absence of counsel.
- (ix) The trial policy rules will be applied regardless of the directions or desires of clients.

*Note:* As to motions relating to cases appearing on a published trial list, see Local Rule 208.3(a)(3) regarding the Calendar Control Judge. As to pre-trial statements, see Local Rule 212.2.

- (6) **Exception to Trial Lists.** Cases which have been assigned to an individual judge do not appear on a trial list; rather, such cases proceed to trial as ordered by the individual assigned judge. Local Rule 220.1 Voir Dire.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 220.1. Voir Dire.**

In all civil actions to be tried before a jury, the parties shall be provided with the responses to the "Juror Questionnaire" completed by the members of the panel at the time that they report for jury duty (see Form), and the members of the panel shall be asked the questions set forth in this Local Rule (except those which all parties shall agree in advance to strike as inappropriate for the type of case involved). The questions shall be propounded by an Assignment Room Clerk, in the presence of all counsel. The voir dire process is open to the public.

The following questions shall be asked in a standard civil lawsuit, that is, one that is something other than a medical malpractice or asbestos case.

(a) *To be Addressed to the Group:*

- 1) *Clerk*—"This case is expected to last      days. Does that impose a serious hardship for anyone?"
- 2) *Clerk*—"The attorneys in this lawsuit will now introduce themselves, their law firms, and the parties they represent."

*[Attorneys proceed with introductions.]*

*Clerk*—"Have you had any social, business, or professional contact with any of these attorneys or their law firms?"

*Clerk*—"Do you know, or have you had any social, business, or professional contact or employment with any of the parties, or are any of you stockholders in \_\_\_\_\_? *[Insert name of company(ies).]*

*Clerk*—"This lawsuit concerns \_\_\_\_\_. "*[Insert a description —products liability, motor vehicle accident, fall down, construction, contract, etc.—along with a time period or date and place, if applicable.]*

- 3) *Clerk*—"The attorneys are now permitted to give you a brief statement about the case.

In their statement, each attorney will say what they believe the evidence will show at trial.

You will not hear the actual evidence until the witnesses testify when the trial begins.

You are not to form any conclusions based upon the statements of the attorneys. You cannot make your decision until the end of the trial."

*[Attorneys proceed, in turn, to deliver their approved voir dire statements.]*

*[If no party elects to deliver a voir dire statement, then the Clerk proceeds as set forth below.] Clerk*—"Does anyone know anything about this case?"

- 4) *Clerk*—"The attorneys will now identify for you all of their possible witnesses in this case."



*[Attorneys proceed in turn to identify the names and addresses of all their potential witnesses, including expert witnesses. This list should include all non-party witnesses listed in each party's pre-trial statement unless all parties have agreed otherwise.]*

*Clerk—"Do you know or have you had any association, either yourself or through any member of your family, with any of these individuals?"*

(b) *To be Asked Individually:*

*Clerk—"We will begin questioning. Juror #1, will you please step forward?"*

- 1) *Clerk—"Based on anything you have read, seen or heard, do you have any feelings or opinions about a lawsuit seeking money damages?"*
  - a. *Clerk—"If so, what are those feelings or opinions?"*
  - b. *Clerk—"Do you think those feelings or opinions might affect your judgment in this case?"*
- 2) *Clerk—"This case involves a claim for money damages and is the type commonly called a [products liability, motor vehicle accident, breach of contract, etc.] lawsuit."*
  - a. *Clerk—"Do you have any feelings about this kind of case, or the parties involved in this kind of case, that would tend to make you favor one party or the other; that is, the person bringing the lawsuit, or the person being sued?"*
  - b. *Clerk—"If so, what are those feelings?"*
  - c. *Clerk—"Will that influence your judgment in this case so that you may not be able to be fair and impartial?"*
- 3) *Clerk—"Do you have any feelings or opinions as to whether there should be a minimum or maximum amount of money that can be awarded to an injured party?"*
- 4) *Clerk—"Is there any reason why you feel you cannot serve as a fair and impartial juror in this case?"*

The following questions shall be asked in medical malpractice cases:

(c) *To be Addressed to the Group:*

- 1) *Clerk—"This case is expected to last      days. Does that impose a serious hardship for anyone?"*
- 2) *Clerk—"The attorneys in this lawsuit will now introduce themselves, their law firms, and the parties they represent."*

*[Attorneys proceed with introductions.]*

*Clerk*—"Have you had any social, business or professional contact with any of these attorneys or their law firms?"

*Clerk*—"Do you know, or have you had any social, business or professional contact or employment with any of the parties, or are any of you stockholders in ? [*Insert name of company(ies.)*]"

*Clerk*—"This case is a Medical Malpractice lawsuit." [*Insert a description—along with a time period or date and place, if applicable.*]

- 3) *Clerk*—"The attorneys are now permitted to give you a brief statement about the case.

In their statement, each attorney will say what they believe the evidence will show at trial.

You will not hear the actual evidence until the witnesses testify when the trial begins.

You are not to form any conclusions based upon the statements of the attorneys. You cannot make your decision until the end of the trial."

[*Attorneys proceed, in turn, to deliver their approved voir dire statements.*]

[*If no party elects to deliver a voir dire statement, then the Clerk proceeds as set forth below.*] *Clerk*—"Does anyone know anything about this case?"

- 4) *Clerk*—"The attorneys will now identify for you all of their possible witnesses in this case."

[*Attorneys proceed in turn to identify the names and addresses of all their potential witnesses, including expert witnesses. This list should include all non-party witnesses listed in each party's pre-trial statement, unless all parties have agreed otherwise.*]

*Clerk*—"Do you know, or have you had any association, either yourself or through any member of your family, with any of these individuals?"

- (d) *To be Asked Individually:*

*Clerk*—"We will begin questioning. Juror #1, will you please step forward?"

- 1) *Clerk*—"Based on anything you have read, seen or heard, do you have any feelings or opinions about a lawsuit seeking money damages for personal injuries?"

a. *Clerk*—"If so, what are those feelings or opinions?"

b. *Clerk*—"Do you think those feelings or opinions might affect your judgment in this case?"

- 2) *Clerk*—"This case involves a claim for money damages and is the type commonly called a Medical Malpractice lawsuit."

- a. *Clerk*—"Do you have any feelings about this kind of case, or the parties involved in this kind of case, that would tend to make you favor either the patient or the healthcare provider?"
- b. *Clerk*—"If so, what are those feelings?"
- c. *Clerk*—"Will that influence your judgment in this case so that you may not be able to be fair and impartial?"
- 3) *Clerk*—"Do you have any feelings or opinions as to whether there should be a minimum or maximum amount of money that can be awarded to an injured party?"
- 4) *Clerk*—"Do you have any feelings or opinions about whether medical malpractice lawsuits affect the costs or availability of medical services?"  
  
"If so, what are those feelings or opinions?"
- 5) *Clerk*—"Do you feel it is wrong to sue a [*Insert appropriate provider, e.g., doctor, nurse, hospital, nursing home . . .*] even in circumstances where the [*Insert as before.*] was careless in providing medical care to a patient and caused harm to that patient?"
- 6) *Clerk*—"Do you believe that just because the patient suffered a complication, did not get better, or even died, that the [*Insert appropriate provider, e.g., doctor, nurse, hospital, nursing home . . .*] must have done something wrong so that the patient or family is entitled to compensation?"
- 7) *Clerk*—"Is there any reason why you feel you cannot serve as a fair and impartial juror in this case?"

The following questions shall be asked in asbestos cases:

(e) *To be Addressed to the Group:*

- 1) *Clerk*—"This case is expected to last     days. Does that impose a serious hardship for anyone?"
- 2) *Clerk*—"The attorneys in this lawsuit will now introduce themselves, their law firms, and the parties they represent."

[*Attorneys proceed with introductions.*]

*Clerk*—"Have you had any social, business or professional contact with any of these attorneys or their law firms?"

*Clerk*—"Do you know or have you had any social, business or professional contact or employment with any of the parties, or are any of you stockholders in ? [*Insert name of company(ies).*]"

*Clerk—"This lawsuit concerns ."* [*Insert a description-products liability, negligence, etc.—along with a time period or date and place, if applicable.*]

- 3) *Clerk—"The attorneys are now permitted to give you a brief statement about the case.*

*In their statement, each attorney will say what they believe the evidence will show at trial.*

*You will not hear the actual evidence until the witnesses testify when the trial begins.*

*You are not to form any conclusions based upon the statements of the attorneys. You cannot make your decision until the end of the trial."*

*[Attorneys proceed, in turn, to deliver their approved voir dire statements.]*

*[If no party elects to deliver a voir dire statement, then the Clerk proceeds as set forth below.] Clerk—"Does anyone know anything about this case?"*

- 4) *Clerk—"The attorneys will now identify for you all of their possible witnesses in this case."*

*[Attorneys proceed in turn to identify the names and addresses of all their potential witnesses, including expert witnesses. This list should include all non-party witnesses listed in each party's pre-trial statement, unless all parties have agreed otherwise.]*

*Clerk—"Do you know, or have you had any association, either yourself or through any member of your family, with any of these individuals?"*

- (f) *To be Asked Individually:*

*Clerk—"We will begin questioning. Juror #1, will you please step forward?"*

- 1) *Clerk—"Based on anything you have read, seen or heard, do you have any feelings or opinions about a lawsuit seeking money damages for personal injuries?"*

a. *Clerk—"If so, what are those feelings or opinions?"*

b. *Clerk—"Do you think those feelings or opinions might affect your judgment in this case?"*

- 2) *Clerk—"This case involves a claim for money damages and is the type commonly called a [*Insert a description-products liability, negligence, etc.*] lawsuit."*

a. *Clerk—"Do you have any feelings about this kind of case, or the parties involved in this kind of case, that would tend to make you favor one party or the other; that is, the person bringing the lawsuit, or the person being sued?"*

b. *Clerk—"If so, what are those feelings?"*

c. *Clerk—"Will that influence your judgment in this case so that you may not be able to be fair and impartial?"*

- 3) *Clerk*—"Do you have any feelings or opinions as to whether there should be a minimum or maximum amount of money that can be awarded to an injured party?"
- 4) *Clerk*—"Have you or any member of your household or immediate family ever suffered from:
- a) Any type of cancer
  - b) Asbestosis?
  - c) Emphysema?
  - d) Silicosis?
  - e) Chronic bronchitis?
  - f) Black lung?
  - g) Mesothelioma
  - h) Any other lung or respiratory disease?"
- 5) *Clerk*—"Have you or any member of your household or immediate family ever been employed by a business engaged in manufacturing, supplying, or removing insulation products containing asbestos?"
- 6) *Clerk*—"Have you or any member of your household or immediate family ever worked or been exposed to products which you understood to contain asbestos or silica?"
- 7) *Clerk*—"Have you been exposed to any information from the internet, newspapers, radio, television, or from other people, discussing alleged health problems with asbestos or silica?"
- 8) *Clerk*—"Have you ever smoked:
- a) Cigarettes?
  - b) Cigars?
  - c) Pipe?"
- 9) *Clerk*—"If yes, what year did you stop smoking:
- a) Cigarettes?
  - b) Cigars?
  - c) Pipe?"

10) *Clerk*—"Is there any reason why you feel you cannot serve as a fair and impartial juror in this case?"

- (g) Up to five additional proposed voir dire questions may be submitted by each party or group of parties with joint representation by one counsel. Disputes as to the propriety of these questions shall be handled as set forth in Local Rule 212.2(c). At the time of voir dire, those proposed additional voir dire questions which were permitted by the Calendar Control Judge will be propounded by the Assignment Room Clerk, in the presence of all counsel, individually to each member of the panel.
- (h) At the conclusion of individual questions to each member of the panel as set forth in parts (b), (d), (f) and (g) above, counsel will be permitted to ask reasonable follow-up questions regarding each panel member's responses to prior questions and responses to the Juror Questionnaire. In the absence of agreement by all parties to the contrary, the order of follow-up questioning shall proceed as the parties appear in the caption of the case.

## **FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA**

### **COURT OF COMMON PLEAS OF ALLEGHENY COUNTY CIVIL DIVISION—JUROR QUESTIONNAIRE**

1) Full Name: \_\_\_\_\_ Maiden Name (if any): \_\_\_\_\_

2) Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

3) Neighborhood or Municipality in which you live: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Length of time at current address: \_\_\_\_\_ Rent or Own: \_\_\_\_\_

4) ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐

Separated Spouse's Name: \_\_\_\_\_ Spouse's Maiden Name (if any): \_\_\_\_\_

5) Your Employment/Occupation:

\_\_\_\_\_

Present Job

Employer

Time at this

Job If Retired:

\_\_\_\_\_

Last Employer

Last Held Position

Time at this

JobWhat prior occupations and employers have you  
had?

\_\_\_\_\_

\_\_\_\_\_

6) Please indicate your highest level of education: Elementary ☐ Jr. High/Middle  
School ☐ High School (did not graduate) ☐ High School Graduate ☐ GED ☐  
Technical/Vocational Training ☐ College (did not graduate) ☐ College Graduate ☐  
Advanced Degree ☐

**College or University Degree, Diploma, or Certificate Attained Major Course of Study**

7) Have you ever served in the military? Yes ☐ No ☐

]If so, in what branch? \_\_\_\_\_ Years \_\_\_\_\_ to \_\_\_\_\_

What did you do? \_\_\_\_\_ Final Rank \_\_\_\_\_

Honorable Discharge? Yes ☐ No ☐

8) Have you or any members of your family been involved as a plaintiff, defendant,  
witnessor juror in a civil or criminal lawsuit or court case? Yes ☐ No ☐

1. Who was involved? \_\_\_\_\_

2. What was the nature of the lawsuit? \_\_\_\_\_

3. Were you or your family member the Plaintiff, Defendant, witness or juror? \_\_\_\_\_

4. What was the outcome? \_\_\_\_\_

9) Have you ever been involved in an automobile accident? Yes ☐ No ☐

10) Are you licensed to drive a motor vehicle? Yes ☐ No ☐

11) Do you own or lease a motor vehicle? Yes ☐ No ☐

12) Please list your family doctor and/or any other doctors that have treated you in the  
pasttwo years: \_\_\_\_\_

\_\_\_\_\_

---



---



---



---

13) Please provide the following information about the following people:

	<b>Name</b>	<b>Age</b>	<b>Level of Education</b>	<b>Current Occupation &amp; Employer</b>	<b>Do they reside with you?</b>
Your Mother:					
Your Father:					
Your Spouse:					
Child/Stepchild 1:					
Child/Stepchild 2:					
Child/Stepchild 3:					
Child/Stepchild 4:					
Child/Stepchild 5:					
Child/Stepchild 6:					
Other Adult Member of Household 1:					
Other Adult Member of Household 2:					
Other Adult Member of Household 3:					

14) If you have brothers or sisters, what do they do for a living? \_\_\_\_\_

---

15) Do you or any members of your family have a friendship or association with anyone who is a police officer, judge, lawyer, or employee of the court system? If so, please explain: \_\_\_\_\_

---

16) Have either you or members of your family ever worked for or done business with



the insurance industry or owned stock in an insurance company? Yes [ ] No [ ]

17) Have either you, members of your family, or any close friends ever worked for or done business with the medical or healthcare field? Yes [ ] No [ ]

18) Do you have any physical or mental condition or other situation which could affect your ability to serve on a jury? Yes [ ] No [ ]

I VERIFY, SUBJECT TO THE PENALTIES OF SECTION 4904 OF THE CRIMES CODE (18 Pa.C.S. § 4904) RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES, THAT THE FACTS SET FORTH IN THIS QUESTIONNAIRE ARE TRUE AND CORRECT.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

*Editor's Note:* Adopted October 29, 2012, effective November 17, 2012.

**Local Rule 227.1 Post-Trial Motions. Filing of Appeals. Request for Transcript, Certification and Waiver Forms.**

**(1) Post-Trial Motions.**

- (a) Post-Trial Motions shall be electronically filed [in the Office of the Department of Court Records] pursuant to Local Rule 205.4 and a copy shall be delivered to the Trial Judge. Argument shall be scheduled by the Trial Judge without praecipe.
- (b) On all Motions for Post-Trial Relief, only those portions of the testimony relating to the questions raised need be transcribed. If counsel cannot agree on the evidence to be transcribed, the matter may be submitted to the Trial Judge. The reporter shall arrange the transcript so that omitted portions may be inserted in the event this becomes necessary. A moving party desiring to rely wholly or in part on a transcript of the testimony or on the charge of the Court shall electronically file a certificate from the court reporter, stating that the testimony relied upon, or the charge has been ordered and is being transcribed. Such certificate shall be filed within a period of ten days from the filing of the Motion for Post-Trial Relief. Upon failure to file such certificate within the time prescribed, it shall be conclusively presumed a transcript of said testimony is not necessary and is waived. When a Motion for Post-Trial Relief is abandoned at or before argument before the Court, or when it is found by the Court to have no merit or is denied, the cost of the transcript may be assessed against the party filing the Motion.

Unless accompanied by an affidavit stating the names of all witnesses expected to testify, and the substance of the testimony they are expected to offer, no Motion for a New Trial will be entertained on the grounds of after-discovered evidence.

Upon the filing of any Motion for Post-Trial Relief, the Court may, on its own motion or on the motion of any interested party, hold a post-trial hearing and/or conciliation.

- (c) Unless accompanied by an affidavit stating the names of all witnesses expected to testify, and the substance of the testimony they are expected to offer, no Motion for a New Trial will be entertained on the grounds of after-discovered evidence.
- (d) Upon the filing of any Motion for Post-Trial Relief, the Court may, on its own motion or on the motion of any interested party, hold a post-trial hearing and/or conciliation.

*Note:* See Pa.R.Civ.P. 106 regarding computation of time.

- (2) **Appeals.** When filing documents necessary to effectuate an appeal of a Civil Division matter in accordance with the Pennsylvania Rules of Appellate Procedure and specifically Pa.R.A.P. 905 and 906, filings with this Court are made in the appropriate division of the Department of Court Records identified in Rule 1(3) of these Rules.

- (a) *Filing and Request for Transcript, Certification and Waiver Form.*

- (i) At the time of filing a Notice of Appeal in the Court of Common Pleas, and pursuant to Pa.R.A.P. 906, whether or not a transcript or waiver has already been filed, the appellant shall attach to all copies of the Notice of Appeal a copy of the completed and acknowledged Request for Transcript, Certification and Waiver, FORM 227.1A. FORM 227.1A can be obtained from the Allegheny County Office of Court Reporters or from the Fifth Judicial District of Pennsylvania's website under the Administration tab.
- (ii) The Request for Transcript, Certification and Waiver must be completed by the party placing the order, signed by a Judge, if required by Pa.R.A.P. 1922(b), and delivered to the Manager of the Court Reporters to place an order for a transcript for any purpose.
- (iii) FORM 227.1A also shall be prepared and filed to demonstrate waiver of a transcript or portion thereof in connection with an appeal.
- (iv) The Manager of Court Reporters shall insert the date the Request form is received and shall acknowledge said receipt by signature.
- (v) A copy of the form, as acknowledged by the Manager of Court Reporters, shall be satisfactory proof of a transcript order or waiver.
- (vi) When a transcript is ordered, the Manager of Court Reporters shall obtain the signature of the court reporter and insert the estimated number of pages and the estimated completion date in the appropriate place on the form.
- (vii) The copies of the Request form then shall be distributed to the designated persons by the Manager of the Court Reporters.

(b) *Notice of Proof of Filing or Delivery of the Transcript.*

- (i) The Notice of Proof of Filing or Delivery of the Transcript (FORM 227.1B) (see subsection (d)(i) below) shall be filed with the Department of Court Records and distributed to the designated persons by the Manager of the Court Reporters.
- (ii) If a requisite transcript or portion thereof has already been filed with the Department of Court Records, a photocopy of the Request for Transcript, Certification and Waiver (FORM 227.1A) and the Notice of Proof of Filing or Delivery of the Transcript (FORM 227.1B) may be attached to the Notice of Appeal.

(c) Transcripts of testimony may not be photocopied.

(d) *Forms:*

**FORM 227.1B Notice of Proof of Filing or Delivery of the Transcript**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**

\_ Civil Division

\_ Case No.:

\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF PROOF OF FILING OR DELIVERY OF THE TRANSCRIPT**

Proceeding: Complete Case \_

Plaintiff's Case \_

Date: Defendant's Case \_

Charge \_

Judge: Closing Argument \_

Other \_

I hereby certify that I have filed and/or delivered the above-described transcript with/to the following:

Date Signature

Department of Court Records \_

Attorney \_

Court Reporter

If no objections are made to the text of the transcript within five (5) days after such notice, the transcript will become part of the record.

Copies: Judge/Department of Court Records/Manager of Court Reporters/Attorney/Other

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

#### **Local Rule 234.1 Subpoena.**

- (1) The copy of any subpoena (the original of which issued from this Court) left with a witness who has been subpoenaed shall have endorsed on said copy the caption, the number and term of the case, and the name, office address and telephone number of the attorney causing the subpoena to be issued and served.
- (2) A copy of any subpoena with a completed return of service shall be electronically filed pursuant to Local Rule 205.4.
- (3) Subpoenas duces tecum for production of hospital records shall be served between the hours of 9:00 a.m. and 5:00 p.m. and at least two days before the time stated in the subpoena for appearance. A one-day witness fee and round-trip mileage shall be tendered at the time the subpoena is served.
- (4) Subpoenas requiring production of hospital records shall not be deemed to apply to x-rays or other data not strictly a part of a hospital record unless they are specifically requested in the subpoena.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

#### **Local Rule 234.2 Issuance of Subpoena Based on Foreign Subpoena**

- (1) To obtain an Allegheny County subpoena, based on a subpoena issued from a foreign jurisdiction, pursuant to the Pennsylvania Uniform Interstate Depositions and Discovery Act, 42 Pa.C.S.A. § 5331 et seq., a person shall submit the following to the Department of Court Records:
  - (a) The foreign subpoena,
  - (b) The filing fee as set by the Department of Court Records, and

(c) A Request for Issuance of Subpoena Based on Foreign Subpoena, substantially in the form of FORM 234.2 (see subsection (5) of this Local Rule) containing the following:

- (1) The jurisdiction from which the foreign subpoena was issued,
  - (2) The names, addresses, phone numbers and identification of represented parties for each attorney for the matter in the foreign jurisdiction, and
  - (3) The names, addresses and phone numbers of all unrepresented parties.
- (2) The Allegheny County subpoena must incorporate all terms of the foreign subpoena and contain or be accompanied by the names, addresses, phone numbers of counsel for all represented parties and the names, addresses and phone numbers of all unrepresented parties.
- (3) The Allegheny County subpoena, accompanied by the foreign subpoena, must be served in compliance with the applicable Pennsylvania Rules of Civil Procedure for subpoenas, including Rules 234.2, 234.3, 234.4, 4009.21, 4009.22, 4009.23, 4009.24, 4009.25, and 4009.27.

**(4) FORM 234.2**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**

,

**Plaintiff**

**ALLEGHENY COUNTY NO.:**

**vs.**

,

**Defendant.**

**REQUEST FOR ISSUANCE OF SUBPOENA BASED ON FOREIGN SUBPOENA**

1. Attached is a subpoena issued under the authority of the Court of \_\_\_\_\_ (*foreign court*), \_\_\_\_\_ (*foreign county*), \_\_\_\_\_ (*foreign state*).
2. The Court of \_\_\_\_\_ is a court of record.

3. Counsel representing Plaintiff(s), \_\_\_\_\_ (*name of party*) in the foreign proceeding is \_\_\_\_\_ (*name*), \_\_\_\_\_, (*address*), \_\_\_\_\_ (*phone*).
4. Counsel representing Defendant(s), \_\_\_\_\_ (*name of party*) in the foreign proceeding is \_\_\_\_\_ (*name*), \_\_\_\_\_, (*address*), \_\_\_\_\_ (*phone*).
5. The unrepresented party(ies) in the foreign proceeding is(are) \_\_\_\_\_ (*name*), \_\_\_\_\_, (*address*), \_\_\_\_\_ (*phone*).
6. The requestor represents that prior to service, the Allegheny County subpoena to be issued will incorporate the terms of the foreign subpoena and will contain or be accompanied by the names, addresses and telephone numbers of all counsel of record in the foreign proceeding and of any party not represented by counsel.
7. \_\_\_\_\_ requests the issuance of an Allegheny County subpoena based on the attached foreign subpoena.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
 [Identification of requestor]  
 [Address of requestor]  
 [Phone number of requestor]

### **Local Rule 237.1 Entry of Default Judgment, Military Service.**

In all cases in which a party to an action has appeared but subsequently defaults, before any decree or judgment shall be entered, the opposing party shall file an affidavit stating that the defaulting party is not in the military service of the United States, or if the information is not available, the affidavit shall state what efforts have been made to obtain the facts.

*Note:* This local rule is mandated by the "Servicemembers Civil Relief Act," Title 50 App. U.S.C. Section 501, et seq.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006

## **Local Rule 239 Local Rules**

### **(1) Adoption of Local Rules.**

- (a) In the absence of special circumstances, the Administrative Judge of the Civil Division shall notify the Allegheny County Bar Association Court Rules Committee of any proposed local rule change, to solicit comments and input regarding the proposed local rule change.
- (b) No local rule shall be adopted, amended or repealed except by a majority vote of the members of the Court present at a regular or special meeting of the Board of Judges. Action on proposed local rule changes may be taken by the Board of Judges only if the members of the Board of Judges have received at least seventy-two hours' notice of the proposed rule change.
- (c) Every local rule shall be promulgated in accordance with these procedures.

### **(2) Construction of Local Rules.** All rules of construction adopted by the Supreme Court of Pennsylvania shall apply to local rules adopted by the Court of Common Pleas of Allegheny County, Pennsylvania. Without limiting the generality of the foregoing, definitions contained in Pa.R.C.P. 76 shall apply to all local rules heretofore and hereafter adopted which govern procedure in the Civil Division and in the Family Division.

### **(3) Citation to Local Rules.** These Rules may be known as the "Allegheny County Local Rules." Citations to these rules shall be: "Allegh. L. R. No.       "

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

## **Local Rule 240 In Forma Pauperis.**

- (1) A party seeking in forma pauperis status shall apply to the Court for such status. The application shall include as an attachment the party's affidavit demonstrating inability to pay the costs of litigation.

*Note:* See affidavit form in Pa.R.C.P. 240. Application forms for pro se litigants are available in the office of the Department of Court Records.

*Note:* For presentation to the Court, see Local Rule 208.3(a)(4).

*Note:* For indigent divorce cases, see Local Rule 1920.62.

- (2) Counsel employed by or affiliated with Neighborhood Legal Services are authorized to file a praecipe for in forma pauperis status.
- (3) The Department of Court Records shall accept for filing by a party, a praecipe as provided by Pa.R.C.P. 240, or an application under this rule, without charge to the party.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 249 Special Assignments Among Judges. Commerce and Complex Litigation Center. Asbestos Judge. Class Action Judge. Elections Judge. Real Estate Tax Appeals Judge. Zoning.**

**(1) Commerce and Complex Litigation Center.**

- (a) Creation. Administrative Order No. 13 of 2007 (AD07-000013) established a Commerce and Complex Litigation Center. This Center is within the Civil Division of the Court.
- (b) Assignment of Cases to the Center.
  - (i) A description of the type of cases handled by the Center and of the procedures for assignment of cases to the Center is set forth in a *Description of the Docket and Procedures of the Commerce and Complex Litigation Center* prepared by the judges assigned to the Center
  - (ii) The *Description* may be obtained from the Allegheny County Court of Common Pleas website at [www.alleghenycourts.us](http://www.alleghenycourts.us) by selecting civil and then selecting commerce and complex litigation center.

*Editor's Note:* Effective February 4, 2008. This Local Rule 249(1) replaces Local Rule 249(1) that was adopted on October 4, 2006, effective December 4, 2006. There are no changes to Local Rule 249(2)

**(2) Asbestos Judge**

Actions for personal injury or property damage caused by asbestos, upon filing shall be assigned to the Asbestos Judge, prior to the case being assigned to a general trial list.

**(3) Class Action Judge.**

Class action cases, upon filing, shall be assigned to the Class Action Judge in accordance with Pa.R.C.P. 1701, et seq.

**(4) Elections Judge.**

Except with respect to matters of an emergency nature arising on an election day, actions relating to elections, upon filing, shall be assigned to the Elections Judge.

*Note:* See Local Rule 501 regarding Election Day Judges.

**(5) Real Estate Tax Appeals Judge.**



Real estate tax assessment appeals and real estate tax exemption appeals shall be assigned to the Real Estate Tax Appeals Judge.

(6) **Zoning.**

Zoning appeals shall be assigned to the Zoning Appeals Judge.

(7) **Assignment of Certain Actions Seeking Equitable Relief to Individual Judge.**

The placing of a case at issue involving only claims for equitable relief, Quiet Title, Quo Warranto and Mandamus results in assignment to an individual judge.

(8) **Discretionary Assignment of Cases to An Individual Judge.**

At the discretion of the Administrative Judge or the Calendar Control Judge, in the interests of efficiency and justice, the Court may assign cases to individual judges for any purpose, including pre-trial proceedings and trial.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 253 Taxation of Costs.**

(1) **Costs After Judgment.**

Costs shall be taxed by the Department of Court Records. Objections shall be presented to the General Motions Judge or, if the case was tried, to the Trial Judge.

(2) **Costs After Settlement.**

In Civil Division cases, absent an agreement to the contrary at the time of a settlement requiring the payment of monetary damages, the paying party or parties shall reimburse the recipient the record costs incurred by that party. Where there are multiple payors, the reimbursement of record costs shall be prorated.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended November 29, 2021, effective January 11, 2022.

# **Habeas Corpus**

## **Local Rule 301 Formal Requirements.**

Any request for issuance of a writ of habeas corpus shall be in writing by petition and in accordance with the following:

- (1) The caption shall contain the name of the Commonwealth at the relation of the petitioner in whose behalf the relief is requested, and name as respondent the person who exercises the alleged unlawful restraint, as well as the capacity in which such restraint is asserted, if any.
- (2) The petition shall contain allegations of fact and shall be signed and verified by petitioner. If petitioner is unable to sign and verify the petition, the reason shall be set forth.
- (3) When the person restrained is an incapacitated person or a minor, the petition shall be brought on behalf of the person restrained by that person's next friend, parent or guardian.
- (4) Where the restraint arises out of arrest and incarceration, for any summary or criminal offense, a notice of presentation and a copy of the petition for habeas corpus shall be given forthwith to the District Attorney of Allegheny County.
- (5) A proposed preliminary order shall be attached to the petition.
- (6) Petitions alleging restraint by law enforcement authorities shall be filed in the Criminal Division; petitions alleging restraint pursuant to an order of Court shall be filed in the Division of Court which issued the order; other petitions shall be filed in the appropriate division of the court.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## **Local Rule 302 Contents of Petition.**

The petition for the issuance of the writ of habeas corpus shall contain allegations of fact as follows:

- (1) The basis for the jurisdiction and venue of the Court shall be set forth, as well as the place of confinement or restraint. If the place of confinement or restraint is unknown, this shall be alleged.
- (2) Facts must be alleged that show precisely the alleged illegal restraint and the identity of the person in whose custody the person is restrained.
- (3)
  - (a) Any prior or pending legal proceeding pertaining to the restraint shall be referred to specifically. Any basis or authority for the restraint shall be specifically set forth. If the basis or authority for the restraint is unknown, this shall be alleged.
  - (b) When the restraint is a result of a commitment by an issuing authority, a statement of the proceedings before the issuing authority shall be attached.
- (4) The facts upon which the right to relief is based must be alleged and a succinct statement of the reasons why the restraint is unlawful shall be set forth without extended argument.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 303 Procedure.**

The procedure for issuance of a writ of habeas corpus shall be as follows:

- (1) The petition shall be presented with an appropriate order. The order signed at the time application for relief is made may deny the requested relief, set a hearing date, grant a rule or grant any other appropriate relief.
- (2) When the Court directs the release of a relator upon any conditions of bail pending hearing on the petition, the order shall contain the amount and type of bail and the office in which bail shall be posted.
- (3) Upon the direction of the Court that a writ be issued, the order shall be filed with the Department of Court Records, and a proper writ of habeas corpus shall be procured from the Department of Court Records and served on the respondent as the Court may direct.

*Note:* It is expected that where the petitioner proceeds upon petition and rule that the order of Court granting the rule shall also provide a direction of notice to the appropriate parties.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## **Service**

### **Local Rule 440 Service of Legal Papers other than Original Process**

#### **(A) Certificate of Service**

- (1) Copies of all legal papers other than original process that are required to be served on each party to the action pursuant to Pa.R.Civ.P. 440, shall include a Certificate of Service, which sets forth the date and manner of service.
- (2) The Certificate of Service shall set forth the name of an attorney of record for each of the parties that is represented by counsel and the address at which service was made.

*Note:* The mere statement "Service upon all counsel of record" is not acceptable.

- (3) If any parties are not represented by counsel, the Certificate of Service shall identify the party as being unrepresented by using a "pro se" designation and shall set forth the address at which service was made.
- (4) The address listed in the Certificate of Service may be an e-mail address or telephone number used for a facsimile transmission where service was made in this fashion provided that such service is authorized under the Pennsylvania Rules of Civil Procedure.

#### **(B) Notice of Change of Address**

- (1) If at any time during the course of an action, the Attorney of Record's address changes,

the Attorney shall immediately electronically file a Notice of Change of Address with the Department of Court Records in each case in which they appear.

- (2) If at any time during the course of an action, a *pro se* litigant's address changes, they must immediately file a Notice of Change of Address with the Department of Court Records in each case they are a case participant.
- (3) The Notice of Change of Address shall be in a form similar to FORM 440(B) and shall provide:
  - i. The filing party name(s), the old physical address(es), and the new physical address(es);
  - ii. The filing party's old email address and the filing party's new email address, and;
  - iii. The effective date of the address change.

### **FORM 440(B) Notice of Change of Address**

CASE CAPTION, INCLUDING DOCKET NUMBER

NOTICE

Department of Court Records, Civil Division  
First Floor, City County Building  
414 Grant Street  
Pittsburgh, PA 15219

Re: CASE CAPTION and DOCKET NUMBER

(1) This Change of Address is filed on behalf of \_\_\_\_\_.

(2) The former address(es) of the filing party is (are):

\_\_\_\_\_  
\_\_\_\_\_.

(3) The new address(es) of the filling party is (are):

\_\_\_\_\_  
\_\_\_\_\_.

(4) This address change became effective as of \_\_\_\_\_, \_\_\_\_\_.

---

Signed

---

Dated

## **Miscellaneous**

### **Local Rule 501 Election Day Overseers and Judges.**

- (1) **Election Overseers.** Applications for the appointment of election overseers shall be presented to the Court at least three days before any primary or election, and reasonable notice shall be given of the proposed appointment to other political parties.
- (2) **Judges on Election Days.** In advance of each election day, the President Judge shall enter an administrative order designating which judges of the Court shall be available in the Assignment Room throughout the day to handle matters of an emergency nature relating to the election.

*Note:* See Local Rule 249(4) regarding Elections Judge for non-emergency matters relating to elections.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 502 Appeals From Decisions of the Board of Property Assessment Appeals and Review.**

- (1) Tax assessment appeals from decisions of the Board of Property Assessment Appeals and Review shall be governed by Local Rule 503.
- (2) Tax exemption appeals from decisions of the Board of Property Assessment Appeals and Review shall be governed by Local Rule 504.

*Note:* Under the former Local Rule 502, there was some confusion regarding whether Local Rule 502 applied both to tax assessment appeals and to tax exemption appeals from the Board of Property Assessment Appeals and Review. New Local Rules 503 and 504 have been adopted to address the different procedures that apply to tax assessment and tax exemption appeals. New Local Rule 502 incorporates Local Rules 503 and 504 and sets forth the procedures that apply when both a tax assessment appeal and a tax exemption appeal will be or have been filed with respect to the same subject property.

- (3) When the Board of Property Assessment Appeals and Review has decided both the tax-exempt status and the assessed value of the subject property, a party or parties may appeal both of these decisions to the Court of Common Pleas by filing two separate appeals. The tax assessment appeal shall refer to the separately filed tax exemption appeal and shall be

governed by Local Rule 503. The tax exemption appeal shall refer to the separately filed tax assessment appeal and shall be governed by Local Rule 504. The tax assessment appeal shall be stayed until such time as the Court has entered a final order with respect to the tax exemption appeal.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 502.1 Notice of Change of Ownership of Property. Change of Address. Withdrawal or Substitution of Counsel.**

- (1) If at any time during the course of an appeal filed pursuant to Local Rules 503 or 504 ownership of the property at issue is transferred, changed, or altered in any way, the property owner listed of record in the appeal is required to electronically file pursuant to Local Rule 205.4 a notice of the transfer/change/alteration with the Department of Court Records, Civil/Family Division (FORM 502.1) (see subsection (2) below). The Notice shall provide the following information:
- (a) The name(s) and address(es) of the new owner(s) of the property;
  - (b) The type of transfer/change/alteration (*e.g.*, property sold, joint tenant added); and
  - (c) The date of the transfer/change/alteration.

*Note:* An appeal to the Board of Viewers is an appeal to the Court of Common Pleas. See Local Rule 503(9). See Pa.R.Civ.P. 1012 for notice requirements when there is a withdrawal or substitution of counsel. See Pa.R.Civ.P. 440 and Local Rule 440 for requirements of service of legal papers.

**FORM 502.1 Change of Ownership. Change of Address.**

**NOTICE**

Department of Court Records, Civil Division  
First Floor, City County Building  
414 Grant Street  
Pittsburgh, PA 15219

Re: [ORIGINAL CASE CAPTION AND DOCKET NUMBER]

- (1) The names(s) and address(es) of the new owner(s) of the property is (are):

---

- (2) The ownership of the property that is the subject of the referenced assessment appeal has been changed, as follows (*e.g.*, property sold, joint tenant added, etc.):

---

- (3) The date of the transfer/change/alteration was: \_\_\_\_\_

Dated: \_\_\_\_\_ Signed: \_

*Editor's Note:* Adopted June 5, 2008, effective July 28, 2008.

### **Local Rule 503 Appeals From Real Estate Tax Assessment.**

The following provisions shall govern all tax assessment appeals from the Disposition of Appeal from Real Estate Assessment of the Board of Property Assessment Appeals and Review:

*Note:* Under the former Local Rule 502, there was some confusion regarding whether Local Rule 502 applied both to tax assessment appeals and to tax exemption appeals from the Board of Property Assessment Appeals and Review. New Local Rule 503 applies only to tax assessment appeals. For procedure governing tax exemption appeals, see Local Rule 504.

#### **(1) Parties.**

- (a) The following parties must be listed in the caption of the appeal:
  - (i) owner(s) of the real estate and/or taxable property;
  - (ii) the municipality in which the property is located;
  - (iii) the school district in which the property is located; and
  - (iv) the County of Allegheny.
- (b) Any entity other than those set forth in subsection (1)(a) of this local rule must file a Petition to Intervene with the Real Estate Tax Appeals Judge in accordance with the Pennsylvania Rules of Civil Procedure to become a party.

#### **(2) Caption.**

- (a) The party filing the appeal shall be designated as the petitioner. All other parties shall be designated as respondents or interested parties.
- (b) The caption and cover sheet shall clearly state whether the appeal involves commercial or residential property.

#### **(3) Time For and Content of Appeals.**

- (a) An appeal from the decision of the Board of Property Assessment, Appeals and Review must be verified pursuant to Pa.R.Civ.P. 206.3 and electronically filed pursuant to Local Rule 205.4 with the Department of Court Records Civil/Family Division within thirty days of the date of mailing of the notice by the Board.

- (b) An appeal shall be in substantially similar form as set forth in Petition for Assessment Appeal (FORM 503(3)) (see subsection (20)(a) below) and shall contain the following:
  - (i) the names of the parties;
  - (ii) an identification of the property by address, lot and block number;
  - (iii) whether the property is residential or commercial; and
  - (iv) the name of the party that appealed to the Board of Property Assessment Appeals and Review.

*Note:* The Petitioner, in filing a Petition for Appeal from Disposition of the Board of Property Assessment Appeals and Review, is deemed to have raised all challenges to the assessment that the law permits.

**(4) Notice. Service.**

Petitioner shall give notice of the appeal by first class mail, postage prepaid, to all parties and the Board of Property Assessment Appeals and Review, within seven (7) days of the filing of the appeal, and shall file proof of service thereof.

**(5) Action Required of Department of Court Records, Civil Division.**

- (a) Upon the docketing of any appeal from a Disposition of Appeal from Real Estate Assessment of the Board of Property Assessment Appeals and Review, the Department of Court Records, Civil Division, shall obtain the information contained in the Board of Property Assessment Appeals and Review's Disposition of Appeal from Real Estate Assessment.
- (b) Upon obtaining the information contained in the Board of Property Assessment Appeals and Review's Disposition of Appeal from Real Estate Assessment, the Department of Court Records, Civil/Family Division, shall make it available on the Department's publicly accessible website.

**(6) Filing of Appeals.**

The filing of an appeal by any party shall act as an appeal by all parties.

**(7) Withdrawal of Appeals.**

No appeal may be withdrawn without the consent of all other parties or leave of court. Any party who fails to appear at the conciliation without prior notice to the Board of Viewers shall be deemed to have consented to the withdrawal of the appeal.

**(8) Motions.**



All motions in real estate tax assessment appeals shall be presented to the Real Estate Tax Appeals Judge.

**(9) Board of Viewers.**

All tax assessment appeals from a Disposition of Appeal from Real Estate Assessment of the Board of Property Assessment Appeals and Review shall be assigned to a Board of Viewers appointed by the Administrative Judge of the Civil Division pursuant to 72 P. S. § 5020-518.1.

**(10) Discovery.**

- (a) In all cases involving non-residential property, the taxing bodies may serve a copy of Tax Assessment Appeal Discovery Requests, (FORM 503(10)) (see subsection (20)(b) below) on the taxpayer. The taxpayer shall furnish the information sought in the Discovery Requests within forty-five (45) days after receipt thereof.
- (b) No party may seek additional discovery through Interrogatories, Request for Production of Documents or otherwise until discovery has been sought through the Tax Assessment Appeal Discovery Requests. Parties seeking additional discovery or any discovery in cases involving residential property must petition the Real Estate Tax Appeal Judge for discovery, who may refer the petition to the Administrative Chair of the Board of Viewers for recommendation.
- (c) Any discovery disputes, including without limitation any Motion(s) for Protective Order or Motion(s) to Compel, shall be presented upon proper notice to the Real Estate Tax Appeal Judge.
- (d) Discovery shall conclude sixty-five (65) days prior to the date scheduled for conciliation.

**(11) Conciliation.**

- (a) All appeals shall be conciliated prior to a hearing by the panel of the Board of Viewers assigned to hear the appeal.
- (b) At the time of conciliation, all parties or their counsel shall be present with full authority to effectuate a settlement of the appeal.

*Note:* Parties and counsel are advised to pay particular attention to the notice of conciliation. In appropriate cases, the conciliation and hearing may be scheduled on the same day. In such instances, the parties must appear at the conciliation ready to move directly into a hearing if the conciliation does not result in settlement.

- (c) If any party fails to comply with the provisions of this local rule, the Board of Viewers may include in their report a recommendation for the imposition of appropriate sanctions, including but not limited to, attorneys' fees and costs against the party or parties failing to comply.

**(12) Pre-Trial Statement in Non-Residential Tax Assessment Appeal.**

- (a) Sixty (60) days prior to the date scheduled for conciliation of a non-residential tax assessment appeal, the petitioner shall electronically file a pre-trial statement pursuant to Local Rule 205.4 and distribute the same to all counsel of record, or if counsel have not entered an appearance on the party(ies), and to the panel of the Board of Viewers assigned to the case. The pre-trial statement shall incorporate the following information or documents:
  - (i) a description of the user of the real estate and the nature of the real estate;
  - (ii) a list of all persons who will give testimony in the trial of this appeal;
  - (iii) a list of all exhibits which the party intends to use at trial;
  - (iv) any report, including without limitation an expert report or appraisal, of any person or entity who has been retained, employed, or consulted by the parties, who will give testimony in the trial of this appeal.

*Note:* Former Local Rule 502 required only the owner of non-residential property to file a conciliation statement. Local Rule 503 has been redrafted to require, in an appeal of non-residential property, both the taxpayer and the taxing bodies to file pre-trial statements. In conjunction with the change from a "conciliation" statement to a "pre-trial" statement, new Local Rule 503 shifts the focus of the parties' anticipated evidence at trial and eliminates the need to list information that will not be part of the party's case at trial. Local Rule 503 also requires parties to include in the pre-trial statement any expert reports and/or appraisals. By its terms, this subsection (12) does not apply to residential tax assessment appeals.

- (b) Twenty (20) days prior to the date scheduled for conciliation of a non-residential tax assessment appeal, the respondent(s) shall electronically file a pre-trial statement pursuant to Local Rule 205.4 and distribute the same to all counsel of record, or if counsel have not entered an appearance on the party(ies), and to the panel of the Board of Viewers assigned to the case a pre-trial statement. The pre-trial statement shall incorporate the following information or documents:
  - (i) a description of the use of the real estate and the nature of the real estate;
  - (ii) a list of all persons who will give testimony in the trial of this appeal;
  - (iii) a list of all exhibits which the party intends to use at trial;
  - (iv) any report, including without limitation an expert report or appraisal, of any person or entity who has been retained, employed, or consulted by the parties, who will give testimony in the trial of this appeal.
- (c) All interested parties whose interests are aligned with the petitioner shall electronically file a pre-trial statement pursuant to Local Rule 205.4 and distribute the same in accordance with subsection (12)(a) of this local rule. All interested parties

whose interests are aligned with the respondent(s) shall electronically file a pre-trial statement pursuant to Local Rule 205.4 and distribute the same in accordance with subsection (12)(b) of this local rule.

- (d) The failure to comply with subsections (12)(a), (12)(b) and (12)(c) of this local rule shall result in appropriate relief, which may include the exclusion or limitation at trial of testimony or evidence which was not provided in the pre-trial statement or a recommendation for the imposition of attorneys' fees and costs against the party or parties failing to comply.

**(13) Hearing.**

- (a) The Board of Viewers shall schedule a hearing and shall provide notice of the hearing to all parties and/or counsel of record. The notice shall be provided pursuant to Pa.R.Civ.P. 205.4(g) and Local Rule 205.4(g). The notice shall state that if any party fails to appear at the hearing it will proceed without them, or the appeal will be dismissed with prejudice.

*Note:* Parties and counsel are advised to pay particular attention to the notice of hearing. In appropriate cases, the conciliation and hearing may be scheduled on the same day. In such instances, the parties must appear at the conciliation ready to move directly into a hearing if the conciliation does not result in settlement.

- (b) The hearing shall be recorded by a court reporter.
- (c) The Board of Viewers, at its discretion, may continue the hearing.

**(14) Report.**

Following the hearing, the Board of Viewers shall file its written Special Masters Report and Recommendation with the Department of Court Records, Civil Division. This Special Masters Report along with a Notice in substantially similar form as set forth in Notice (FORM 503(14)) (see subsection 20(c) below), shall be provided to all counsel or parties if not represented by counsel pursuant to Local Rule 205.4(g).

**(15) Objections. Trial Transcript**

- (a) The parties may electronically file objections to the Special Masters Report and Recommendation within ten (10) days of receipt of the Special Masters Report and Recommendation and Notice. Objections must be accompanied by a certification of counsel, or a party if unrepresented, that the trial transcript, or necessary portions of the transcript, have been ordered from the court reporter and paid for. Copies of the objections and certification shall be served on all counsel of record or party(ies) if unrepresented, and the Board of Viewers.
- (b) If no trial transcript is filed within ninety (90) days of the date the Objections were filed, the Administrative Chair of the Board of Viewers shall send the objecting party a letter, with copies to all counsel and parties not represented by counsel, stating that

the transcript must be paid for and filed within thirty (30) days of the date of the letter, and that if no transcript is filed within that time period, then a court order will be issued overruling the objections with prejudice. (FORMS 503(15A) and 503(15B)) (see subsections 20(d) and 20(e) below).

*Note:* If, through no inaction on the part of the objecting party the court reporter is unable to meet the deadline set e-filing of the transcript in the letter from the Administrative Chair, the objecting party may ask for an extension of time from the Administrative Chair.

**(16) Briefs on Objections**

- (a) Within twenty (20) days of the date on which the transcript is filed of record, the objecting party shall electronically file a Brief in Support of Objections and shall serve a copy on all counsel of record or if counsel have not entered their appearance on the party(ies), and the Board of Viewers. The Brief in Support of Objections shall refer to transcript page numbers where possible.
- (b) If no brief is filed within twenty (20) days of the date the transcript is filed, the Administrative Chair of the Board of Viewer shall send the objecting party a letter, with copies to all counselor parties not represented by counsel, stating that if a brief is not filed within twenty (20) days of the date of the letter, then a court order will be entered overruling the objections with prejudice. (FORMS 503(16A) and 503(16B)) (see subsections (20)(f) and (20)(g) below).

*Note:* If a Brief in Support of Objections has been filed by a taxing body, other taxing bodies may rely on that brief, and in such event the Administrative Chair will not send a FORM 503(16A) letter to the other taxing bodies.

**(17) Opposing Briefs**

- (a) Within twenty (20) days after the moving party has electronically filed its Brief in Support of Objections, responding parties shall file their Briefs in Opposition to Objections and serve a copy on all counsel of record or on the party(ies) if unrepresented, and the Board of Viewers.
- (b) If no Brief in Opposition is filed and served within twenty (20) days, the Administrative Chair of the Board of Viewers shall send the opposing party(ies) a letter, with copies to all counsel and parties not represented by counsel, stating that if an opposing brief is not filed within twenty (20) days of the date of the letter, the decision will be made without reference to any brief that you may file thereafter. (FORM 503(17)) (see subsections (20)(h) below).

*Note:* If a Brief in Opposition has been filed by a taxing body, other taxing bodies may rely on that brief, and the Administrative Chair will not send a FORM 503(17) letter to the other taxing bodies.

**(18) Decision**

After the filing date set for Briefs in Opposition to Objections has passed, the objecting party shall notify the Board of Viewers that the matter is ripe for decision by electronically filing a Notice That Matter is Ripe for Decision (FORM 503(18)) (see subsection (20)(i)(below). The objecting party shall serve a copy of this Notice on all counsel of record or if counsel have not entered their appearance on the party(ies), and upon the Board of Viewers. Upon the filing of this Notice, the Court shall schedule oral argument or decide the objections on the briefs without oral argument.

(19) **Final Order**

In the event that none of the parties files Objections as described above, the Special Masters Report and Recommendation shall become the final Order of Court. The Administrative Judge of the Civil Division, or another judge assigned by the Administrative Judge, will enter an Order of Court to this effect.

(20) **Forms**

(a)

**FORM 503(3) Petition for Assessment Appeal**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA,  
CIVIL DIVISION

(Name)	CIVIL DIVISION
Petitioner	BV No _____
v.	
(Names or Names)	COMMERCIAL / RESIDENTIAL (Choose one)
Respondents	REAL ESTATE INVOLVED
INTERESTED PARTIES (if applicable)	Petition for Appeal from Disposition of the Board of Property Assessment Appeals and Review
(Names)	

PETITION FOR APPEAL FROM DISPOSITION OF  
THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW

This Petition for Appeal from Disposition of the Board of Property Assessment Appeals and Review is filed pursuant to Local Rule 503(3) by (name):

1. The owner of this commercial/residential (choose one) real estate and/or taxable property is (name), and the address of this real estate is (address) (the "Property"). The Property has been assigned lot and block number (fill in).

2. The County of Allegheny, the municipality (fill in) and the school district (fill in) are the taxing bodies interested in the taxable status of the Property.
3. The Office of Property Assessments made an assessment of the Property. (Name) appealed from this assessment to the Board of Property Assessment Appeals and Review (the "Board") asking that the assessment be reduced/raised (choose one). The Board is authorized pursuant to the Administrative Code of Allegheny County to hear all appeals from assessments made by the Office of Property Assessments.
4. Following a hearing, a Disposition of Appeal from Real Estate Assessment was mailed by the Board. The information contained in the Board's Disposition of Appeal from Real Estate Assessment shall be kept in electronic form, by the Department of Court Records, Civil Division.
5. Petitioner is filing this appeal to the Common Pleas Court of Allegheny County.

WHEREFORE, Petitioner requests this Honorable Court to set the assessment to such amount as may be right and proper.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

NOTE: Under Pennsylvania law the Court of Common Pleas of Allegheny County can increase or decrease the assessment, no matter who appealed.

(b)

**FORM 503(10) Tax Assessment Appeal Discovery Requests**

[CASE CAPTION, INCLUDING DOCKET NUMBER]

AND NOW, comes (name) and serves the within Tax Assessment Appeal Discovery Requests upon (name). Pursuant to Local Rule 503(10), all applicable responses to these Requests must be furnished within forty-five (45) days after the receipt of these Requests.

**REQUESTS FOR DOCUMENTS**

Please produce a copy of the following:

1. Any and all surveys (land, structural, environmental, etc.), building plans and site plans showing design construction and location of the subject property.
2. Any and all mortgages, promissory notes, deeds, and agreements of sale made or assumed on the subject property within the last three years and the corresponding closing statements.
3. Any and all appraisals or evaluations on the subject property which have been made during the last three years.

4. Any and all loan applications of any kind involving or relating to the subject property which have been signed or submitted within the past three years.
5. Any and all leases, land leases, agreements, licenses, occupancy schedules, rent schedules (or rolls) relating to the subject property for the last three years.
6. Any and all written listing agreements, offers to purchase or offers to sell the subject property made within the last three years.
7. Any and all soil tests or mineral evaluations, permit requests, permits, requests relative to zoning variance, or similar applications or requests to any governmental body within the past three years concerning the subject property and the result of any such applications or requests.
8. Any and all federal and state Income Tax Returns and audited financial statements with respect to the subject property within the last three years.
9. Any and all corporate or partnership prospectus or private placement memorandum that contain any reference to the value of the subject property within the last three years
10. Any and all insurance policies and/or binders covering the subject property, its building contents, buildings or any business located thereon from the last three years.
11. Any and all documents which describe in whole or in part any physical improvements to the subject property (whether by the owner or by a tenant) within the last three years.
12. Any and all documents listing or describing capital improvement(s) made to the subject property over the past three years including the costs of the capital improvements and the completion date(s).
13. Any and all documents relating to leasing commissions paid with respect to the subject property over the last three years including the corresponding tenant space, the commission paid, and the date.

### INTERROGATORIES

Please provide the following information:

1. The name, address and telephone number of the person to contact regarding conducting an inspection of the subject property.

Date: \_\_\_\_\_

\_\_\_\_\_

(Signature)

(c)

**FORM 503(14) NOTICE**

NOTICE

Pursuant to the provisions of 72 P.S. § 5020-518.1(c) and Local Rule 503(9), attached is the Report of the Special Master.

Any party objecting to the Report shall file Objections at the Secondary Desk of the Department of Court Records, Civil Division, on the First Floor of the City-County Building, 414 Grant Street, Pittsburgh, PA 15219, with ten (10) days of the receipt of this Notice. Objections must be accompanied by a certification of counselor of the objecting party, if unrepresented, that the trial transcript, or necessary portions of the transcript, have been ordered from the Court Reporter's Office (Room 415, County Office Building, 412-350-5414) and paid for by the objecting party. Copies of the Objections and certification shall be served on the Administrative Chair of the Board of Viewers (Room 811, City-County Building) and on all counsel of record or the parties, if unrepresented.

In the event that none of the parties' files Objections, the Report and Recommendation of the Special Master will be adopted as the final Order of Court.

Date: \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATIVE CHAIR  
BOARD OF VIEWERS

(d)

**FORM 503(15A) Letter**

Re: [case name and docket number]

Dear [Objecting Party],

It has been ninety (90) days since you filed your Objections to the master's Report in the subject case and no trial transcript has been filed with the Department of Court Records, Civil Division. You must contact the court reporter and the transcript must be paid for and filed within thirty (30) days of the date of this letter. See Local Rule 503(15).

If the transcript has not been paid for and filed within thirty (30) days of the date of this letter, A COURT ORDER PURSUANT TO LOCAL RULE 503(15)(b) WILL BE ISSUED OVERRULING THE OBJECTIONS WITH PREJUDICE.

Very truly yours,



Administrative Chair, Board of Viewers

(e)

**FORM 503(15B) Court Order**

[CAPTION INCLUDING DOCKET NUMBER]

ORDER OF COURT

On this day of \_\_\_\_, 20\_\_\_\_, it appearing that ninety (90) days after the Objections in this case were filed, a letter dated \_\_\_\_\_ was mailed by the Board of Viewers' Administrative Chair to the objecting party; this letter stated that within thirty (30) days from the date of the letter, the trial transcript must be paid for and filed; thirty (30) days have passed since the date of the letter; and the transcript has not been filed.

IT IS ORDERED THAT, pursuant to Local Rule 503(15)(b) the objections in this case are overruled with prejudice.

BY THE COURT:

\_\_\_\_\_

(f)

**FORM 503(16A) Letter**

Re: [case name and docket number]

Dear [Objecting Party],

It has been twenty (20) days since the transcript in the referenced case was filed with the Department of Court Records, Civil Division. Pursuant to Local Rule 503(16)(a), your brief is now overdue. If it is not filed and served within twenty (20) days of the date of this letter, A COURT ORDER PURSUANT TO LOCAL RULE 503(16)(b) WILL BE ISSUED OVERRULING YOUR OBJECTIONS WITH PREJUDICE.

Very truly yours,

Administrative Chair, Board of Viewers

(g)

**FORM 503(16B) Court Order**

[CAPTION INCLUDING DOCKET NUMBER]

ORDER OF COURT

On this day of . 20 , it appearing that twenty (20) days after the transcript in this case was filed, a letter dated was mailed by the Board of Viewers' Administrative Chair to the objecting party; this letter stated that if a brief is not filed by the objecting party and served within twenty (20) days of the date of the letter, a court order will be issued overruling the objections with prejudice; twenty (20) days have passed since the date of the letter; and the objecting party has not filed a brief,

IT IS ORDERED THAT, pursuant to Local Rule 503(16)(b) the objections in this case are overruled with prejudice.

BY THE COURT:

---

(h)

**FORM 503(17) Letter**

Re: [case name and docket number]

Dear [Opposing Party]:

It has been twenty (20) days since the Objecting Party filed a Brief in Support of Objections and no brief in opposition has been filed by you. If no Brief in Opposition is filed and served within (20) days of the date of this letter, the decision will be made without reference to any brief that you may file thereafter.

(I)

**FORM 503(18) Notice That Matter Is Ripe for Decision**

[CASE CAPTION, INCLUDING DOCKET NUMBER]

**NOTICE THAT MATTER IS RIPE FOR DECISION**

AND NOW, comes (name) and notifies this Honorable Court pursuant to Local Rule 503(18) that this matter is ripe for decision and requests that this Honorable Court schedule oral argument or decide the objections on the briefs at its convenience.

A Brief in Opposition to the Objections has has not (please check appropriate line) been filed.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended June 5, 2008, effective July 28, 2008.

## **Local Rule 504 Appeals From Real Estate Tax Exemption.**

The following provisions shall govern tax exemption appeals from decisions of the Board of Property Assessment Appeals and Review:

*Note:* Under the former Local Rule 502, there was some confusion regarding whether Local Rule 502 applied both to tax assessment appeals and to tax exemption appeals from the Board of Property Assessment Appeals and Review. Local Rule 504 has been added to specifically address procedures governing tax exemption appeals. For procedure governing tax assessment appeals, see Local Rule 503.

### **(1) Parties.**

- (a) The following parties must be listed in the caption of the appeal:
  - (i) owner(s) of the real estate and/or taxable property;
  - (ii) the municipality in which the property is located;
  - (iii) the school district in which the property is located; and
  - (iv) the County of Allegheny.
- (b) Any entity other than those set forth in subsection (1)(a) of this local rule must file a Petition to Intervene with the Real Estate Tax Appeal Judge in accordance with the Pennsylvania Rules of Civil Procedure to become a party.

### **(2) Caption.**

- (a) The party filing the appeal shall be designated as the appellant. All other parties shall be designated as appellees or interested parties.
- (b) The caption and cover sheet shall clearly state that it is a tax exemption appeal.

### **(3) Time For and Content of Appeals.**

- (a) An appeal from the decision of the Board of Property Assessment Appeals and Review must be verified pursuant to Pa.R.C.P. 206.3 and filed as a General Docket case with the Department of Court Records within thirty (30) days of the date of mailing of the notice by the Board.
- (b) An appeal shall contain the following:
  - (i) names of the parties;
  - (ii) identification of the property by address, deed book volume and page, and lot and block numbers;
  - (iii) a concise statement of the reasons for the appeal; and

- (iv) a copy of the decision of the Board of Property Assessment Appeals and Review.
- (c) No Order of Court is required to file a timely appeal.
- (4) **Notice.**

Appellant shall give notice of the appeal by first class mail, postage prepaid, to all parties and the Board of Property Assessment Appeals and Review, within seven days of the filing of the appeal and shall electronically file proof of service thereof.
- (5) **Filing of Appeals.**

The filing of an appeal by any party shall act as an appeal by all parties.
- (6) **Withdrawal of Appeals.**

No appeal may be withdrawn without the consent of all other parties or leave of court.
- (7) In all other respects, tax exemption appeals from decisions of the Board of Property Assessment Appeals and Review shall be governed by the Pennsylvania Rules of Civil Procedure and the Allegheny County Local Rules governing civil actions assigned to an individual judge.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 505 Change of Name of a Natural Person.**

- (1) All proceedings for a change of name pursuant to 54 Pa.C.S. §§ 701-705 shall be brought in the Civil Division, except where an adoption proceeding is commenced in the Orphans' Court Division, in which case the Orphans' Court Division shall adjudicate any change of name ancillary to that proceeding. In cases where an adoption has been concluded in any other court and the only judicial relief sought in Allegheny County is a change of name, the Petition shall be filed in the Civil Division

*Note:* See 23 Pa.C.S. § 2904. See also Supreme Court Orphans' Court Rule 15.5(e) where the adopted person has attained majority.

- (2) All Petitions (FORM 505A) (see subsection (3)(a) below) shall be filed on the General Docket (GD).

*Note:* While Local Rule 205.4 does not mandate that Petitions for Name Change be filed electronically, it is permissive to do so. However, the Petition will not proceed unless the Petitioner provides the documents listed in Subsection (3)(b) below to the Department of Court Records.

- (3) Requirements for Filing a Petition.

- (a) The Petition shall contain two proposed Orders designated as follows:
  - (i) Either
    - (A) Order Scheduling Hearing on Name Change (used if Petition is brought by a person(s) of full legal age) (FORM 505B(i)) (see subsection (3)(b)(i) below), or
    - (B) Order Scheduling Hearing of Name Change (used if Petition is brought on behalf of a minor) (FORM 505B(ii)) (see subsection (3)(b)(ii) below); and
  - (ii) Decree for Change of Name (FORM 505C) (see subsection (3)(c) below).
- (b) The following is required by the Department of Court Records:
  - (i) Petition and one (1) extra copy.
    - (A) If Petitioner's safety would be in jeopardy by reason of the publication of the name change, Petitioner may:
      - (1) Describe why, under paragraph 6, publication would present a risk; or
      - (2) Seek to waive publication and/or have the record sealed by presenting a Motion, Affidavit, and Proposed Order to the Special Name Change Judge prior to filing the Petition with the Department of Court Records.
  - (ii) A completed fingerprint card (if applicable – children 12 or under are not required to have fingerprints taken) (obtained from either a state or local police department). "Name Change" should be written in red across the top of the completed card.
  - (iii) A stamped 8-1/2" x 11" envelope addressed to:

PA State Police  
Central Repository  
1800 Elmerton Avenue  
Harrisburg, PA 17110
  - (iv) A stamped letter size envelope addressed to:

Department of Court Records of Allegheny County  
First Floor City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
ATTENTION: Second Deputy

- (v) A stamped letter size envelope to the attorney for the filing party, or the pro se party.
- (vi) The filing fee applicable to a Petition for a name change.

*Note:* A current listing of the fees charged by the Department of Court Records can be found on the Department of Court Records web site: <https://dcr.alleghenycounty.us>.

- (c) After Petitioner has been notified that the fingerprinting process has been completed, the petitioner shall take one of the following actions to obtain a hearing date:
  - (i) submit the petition by email to the [civilnamechanges@alleghenycourts.us](mailto:civilnamechanges@alleghenycourts.us) email address with a request that the Court issue an Order scheduling the hearing date. Upon receipt of the scheduling order, the Petitioner shall proceed with advertising the Petition in the Pittsburgh Legal Journal, the official paper for the publication of legal notices for Allegheny County as well as one other newspaper of general circulation; or
  - (ii) if the record has been sealed or publication waived, the Petitioner may email the Special Name Change Judge's chambers to obtain a hearing date.
- (d) Where the Petitioner has a prior conviction of a felony but is not barred by 54 Pa.C.S. § 702(c) from obtaining a judicial change of name, the Petitioner shall provide the Court with an envelope affixed with sufficient postage and pre-addressed to the following so that copies of the Order Scheduling Hearing on Name Change may be sent:
  - (ii) The District Attorney of Allegheny County  
Allegheny County Courthouse  
436 Grant Street  
Pittsburgh, PA 15219
  - (iii) To any other District Attorney of any county in which Petitioner was convicted of a felony.
  - (iv) Office of the Attorney General  
Commonwealth of Pennsylvania  
1600 Strawberry Square  
Harrisburg, PA 17120
- (e) In those cases where the Petitioner is seeking to change the name of a minor and a parent files an objection to the Petition or appears to oppose the Petition, the case shall immediately be transferred to the Family Division using FORM 505D (see subsection (3)(d) below) for all further proceedings with respect to the minor's Petition.

*Editor's Note:* Amended November 29, 2021, effective January 11, 2022.

(4) FORMS:

**FORM 505A Petition for a Name Change**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

In Re the Petition of:

CIVIL DIVISION

\_\_\_\_\_  
(Print Your Current Name)

Docket No- GD-\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
(Print Your New Name)

VERIFIED PETITION FOR A NAME CHANGE

And now comes Petitioner(s), \_\_\_\_\_

\_\_\_\_\_ by this Petition, and upon  
being duly sworn, respectfully represents and shows this Court:

1. That the Petitioner(s) is of full legal age and is a bona fide resident of the County of Allegheny, Commonwealth of Pennsylvania, whose residence address is

\_\_\_\_\_  
\_\_\_\_\_

Petitioner(s) has been a bona fide resident of Allegheny County, Commonwealth of Pennsylvania for \_\_\_\_\_ year(s) immediately prior to filing this Petition. Petitioner(s) was born on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_, and Country of \_\_\_\_\_.

2. Petitioner's(s') present name is \_\_\_\_\_.

3. Petitioner(s) ☐ is not married or ☐ is married to \_\_\_\_\_.

4. Petitioner(s) is the ☐ Father and/or ☐ Mother of the following minor children:

☐ None

Name

Date of Birth

Age

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


5. Petitioner(s) has resided at the following address(es) over the last five (5) years:


6. Petitioner(s) requests the change of name for the following reasons (describe in detail):


7. The proposed change in the Petitioner(s) name, if granted, will not be detrimental to the interests of any other person and is not against the public interest.

8. This Petition is not filed to defraud creditors.

Wherefore, the Petitioner(s), intending to change his/her name, requests that by an Order of this Court, made and entered herein, the Petitioner's(s') name be changed to and decreed to be:




---

---

Respectfully submitted,

\_\_\_\_\_  
(Sign Your Current Name)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### VERIFICATION

I, (\_\_\_\_\_), verify that the statements made  
(Print Your Current Name)  
in the foregoing Petition are true and correct to the best of my knowledge or information and belief.

I understand that this verification is made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn fabrication to authorities, which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Date: \_\_\_\_\_  
(Sign Your Current Name)

**FORM 505B(i) Order Scheduling Hearing on Name Change (used if Petition is brought by a person(s) of full legal age)**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

In Re the Petition of:

CIVIL DIVISION

\_\_\_\_\_  
(Print Your Current Name)

Docket No- GD-\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
(Print Your New Name)

**ORDER SCHEDULING HEARING ON NAME CHANGE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon hearing of the within motion of \_\_\_\_\_ Esquire/pro se, attorney for the Petitioner(s) above named, it is ORDERED and DECREED that the within Petition be heard on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ before the General Motions Judge. Petitioner(s) shall obtain a judgment search from all counties in which he/she has resided during the last five (5) years.

It is further Ordered that the Petitioner(s) shall advertise once in the Pittsburgh Legal Journal, and once in a newspaper of general circulation in Allegheny County.

BY THE COURT,

\_\_\_\_\_, J.

**FORM 505B(ii) Order Scheduling Hearing on Name Change** (used if Petition is brought on behalf of a Minor(s))

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

In Re the Petition of:

CIVIL DIVISION

\_\_\_\_\_  
(Print Your Current Name)

Docket No- GD-\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
(Print Your New Name)

**ORDER SCHEDULING HEARING ON NAME CHANGE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon hearing of the within motion of \_\_\_\_\_, Esquire/pro se, attorney for the Petitioner(s) above named, it is ORDERED and DECREED that the within Petition be heard on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ before the General Motions Judge. Petitioner(s) shall obtain a judgment search from all counties in which he/she has resided during the last five (5) years.

IT IS FURTHER ORDERED that Petitioner(s) shall obtain an affidavit of consent from the non-petitioning parent and/or serve a copy of this scheduling order by certified and regular mail forthwith.

IT IS FURTHER ORDERED that the Petitioner(s) shall advertise once in the Pittsburgh Legal Journal, and once in a newspaper of general circulation in Allegheny County.

BY THE COURT,

\_\_\_\_\_, J.

**FORM 505C Decree for Change of Name**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

In Re the Petition of:

CIVIL DIVISION

\_\_\_\_\_  
(Print Your Current Name)

Docket No- GD- \_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
(Print Your New Name)

**DECREE FOR CHANGE OF NAME**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon hearing on the within Petition and upon motion of \_\_\_\_\_, Esquire/pro se, attorney for Petitioner(s), with proof of publication and proof that there are no judgments or decrees of record or any other matter of like effect against Petitioner(s), and it appearing that there are no legal objections to the granting of the prayer of the Petition, it is ORDERED and DECREED that the name(s) of the Petitioner(s) be and are, from and after this date changed to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

BY THE COURT,

\_\_\_\_\_ J.

**FORM 505D Case Transfer Order**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

In Re the Petition of:

CIVIL DIVISION

\_\_\_\_\_  
(Print Your Current Name)

GD- \_\_\_\_\_  
FD- \_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
(Print Your New Name)

## CASE TRANSFER ORDER

AND NOW, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Court makes the following findings:

1. The subject of the Petition for a Change of Name is

\_\_\_\_\_ who (is a) (are) minors.

2. The non-petitioning parent has filed an objection to the proposed Petition for Change of Name or has appeared before the Court and opposes the Petition.

It is therefore ORDERED, ADJUDGED and DECREED as follows:

1. Pursuant to Local Rule 505(3)([f]g) this matter is hereby transferred to the Family Division for all further proceedings with respect to the Petition for Change of Name.

2. The Department of Court Records shall conduct a search of its records to determine if the family involved in this contested name change has an existing Family Division docket number. If there is

an existing Family Division docket number, this Petition shall be matched to the existing file and transferred to the Family Division. If there is no existing Family Division docket number, the Department of Court Records shall assign a Family Division docket number and open a case file. In either event, the above-referenced docket number shall be cross-referenced with the Family Division docket number.

3. The party who filed the Petition for Change in Name shall be responsible for serving the Family Division scheduling order on the opposing party in a manner consistent with the Rules of Civil Procedure.

4. The party who filed the Petition for Change of Name shall provide the following information:

- A. Name(s), Address(es) and Date(s) of Birth of the minor(s) involved:

Name	Address	Date of Birth
_____	_____	_____
—	—	—
_____	_____	_____
—	—	—

_____	_____	_____
—	—	—
_____	_____	_____
—	—	—
_____	_____	_____
—	—	—

B. Name of the father of the minor child(ren) \_\_\_\_\_

\_\_\_\_\_

Address and telephone number of the father \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth of the father \_\_\_\_\_

C. Name of the mother of the minor child(ren) \_\_\_\_\_

\_\_\_\_\_

Address and telephone number of the mother

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth of the mother \_\_\_\_\_

D. List any prior Family Court involvement and case numbers: (Examples of these cases include: Protection from Abuse, Child Support, Child Custody, and Divorce.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BY THE COURT:

\_\_\_\_\_ J.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020. Amended November 29, 2021, effective January 11, 2022.

## **Eminent Domain**

### **Local Rule 600 Eminent Domain. Scope.**

The rules of this chapter shall be construed consistent with the provisions of the Eminent Domain Code, 26 P.S. § 1-101 et seq., and shall apply to all eminent domain and assessment of benefits proceedings, including but not limited to:

- (1) All preliminary objections to a declaration of taking, including the objection that there was an earlier *de facto* taking;
- (2) Petitions for the appointment of viewers on claims for compensation where no declaration of taking property has been filed;
- (3) Preliminary objections to a petition for the appointment of viewers;
- (4) Petitions for the appointment of viewers to ascertain just compensation, including special damages;
- (5) Petitions for the appointment of viewers to assess benefits or to assess benefits and ascertain just compensation where statutes permit municipalities to assess the properties benefited for the costs, damages and expenses of public improvements; and
- (6) Appeals from Board of Viewers' awards of damages or assessments of benefits whether or not objections other than or in addition to the amount of the award are raised by the appeal.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 601 Definitions.**

- (1) Appeal — an action contesting the decision, report or recommendation of the Viewers, which is filed with the Department of Court Records and a courtesy copy delivered to the Board of Viewers.
- (2) Applicable trial term — the first term assigned by the Court of Common Pleas during which the trial is scheduled to be conducted.
- (3) Board of Viewers — the administrative body designated by the Court of Common Pleas to hear eminent domain and assessment of benefits proceedings.
- (4) Hearing — the mechanism by which the Viewers shall hear testimony and receive evidence.

- (5) Hearing date — the first date scheduled by the Viewers for a hearing, without regard to any request for a continuance, unless otherwise ordered by the Viewers
- (6) Trial — the mechanism by which the Court of Common Pleas shall hear testimony and receive evidence in an appeal.
- (7) View — the date and time scheduled for the parties and the Viewers to inspect the subject property.
- (8) Viewers — the panel of the Board of Viewers which shall preside at the View and Hearing and shall issue the decision, report or recommendation of the Board of Viewers.
- (9) Viewers' Plans – the plan or any supplemental plan required under Section 1-509 of the Eminent Domain Code.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 602 Administrator.**

- (1) The Administrative Judge shall appoint one (1) of the members of the Board of Viewers to serve as Administrator for a term of two (2) years. The Administrator may be reappointed.
- (2) The Administrator shall be primarily responsible to the Court for the efficient and prompt administration and disposition of the matters before the Board of Viewers. The Administrator shall keep records and submit such data to the Court as may be required.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 603 Preliminary Objections.**

Preliminary objections to a declaration of taking or to a petition for the appointment of viewers shall not be subject to any other local rules and shall be governed by the following procedures:

- (1) No brief shall be required upon the filing of the preliminary objections.
- (2) The filing of preliminary objections shall stay all other proceedings as to only the parcel or parcels that are the subject of the preliminary objections.
- (3) Preliminary objections shall be electronically filed with the Department of Court Records pursuant to Local Rule 205.4. The party filing the preliminary objections shall email the Preliminary Objections to the chambers of the Eminent Domain Judge, or any such Judge the Administrative Judge may designate, for scheduling.
- (4) The presiding judge shall schedule a status conference, which shall take place as soon as practicable after the date stamped on the preliminary objections. At the status conference, the judge shall determine whether the parties shall submit evidence in support of or in opposition to the preliminary objections by deposition, by hearing, or by a combination thereof, and shall



schedule a date and time for the submission of all evidence and for the submission of briefs. The judge may consider such other issues as are raised by the parties.

- (5) Unless mutually extended by the parties or otherwise ordered by the presiding judge for good cause shown, all discovery relating to the preliminary objections, including all depositions, must be completed no later than sixty (60) days after the date stamped on the preliminary objections.
- (6) Pursuant to Section 1-406 of the Eminent Domain Code, the parties must present in one pleading, and the Court shall consider, all preliminary objections at one time.
- (7) A party, either by filed consent of all parties or by leave of court for good cause shown, may amend that party's preliminary objections.
- (8) After the submission of evidence, the presiding judge shall promptly decide all preliminary objections.
- (9) The parties shall not file post-trial motions. The order of court ruling upon the preliminary objections is the final order from which an appeal may be taken.

*Note:* This rule recognizes Pa.R.A.P. 311(e), which provides for an appeal as of right following a court order ruling upon preliminary objections in eminent domain cases.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 604 Petitions for the Appointment of Viewers. Notices of Special Damages. Claims Before Board of Viewers.**

- (1) Each petition for the appointment of viewers, whether filed by a condemnee or by the condemnor and whether including one or more than one property, shall be assigned a new docket number.
- (2) Where a declaration of taking has been filed, a petition for the appointment of viewers shall include in the caption as a "Sur No." a reference to the docket number at which the declaration of taking was filed, as follows:

No. \_\_\_\_\_ 20

Sur No. \_\_\_\_\_ 20

- (3) A petition for the appointment of viewers shall include all information required to be set forth by Section 1-502 of the Eminent Domain Code.
- (4) A condemnee who desires to claim special damages shall set forth the type of special damages sought either in the petition for appointment of viewers or in a written notice to be served upon all other parties and the Board of Viewers at least forty days before the hearing date.

- (a) If any petitioner is seeking the determination of any damages or benefits payable under Article VIA of the Eminent Code, the petition for appointment of viewers must clearly set forth which of those damages or benefits are to be litigated before the Viewers. If the petitioner fails to comply with the terms of this paragraph, any damages or benefits payable under Article VIA of the Eminent Domain Code shall not be litigated before the Viewers.
  - (b) Documents in support of or in opposition to damages or benefits payable under Article VIA of the Eminent Domain Code which properly have been designated under subsection (1) of this local rule as issues to be litigated before the Viewers shall be admitted into evidence at the Viewers' Hearing without the necessity of calling a witness to authenticate the document or to testify about the document's contents, provided that at least twenty (20) days' notice of the intention to offer such documents was given to every other party accompanied by a copy of each document to be offered.
- (5) Before presentation of a petition for the appointment of viewers to the Administrative Judge, or such other Judge as the Administrative Judge may designate, the petitioner shall serve a copy of the petition on the Chief Clerk of the Board of Viewers. The Chief Clerk shall thereupon designate the particular members of the Board of Viewers to serve in the case by completing Appointment of Viewers (FORM 604) (see subsection (8) below).
  - (6) A copy of any petition filed by a condemnee shall be sent promptly by registered or certified mail, return receipt requested, postage prepaid to the adverse party or parties as required by Section 1-502(f) of the Eminent Domain Code and to all other condemnees known to the condemnee filing the petition to have an interest in the property.
  - (7) A copy of any petition filed by a condemnor shall be sent promptly by registered or certified mail, return receipt requested, postage prepaid to all condemnees known to the condemnor to have an interest in the property.

**FORM 604 Appointment of Views**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

IN THE MATTER OF CONDEMNATION

CIVIL DIVISION

No. GD-\_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**ORDER OF COURT**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within Petition having been presented in open court in consideration thereof, it is ORDERED THAT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

are appointed as Viewers as provided by law to view the property and to ascertain such damages as they may find to have been caused to Plaintiff's property by reason of the condemnation and taking by Defendant as set forth in the within Petition.

\_\_\_\_\_  
J.

**BOARD OF VIEWERS**

\_\_\_\_\_  
Administrative Chair

Date of View\_

Date and Time of Exceptions Hearing\_ \_\_\_\_\_

### **Local Rule 605 Viewers' Plans.**

- (1) The condemnor, in cases where a declaration of taking has been filed, or the municipality (including a municipal authority), in cases of municipal improvement assessment proceedings, shall furnish Viewers' Plans to the Viewers and to the condemnees or to the abutting property owners within thirty (30) days after being served with the petition for the appointment of viewers or within thirty (30) days of filing the petition if the condemnor or municipality is the petitioner or within thirty (30) days following receipt of a written request from a condemnee or an abutting owner.
- (2) If no declaration of taking has been filed, the condemnor shall furnish Viewers' Plans to the Viewers and to the condemnees within sixty (60) days of an adjudication that there has been a taking or that the condemnor is liable for consequential damages in cases where the condemnor contests its liability or within sixty (60) days of service upon it of a petition for the appointment of viewers where it does not file preliminary objections to the petition.
- (3) If the condemnor or the municipality fails to furnish Viewers' Plans within the time specified, the Administrative Judge or such other Judge as the Administrative Judge may designate, upon petition of the condemnee or abutting owner, may permit the condemnee or abutting owner to have Viewers' Plans made and order that the cost thereof be charged to the condemnor or municipality. In such a case, the Viewers shall determine and award reasonable amounts for professional engineering services and related costs.
- (4) Viewers' Plans shall indicate the entire property involved, the improvements thereon, the extent and nature of the condemnation and such other physical data, including grades, as any may be necessary for the proper determination of just compensation.
- (5) Plans of municipal improvements shall indicate the location and names of owners of affected properties. Each property shall be identified by a Viewers' number beginning with "V-1" and running consecutively. Street improvement plans shall also show the cuts and fills resulting from change of grade in the center line as well as at the property lines on each side of stations fifty feet apart. Sewer improvement plans shall show frontal and depth dimensions of affected property, and where the whole of any property cannot be served by the sewer, the drainage line shall be shown on the plan.
- (6) If, in the opinion of the Viewers, the plans are insufficient, the Viewers may require revisions or the submission of supplemental plans. If the condemnor or the municipality fails to furnish adequate Viewers' Plans within the time specified by the Viewers, the provisions of subdivision (3) of this Rule may be invoked

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 606 Notices of View. Directions to Viewers and Access to Property.**

- (1) The Viewers shall schedule a view and shall give notice of the view as required by Section 1-504, 1-505 and 1-506 of the Eminent Domain Code.
- (2) At least three (3) days before the scheduled View of the property involved, the petitioner shall provide the Viewers and all parties with written directions to the property.
- (3) At the time of the View, the persons in possession of the property shall provide access to the interior of all buildings on the property.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 607 Notices of Additional Condemnees and Mortgagees.**

Within twenty (20) days after service of a petition for the appointment of viewers, each condemnee shall furnish to the Viewers and to the condemnor a notice containing the information required by Sections 1-502(a)(4) and 1-506(a) of the Eminent Domain Code regarding the names, addresses and type of interest of all mortgagees and all other known condemnees who have an interest in the property and have not been identified in the petition.

*Note:* "All other known condemnees" may include, but is not limited to, tenants or other occupants of the property as of the date of condemnation. Family members of the owner generally need not be listed. "Type of interest" may include, but is not limited to, such things as whether an occupancy was under an oral or written lease, whether the lease contains clause(s) intended to terminate the leasehold in the event of condemnation, and whether there is an easement or right of way.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006

### **Local Rule 608 Discovery Prior to Hearing Before Board of Viewers.**

- (1) All discovery disputes shall be presented upon proper notice to the Eminent Domain Judge, or to such other Judge as the Administrative Judge may designate to preside over the case.
- (2) Discovery shall close ten (10) days prior to the Hearing unless otherwise mutually agreed by the parties or ordered by the Court.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 609 Hearings and Continuances. Notice.**

- (1) The Viewers shall schedule a Hearing and shall give notice of the Hearing date as required by Sections 1-504, 1-505 and 1-506 of the Eminent Domain Code.
- (2) If a party who has been given reasonable notice of a scheduled hearing does not appear at the hearing, the Viewers may proceed to hear the case ex parte.
- (3) Scheduled hearings shall not be continued except by order of the Viewers.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 610 Findings of Fact and Conclusions of Law.**

- (1) A party may request the Viewers to specifically include in their report specific findings of fact. A party must orally make this request known to the Viewers and to opposing parties no later than the conclusion of the Hearing and shall electronically file and serve written proposed findings of fact within ten days of the conclusion of the Hearing.
- (2) The Viewers shall include in their report a written adoption or rejection of any requests for specific findings of fact made in accordance with subsection (1) of this Rule.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 611 Settlements.**

If a case is settled by the parties, notice of the settlement shall be given to the Viewers.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 612 Exceptions Before Viewers in Municipal Improvement Assessment Proceedings.**

In municipal improvement assessment proceedings, exceptions to the schedule of proposed awards and assessments shall be electronically filed pursuant to Local Rule 205.4 with the Department of Court Records and served upon the Chief Clerk of the Board of Viewers within ten (10) days following the exhibition of the schedule. Exceptions shall be heard on the date set forth in the schedule and shall be decided by the Viewers.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 613 Appeals to Court of Common Pleas.**

- (1) A party may appeal the Viewers' report to the Court of Common Pleas.
- (2) An appeal shall set forth the information required by Section 1-516 of the Eminent Domain Code.
- (3) No answer need be filed to an appeal.
- (4) Appeals shall automatically be placed at issue upon filing.
- (5) Appeals, except in municipal improvement assessment proceedings, shall be filed at the same docket number as the hearing before the Viewers and shall include in the caption as a "Sur No." a reference to the docket number at which the declaration of taking, if any, was filed in the manner set forth in Local Rule 604(2).

- (6) Appeals in municipal improvement assessment proceedings shall be assigned new docket numbers. Reference to the docket number of the Viewers' Hearing shall be set forth in a separately numbered paragraph of such appeals.
- (7) The caption of an appeal shall identify the condemnee or the property owner as plaintiff and the condemnor or municipality as defendant.
- (8) The appealing party shall serve a copy of the appeal on all other parties and upon the Board of Viewers within five (5) days after filing. The appellant shall file proof of service of a copy of the appeal upon all parties.
- (9) An appeal raising objections other than or in addition to the amount of damages shall state in the caption under the designation of the docket number the following phrase in capital letters: INVOLVES OBJECTIONS OTHER THAN OR IN ADDITION TO AMOUNT OF AWARD.
- (10) A party filing an appeal raising an objection other than or in addition to the amount of damages, shall obtain from the Eminent Domain Judge, or from any such Judge as the Administrative Judge may designate a date for argument of the legal questions raised by the appeal. The legal argument shall be heard by the Eminent Domain Judge or such other Judge as the Administrative Judge may designate. The appealing party shall promptly serve notice of the date obtained upon all other parties.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 614 Discovery On Appeal to Court of Common Pleas.**

- (1) Discovery after an appeal is taken to the Court of Common Pleas shall be governed by Pa.R.C.P. 4001 *et seq.* relating to discovery.
- (2) Discovery shall close twenty (20) days prior to the first day of the applicable trial term unless otherwise mutually agreed by the parties or ordered by the Court.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 615 Pre-Trial Statements On Appeal Before Court of Common Pleas.**

- (1) Thirty (30) days prior to first day of the applicable trial term, the condemnor(s) and condemnee(s) shall electronically file a pre-trial statement pursuant to Local Rule 205.4 and serve the opposing party or parties which contains the following:
  - (a) A list of the names and addresses of all persons who may be called as witnesses, classifying them as liability or damage witnesses. Witnesses may be described by title or representative capacity.
  - (b) A list of all exhibits which the party intends to use at trial.

- (c) The written report of any expert (on value or otherwise) who may be offered as a witness at trial.

*Note:* Expert reports may include, without limitation, appraisals, machinery, environmental and engineering reports.

- (2) The exhibits listed pursuant to subsection (1) of this local rule, or copies thereof, shall be made available to the opposing party or parties.
- (3) In the event of non-compliance with subdivisions (1) or (2), the trial judge may, in his or her discretion, grant appropriate relief, which may include:
  - (a) the preclusion or limitation of the testimony of
    - (i) any witness whose identity is not disclosed in the Pre-Trial Statement, or
    - (ii) any expert witness whose opinion have not been set forth in the report submitted with the Pre-Trial Statement or otherwise summarized in the Pre-Trial Statement as provided by subsection (1)(c) of this local rule, and
  - (b) the preclusion of exhibits not listed in the Pre-Trial Statement and made available.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Rule 616 Special Rules for Sewer Cases.**

In all cases involving the construction, installation or renovation of sewers, the following additional procedures shall be followed. These local rules shall be read in para materia with the Eminent Domain Code and the Second-Class Counties Code. To the extent this local rule conflicts with any portion of Local Rules 600-615, this local rule shall govern; to the extent this local rule does not conflict with any portion of Local Rules 600-615, then they shall also apply.

##### **(1) Declaration of Taking.**

The condemnor shall electronically file a declaration of taking, which lists the affected property(ies) by name and address of owner and by Lot and Block number.

##### **(2) Petition for Appointment of Viewers.**

After a declaration of taking has been filed, the condemnor or any condemnee may file a Petition for Appointment of Viewers (FORM 616) (see subsection (13) below). Attached to any Petition filed on behalf of the condemnor shall be:

- (a) a copy of the Viewers' Plan on which each property shall be identified by a viewers' number beginning with "V-1," running consecutively and corresponding to the owners' name and Lot and Block number;



- (b) street improvement plans, which shall show the cuts and fills resulting from any change of grade in the center line as well as the property lines on each side of stations fifty feet apart;
  - (c) sewer improvement plans, which shall show frontal and depth dimensions of affected property, and where the whole of any property cannot be served by the sewer, the sewer improvement plan shall show the drainage line; and
  - (d) if benefits are to be determined, a certified copy of all hard and soft construction costs.
- (3) **Presentation of Petition for Appointment of Viewers to Board of Viewers. Proposed Scheduling Order.**

Before presenting a Petition for Appointment of Viewers (FORM 616) (see subsection (13) below) to the Eminent Domain Judge, or such other judge as the Administrative Judge may designate, the petitioner shall serve a copy of the petition with the Chief Clerk of the Board of Viewers. At the time of filing, the Chief Clerk of the Board of Viewers shall complete a proposed scheduling order which the petitioner must present to the Eminent Domain Judge, or such other judge as the Administrative Judge may designate along with the petition for appointment of viewers. The Petition and shall state:

- (a) the names of the Viewers to be appointed;
- (b) the date and time of the View;
- (c) the date after which the Viewers' initial report should be available in the office of the clerk of the municipality in which the property or properties are located;
- (d) the last date upon which the affected parties may file written exceptions to the Viewers' initial report; and
- (e) the date and time of the Exceptions Hearing.

*Note:* The Proposed Scheduling Order Form will be available from the Chief Clerk of the Board of Viewers.

(4) **Presentation of Petition for Appointment of Viewers to Court.**

After obtaining the proposed scheduling order from the Chief Clerk of the Board of Viewers, the petitioner shall present the petition for appointment of viewers, along with the proposed scheduling order, to the Eminent Domain Judge, or such other Judge as the Administrative Judge may designate. After the Eminent Domain Judge or such other Judge as the Administrative Judge may designate has approved the appointment of Viewers and has entered the scheduling order, the petitioner must:

- (a) If the petitioner is the condemnee, the petitioner must serve a copy of the petition for appointment of viewers and the scheduling order on the condemnor by certified mail, return receipt requested postage pre-paid, by Sheriff's service, or by personal service.

- (b) If the petitioner is the condemnor, the petitioner must serve a copy of the Petition for Appointment of Viewers and the scheduling order on all condemnees affected by the petition by certified mail, return receipt requested postage pre-paid, by Sheriff's service, or by personal service. In addition, the condemnor shall advertise the scheduling order in a publication of general circulation, and shall file a copy of the scheduling order in the office of the clerk of the municipality where the property(ies) is located.

(5) **Condemnor's Obligations When Petition for Appointment of Viewers is Filed by Condemnee.**

Within ten (10) days after receiving a copy of the scheduling order entered after presentation of a Petition for Appointment of Viewers filed on behalf of a condemnee, the condemnor shall serve the Viewers with a copy of those documents which Local Rule 616(b) requires the condemnor to attach to a Petition for Appointment of Viewers filed on behalf of a condemnor and shall serve a copy on all affected parties or their counsel of record.

(6) **Certification of Notice -- Petition for Appointment of Viewers and Scheduling Order.**

At least ten (10) days before the date of the View, the petitioner shall certify in writing to the Viewers that the petition and scheduling order have been served, advertised, and/or posted in accordance with subsection (4) of this Rule.

(7) **Viewers' Initial Report.**

Within twenty (20) days after the View, the Viewers shall deliberate and determine benefits and/or damages on each V-numbered parcel set forth in the petition for appointment of viewers and shall submit an initial report containing an itemized award of benefits and/or damages. Attached to the Viewers' initial report shall be a notice, which shall contain the following:

- (a) a brief and concise statement listing the Lot and Block numbers affected and informing the parties that the Viewers have issued an initial report which contains an itemized award of benefits and/or damages;
- (b) a statement informing the affected parties of their right to file exceptions to the initial report;
- (c) a statement informing the affected parties that they will not be heard at the scheduled exceptions hearing unless they have timely filed written exceptions; and
- (d) an announcement that the full text of the initial report shall be made available by the condemnor in the office of the clerk of the municipality where the property or properties are located.

*Note:* All parties will have received by way of the scheduling order notice of the latest date on which the Viewers' initial report will be issued. See Local Rule 616(3) and (4). Accordingly, all parties are

responsible for making sure that they obtain a copy of the Viewers' initial report prior to the date on which written objections to that report must be filed.

**(8) Service of Viewers' Initial Report.**

The Viewers shall mail a copy of their initial report (with the notice attached) to the condemnor or its counsel of record pursuant to Pa.R.Civ.P. 205.4(g). The condemnor shall immediately post a copy of the initial report in the office of the clerk of the municipality where the property or properties are located. Within ten (10) days of the date of the Viewers' initial report, the condemnor shall serve all affected condemnees with a copy of the Viewers' initial report and the attached notice by certified mail, return receipt requested postage pre-paid, by Sheriff's service, or by personal service.

**(9) Certification of Notice -- Viewers' Initial Report.**

At least ten (10) days before the date of the exceptions hearing, the condemnor shall certify in writing to the Viewers that the initial report and attached notice have been served and posted in accordance with subsection (8) of this local rule.

**(10) Exceptions Hearing.**

At least ten (10) days before the date of the exceptions hearing, the condemnor shall certify in writing to the Viewers that the initial report and attached notice have been served and posted in accordance with subsection (8) of this local rule.

An exceptions hearing shall be held on the date and time set forth in the scheduling order. Only those condemnees who have timely submitted their written objections to the Viewers' initial report shall be heard by the Viewers at the exceptions hearing. The Viewers shall consider the exceptions of the condemnees and make any adjustments the Viewers deem necessary to their initial award of damages and/or benefits.

**(11) Viewers' Final Report.**

Within twenty (20) days after the exceptions hearing, the Viewers shall serve a copy of their final report on all parties. Attached to the report shall be a notice advising the parties of their right to appeal the Viewers' decision to the Court of Common Pleas.

Within five (5) days of the date of the Viewers' final report, the condemnor shall post the Viewers' final report with the notice attached in the office of the clerk of the municipality where the property or properties are located. Within five (5) days of the date of the Viewers' final report, the condemnor also shall make arrangements to advertise in the next available issue of a publication of general circulation a notice in the following form:

The Board of Viewers has issued its final report, which contains an itemized award of benefits and/or damages for the following Lot and Block numbers: [list]. The full text of the report may be obtained at

the [municipality office and address]. Your rights as a property owner may be affected by this report.

(12) **Appeals to Court of Common Pleas.**

Appeals to the Court of Common Pleas shall be governed by the Eminent Domain Code, the Second-Class Counties Code and Local Rules 613, 614, and 615.

**FORM 616 Appointment of Viewers – Sewer Cases**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

IN THE MATTER OF CONDEMNATION

CIVIL DIVISION

No. GD-\_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**ORDER OF COURT**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within Petition having been presented in open court in consideration thereof, it is ORDERED THAT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

are appointed as Viewers as provided by law to view the property and to ascertain such damages as they may find to have been caused to Plaintiff's property by reason of the condemnation and taking by Defendant as set forth in the within Petition.

\_\_\_\_\_  
J.

## BOARD OF VIEWERS

---

Administrative Chair

Date of View\_

Date and Time of Exceptions Hearing\_

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Rule 701. Initiation of Conservatorship Action.**

- (1) A conservatorship action is commenced and assigned a CS docket number by the filing of a Petition for the Appointment of a Conservator ("Petition") with the Department of Court Records and payment of the applicable filing fee.
- (2) The petitioner must file a notice of filing of the petition with the Department of Court Records after filing the petition for appointment of a conservator. (See Form 703, Notice of Filing of a Petition for the Appointment of a Conservator.)
- (3) The petitioner must file a praecipe for lis pendens with the Department of Court Records for indexing against the property, and a lis pendens with the Department of Real Estate. Note: The Judge has the discretion to remove the lis pendens
- (4) A copy of the petition filed with the Department of Court Records must be submitted to conservatorship\_calendar@allegheny courts.us to receive a hearing date.
- (5) The petition must be filed by an eligible "party in interest" as defined in 68 P.S. § 1103 of the Abandoned and Blighted Properties Conservatorship Act, 68 P.S. § 1101 et seq. ("the Act").
- (6)

Note: The Abandoned and Blighted Property Conservatorship Act provides a mechanism to transform abandoned and blighted properties into productive reuse by authorizing the filing of a petition with the Court of Common Pleas by certain named interested parties seeking the appointment of a Conservator who will be authorized to take possession of the property, undertake its rehabilitation, and as appropriate, ultimately sell the premises unless reclaimed by the owner(s).

### **Rule 702. Contents of Petition for Appointment of Conservator.**

- (1) The petition must name as respondent(s) the owner(s) of the property at issue.

Note: The petitioner must undertake a substantial examination of the public record to determine all parties who may be deemed an owner and not merely rely on the last recorded deed.

- (2) The petition must contain the following:
  - (a) The identity and addresses of all lienholders and other secured creditors of the owners, including judgment creditors of owners;
  - (b) Street address of the property, including ZIP Code, extended ZIP Code, and tax parcel ID (block and lot number);
  - (c) Proof that the proposed conservator is entitled to appointment pursuant to sections 1103, 1105(e), and 1111 of the Act;

Note: The Court may request but is not limited to the following: a copy of the title report; a copy of any citations for municipal code violations; a copy of any citations declaring the structure a public nuisance; an affidavit supporting the petitioner's qualifications as a "party in interest"; an affidavit of one or more neighbors on their firsthand knowledge of the vacancy and physical condition of the property; an affidavit outlining the petitioner's intent with the property, including whether the property will be designated for affordable housing; and/or an affidavit of one or more neighbors on whether appointment of a conservator would benefit the property.

- (d) A sworn statement that, to the best of the petitioner's knowledge, the property meets the conditions for conservatorship set forth within Section 1105(d) of the Act;
  - (e) A proposed Order of Court; and
  - (f) A notice of filing of a petition for the appointment of a conservator. (See Form 703, Notice of Filing of a Petition for the Appointment of a Conservator.)
- (3) In addition to the items identified in subparagraph (2) of this Rule, a non-profit acting as petitioner shall attach the following:
  - (a) Proof that the nonprofit is operated within Allegheny County;
  - (b) Proof that the nonprofit is eligible to receive a Certificate of Good Standing from the Pennsylvania Department of State; and
  - (c) Proof that the nonprofit has passed a resolution authorizing the filing of the petition, and if seeking to serve as conservator, proof that it is authorized to perform all of the duties required of a conservator
- (4) A petitioner (other than a nonprofit corporation acting as a petitioner) shall attach proof that the petitioner is located within the 2,000 feet of the subject property.

#### **Rule 703. Notification and Service of the Petition.**

- (1) The petitioner shall conspicuously post the Notice of the Filing of the Petition, including the Allegheny County docket number, the Order and the hearing date, on the subject property

pursuant to Section 1104(d)(1) of the Act. The Notice of the Filing of the Petition shall be substantially in the form set forth below (See FORM 703).

- (2) A copy of the Notice and Petition, including all exhibits, shall be served pursuant to the Act on the following individuals and entities:
  - (a) The owner(s) of the subject property;
  - (b) The solicitor of the municipality (political subdivision) in which the subject property is located;
  - (c) The Allegheny County Law Department (445 Fort Pitt Blvd # 300, Pittsburgh PA 15219);
  - (d) All municipal authorities known to have provided service to the subject property; and
  - (e) All lienholders.
- (3) Except as set forth in subsection (a) below, service shall be made by registered or certified mail to each of the above individuals and entities at their last known address. If service cannot be completed by registered or certified mail, service must be completed in accordance with Section 1104(d)(2—5) of the Act.
  - (a) Service may be effectuated by email upon any entity or individual that has agreed to accept service by email.
- (4) Proof of service of the Notice and Petition shall be filed with the Department of Court Records. Proof of service shall include an executed affidavit of service by posting and one of the following:
  - (a) a signed return receipt of the certified or registered mail attached to an Affidavit of Service, or
  - (b) an executed affidavit of personal service if service is completed by personal service, or
  - (c) an affidavit filed by the serving party evidencing service by email pursuant to 3(a), or
  - (d) by a filed acceptance of service by the party served, or
  - (e) If service is made by alternative means pursuant to Order of Court, then proof of service shall be made pursuant to Pa.R.Civ.P. 430.

**FORM 703—Notice of Filing of a Petition for the Appointment of a Conservator**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

,

Petitioner,

No.: CS

v.

,

Respondent.

**NOTICE OF FILING OF  
A PETITION FOR THE APPOINTMENT OF A CONSERVATOR**

A petition has been filed under the Abandoned and Blighted Property Conservatorship Act, 68 P.S. §§ 1101—1111 (2008), for appointment of a Conservator to take possession of and rehabilitate the property located at:

\_\_\_\_\_ Block & Lot No. \_\_\_\_\_

A hearing on the Petition for the Appointment of a Conservator will be scheduled by the Court. As required by local rule, the Petitioner shall serve or mail a copy of this Notice, the Petition for the Appointment of a Conservator together with all exhibits, and a copy of the court order scheduling a hearing. A copy of this Notice (without the Petition for the Appointment of a Conservator, exhibits or court order) will also be posted at the property.

**YOU ARE RECEIVING THIS NOTICE BECAUSE PUBLIC RECORDS REVEAL  
THAT YOU MAY BE ONE OF THE FOLLOWING:**

Owner of Property at issue. If you are the record owner or an owner claiming a right to title to the premises and want to be heard in this matter, you must file an answer and appear at the hearing. If you do not file an answer, the court may proceed without you and you may lose your rights to the property. A conservator may be appointed to take possession of the property, incur expenses that will be a lien against the property, and sell the property. You will still be responsible for your obligations as the owner, including expenses incurred by the conservator.

Lienholder/Secured Creditors. If you are a lien holder or other secured creditor and want to be heard in this matter, you must file a petition to intervene and you may seek to be appointed as Conservator. If you do not file an answer, the court may proceed without you and you may lose your rights to the property. A conservator may be appointed to take possession of the property, incur expenses that will be a lien against the property, and sell the property. The conservator lien may have priority over your lien or other rights.



Allegheny County/ Political Subdivision/ Municipality. As a political subdivision in which the property is located, you may file a petition to intervene and may seek to be appointed as the conservator.

You should take this paper to your lawyer at once. If you do not have a lawyer or cannot afford one, go to or telephone the office below to find out where you can get legal help.

Lawyer Referral Service  
Allegheny County Bar Association  
400 Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555  
<https://www.getapittsburghlawyer.com/>

Lleve esta demanda a un abogado inmediatamente. Si no tiene abogado o si tiene el dinero suficiente de pagar tal servicio, vaya en persona o llame por telefono a la oficina cuya direccion encuentra escrita abajo para averiguar donde se puede conseguir asistencia legal.

El Servicio de la Referencia del abogado  
Asociación de Barra de Condado de Allegheny  
400 Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Teléfono: (412) 261-5555  
<https://www.getapittsburghlawyer.com/>

Note: The above Notice of Filing should be conspicuously posted on the property, prominently displayed on the property using a sign affixed to a stake that is no less than four (4) feet in height and displayed prominently on the front of the physical dwelling if such a building exists.

#### **Rule 704. Answer to Petition and Petition to Intervene.**

- (1) A respondent may file an answer to the petition.
- (2) A 'party in interest' as defined by Section 1103 of the Act, seeking to intervene pursuant to Section 1105 of the Act, shall either file and serve a petition to intervene prior to the hearing date or attend the hearing.
- (3) A party in interest may file a motion to schedule an expedited pretrial conference to address the facts at issue with the parties and the Court. The assigned Judge may schedule a pretrial conference prior to the scheduled hearing if the conference will not disrupt the scheduled conservatorship hearing date.
- (4) A praecipe of appearance shall be filed and served on all parties for any attorney who intends to appear for or on behalf of a respondent or party in interest prior to the hearing for the appointment of the conservator.

#### **Rule 705. Process for Scheduling a Hearing.**

- (1) To obtain a hearing date on a Conservatorship case, the requesting party must do the following:
  - a. File a Motion to Obtain a Hearing with the Department of Court Records, and
  - b. Submit the Motion to Obtain a Hearing to [conservatorshipcalendar@alleghenycourts.us](mailto:conservatorshipcalendar@alleghenycourts.us).

*Note:* The Motion to Obtain a Hearing will not need to be presented and argued unless oral argument is requested by any party in interest; it will be at the Court's discretion whether or not the hearing requested will be scheduled. If the Court has not acted on the Motion to Obtain a Hearing within twenty-one (21) days, the Moving party is encouraged to email the [conservatorshipcalendar@alleghenycourts.us](mailto:conservatorshipcalendar@alleghenycourts.us) email inbox requesting that the Motion be ruled upon.

- (2) This rule applies to any hearings related to the Act requested by any party in interest.
- (3) Any Motion to Obtain a Hearing shall state clearly whether it is contested to the best of the filing party's knowledge at the time of the filing.

*Note:* Identifying whether the Motion to Obtain a Hearing is contested may assist in determining whether a status conference or Rule to Show Cause hearing is necessary.

- (4) An Order scheduling a Status Conference or Rule to Show Cause hearing following the filing and submission of the Motion to Obtain a Hearing will be filed with the Department of Court Records, and the Department of Court Records shall serve the Order upon the parties pursuant to Pa.R.C.P. 236.
- (5) Any Motion to Obtain a Hearing filed pursuant to this Rule shall be served pursuant to Local Rule 703.
- (6) Any Motion for Alternative Service shall be presented to the General Motions Judge

pursuant to the procedures set forth in Local Rule 208.3(a). The Motion shall substantially include the following, consistent with Pa.R.C.P. 430:

- a. An affidavit stating the nature and extent of the investigation made to determine the whereabouts of the defendant and the reasons why service cannot be made. The affidavit shall set forth the movant's good faith effort to locate the respondent(s); good faith efforts include
  - i. Inquiries of postal authorities including inquiries pursuant to the Freedom of Information Act, 39 C.F.R. Part 265;
  - ii. Inquiries of relatives, neighbors, friends, and employers of the respondent(s);
  - iii. Examinations of local telephone directories, courthouse records, voter registration records, local tax records, local assessment records, and motor vehicle records,
  - iv. A reasonable internet search;
  - v. Lexis Public Records search;
  - vi. Examination of the Allegheny County Orphan's Court/Registry of Wills for any estates filed on behalf of Respondent; and
  - vii. Search for any obituaries of respondent.
- b. A proposed order with the relief requested which includes posting and publication.

#### **Rule 706. Hearing on Petition.**

- (1) The petitioner must produce the following evidence at the hearing:
  - (a) That the property meets the conditions for conservatorship set forth in Section 1105(d) of the Act;
  - (b) Evidence of standing;
  - (c) Proof of service that complies with these Local Rules, and
  - (d) Schedule of encumbrances for certification under Section 11105(e)(1) of the Act.
- (2) Any party in interest who appears at the hearing may be permitted to present evidence to support or contest the petition.
- (3) The Court has discretion to permit a party in interest who has not filed an answer or other responsive pleading, including a petition to intervene, to do so or to postpone the hearing or permit said party in interest to participate in the hearing.

#### **Rule 707. Conditional Relief. Respondent's Request for Period to Abate Conditions.**

If conditional relief is granted to permit the owner(s) a specified amount of time to remedy or remedy the conditions, the owner(s) must post a straight bond with the Allegheny County Department of

Court Records per Section 1105(f)(3) of the Act in the amount of the estimated costs of repair outlined within the petition for appointment of conservator, unless the Court orders otherwise.

#### **Rule 708. Appointment of a Conservator.**

If a conservator is appointed, the Order may set forth the powers, duties and obligations of the conservator, including requirements which must be met before the conservator may exercise any authorized powers and duties, such as securing any necessary bond and/or insurance and may also require the conservator, and any other individual(s) who must enter the premises to assist with the preparation of the final plan, to execute right of entry authorizations and provide certificates of additional insurance.

#### **Rule 709. Declining Appointment as Conservator. Removal of Conservator.**

- (1) At any time, the conservator may decline the appointment as conservator, and the petitioner may propose another competent entity to be appointed as the new conservator by submitting a Motion to Remove and Replace Conservator to the assigned Judge. The Court will schedule a hearing on the motion to determine whether the proposed conservator meets the definition of a ‘competent entity’ pursuant to Section 1103 of the Act.
- (2) A conservator may be removed by the Court at any time upon the request of the conservator, or upon a motion by a party in interest alleging that the conservator is not carrying out its responsibilities.
- (3) After a hearing, the Court may find the conservator to be incompetent and appoint a competent entity as conservator or the Court may terminate the conservatorship.

#### **Rule 710. Filing of Final Plan.**

- (1) The petitioner may attach a proposed Final Plan for Abatement to the petition in lieu of a preliminary plan and the conservator may present the same at the initial conservatorship hearing.
- (2) The Final Plan for Abatement must fully comply with Section 1106(b) of the Act and shall specifically set forth the scope of work to be performed, financing details, and other relevant terms.
- (3) The Final Plan for Abatement may include a request to grant a lien or security interest with priority per Section 1108(b) of the Act and may also include a request to borrow funds to implement the Final Plan for Abatement.

*Note:* Although petitioners may attach a proposed Final Plan for Abatement to the petition in lieu of a preliminary plan, and may present that Final Plan for Abatement at the initial conservatorship hearing, such methods may not allow adequate time for interested parties, heirs and others to object, interplead, and/or participate in the litigation. Rarely will it be appropriate for a petitioner to request the entry of the Final Plan of Abatement at the initial conservatorship hearing due to the extreme relief the petitioner is

seeking, which may be to terminate the property rights of another who may not yet have notice of the petition.

**Rule 711. Hearing on Final Plan and Court Approval.**

- (1) If a Final Plan for Abatement is not presented at the initial conservatorship hearing, the conservator shall file with the Department of Court Records and serve on the parties a Final Plan for Abatement no less than thirty (30) days prior to the Final Plan for Abatement hearing date.
- (2) The conservator shall file a motion for a hearing on the Final Plan for Abatement with the Department of Court Records and serve said documents on all parties.
- (3) To obtain a hearing date on the Final Plan for Abatement, the conservator shall follow the procedures set forth in Local Rule 705.
- (4) If the proposed Final Plan for Abatement is denied, the conservator shall file an Amended Final Plan for Abatement, and comply with subsections (2) and (3) of this Local Rule to obtain a new hearing date. Once the Final Plan for Abatement is approved, no changes may be made unless authorized by the Court.

**Rule 712. Status Reports.**

The Court may require status reports at least annually from the date of the appointment of a conservator.

**Rule 713. Filing of an Account.**

Upon completion of the rehabilitation or demolition of the subject property, the conservator shall file a full account of all funds expended by the conservator. The account shall include a summary of actions taken by the conservator, and a detailed report verifying each of the items in the scope of work approved by the court was in fact completed and if it was not completed, the conservator shall provide sufficient justification for non-completion.

**Rule 714. Conservator's Lien.**

- (1) The conservator shall file a motion to obtain a hearing on the conservator's lien with the Department of Court Records and serve said motion on all parties.
- (2) To obtain a hearing date on the conservator's lien, the conservator shall follow the procedure set forth in Local Rule 705.

**Rule 715. Sale of Subject Property. Distribution of Proceeds.**

- (1) The conservator shall seek an Order to sell the property by submitting for an application for sale to the assigned Judge.
  - (a) The conservator is required to obtain at least one (1) fair market value appraisal of the

subject property.

- (b) The conservator must provide notice of the hearing in accordance with Local Rule 705.
- (2) The conservator shall follow the procedures set forth in Local Rule 705 to obtain a hearing date on the application for sale.

**Rule 716. Request for Special Relief.**

- (1) Any party in interest may request special relief during the pendency of a conservatorship action by filing a motion setting forth the special relief requested and following the procedures set forth in Local Rule 705.

**Rule 717. Termination of Conservatorship.**

- (1) To terminate a conservatorship, a conservator or any party in interest may petition the Court pursuant to Local Rule 705.

## Equitable Relief

### Local Rule 1001 Civil Actions Raising Claims for Relief Heretofore Asserted in an Action in Equity.

- (1) A civil action that raises only claims for relief heretofore asserted in equity shall be assigned to an individual judge when the case has been placed at issue pursuant to Local Rule 214.

*Note:* A request for assignment to an individual judge may be made to Calendar Control using FORM 1001 (see subsection (3) below).

- (2) A civil action that raises claims for relief heretofore asserted in an action in equity and claims for relief heretofore asserted in the action of assumpsit and/or the action in trespass will not be assigned to an individual judge prior to trial without a court order entered pursuant to a motion or by the court sua sponte.

*Note:* A motion for the assignment of a case to an individual judge shall be presented to the Calendar Control Judge or the Administrative Judge regardless of whether the case is on a published trial list.

- (3) **FORM 1001 Request for Assignment of Equity Claims to an Individual Judge**

### IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA CIVIL DIVISION

(CAPTION)

(CASE NUMBER)

TO: Calendar Control Clerk  
734 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

#### REQUEST FOR ASSIGNMENT OF EQUITY CLAIMS TO AN INDIVIDUAL JUDGE

This is a nonjury case that raises only claims for relief heretofore asserted in equity. A copy of this request has already been furnished to all other parties.

DATED: \_\_\_\_\_

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended November 29, 2021, effective January 11, 2022.

### **Local Rule 1007 Conformity to Civil Action at Law. Description of Real Estate.**

When an action is commenced by a praecipe for a writ of summons under Pa.R.C.P. 1007(l), the praecipe shall not constitute lis pendens as to any real estate not identified or described in the praecipe.

*Note:* In accordance with Local Rule 205.2(b)(2)(c)(vii), a description of the real estate involved must also be included on the cover sheet.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006

## **Actions at Law / Civil Action / Pleadings**

### **Local Rule 1018.1 Notice to Defend Form.**

- (1) The agency to be named in the notice to defend accompanying complaints filed in the Court of Common Pleas of Allegheny County, Pennsylvania shall be:

Lawyer Referral Service  
Allegheny County Bar Association  
400 Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555  
<https://www.getapittsburghlawyer.com/>

- (2) The agency to be named in the notices required by Pa.R.C.P. 237.1, 237.4, 237.5, 430, 1910.25, 1910.27, 1915.12, 1915.15, 1915.16, 1920.71, 1920.73, 3146 and 3252 shall be:

Lawyer Referral Service  
Allegheny County Bar Association  
400 Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555 <https://www.getapittsburghlawyer.com/>

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

### **Local Rule 1028(c) Procedures for the Disposition of Preliminary Objections.**

- (1) **General Docket and Arbitration Docket Cases.**

- (a) (i) Preliminary objections shall be electronically filed pursuant to Local Rule 205.4 with the Department of Court Records.

(ii) A request to schedule the date and time for argument shall be transmitted by email to the following email address: [civilpos@alleghencourts.us](mailto:civilpos@alleghencourts.us), accompanied by a PDF



copy of the preliminary objections and brief and a proposed order in Microsoft Word Format.

*Note:* If preliminary objections are filed to preliminary objections, these preliminary objections will be scheduled for argument at the same time as the argument for the preliminary objections which are the subject of the preliminary objections.

In cases of multiple defendants, if any other defendants have not filed responsive pleadings at the time another defendant files preliminary objections, argument on these preliminary objections will not be scheduled sooner than sixty (60) days after filing.

In an arbitration case, the filing of preliminary objections or the scheduling of the preliminary objections for an argument on a date after the date of the arbitration hearing does not continue the arbitration hearing unless the moving party obtains a continuance pursuant to Local Rule 208.3(d).

- (iii) The party filing the preliminary objections shall, promptly after filing, serve copies of these preliminary objections on all other parties and shall promptly serve all other parties with notice of the date and time of the argument, after the date and time for argument has been set.
- (b) (i) Except for preliminary objections raising issues of fact, which are governed by subdivision (c), and Arbitration Docket cases, a brief and proposed order of court shall be filed with all preliminary objections. Failure to file a brief with preliminary objections shall be cause for denial of the preliminary objections.

*Note:* In an Arbitration Docket case, there are no requirements for the filing of briefs. Frequently, the motion refers to controlling legislation and case law.

- (ii) Any party opposing preliminary objections shall electronically file a brief in opposition to the preliminary objections at least seven (7) days prior to the argument.
- (iii) A brief shall not exceed ten (10) double-spaced pages except in cases designated complex, class actions, or where permitted by order of court entered pursuant to a motion presented to the General Motions Judge.
- (c) (i) Where preliminary objections contain grounds raising issues of fact under Pa.R.Civ.P. 1028(a)(1), (5), or (6), they shall be titled on the cover sheet "Preliminary Objections Raising Questions of Fact"; shall be endorsed with a notice to plead; shall not have a brief attached; and will be scheduled for argument not sooner than ninety (90) days after filing.
- (ii) All evidence that the parties wish the court to consider shall be electronically filed with the Department of Court Records at least twenty (20) days prior to the argument.
- (iii) The party which filed the preliminary objections shall electronically file its brief at least fourteen (14) days prior to the argument; the parties opposing the preliminary objections shall file their briefs at least seven (7) days prior to argument.

- (d) (i) If the preliminary objections include the ground of improper venue, they shall be titled on the cover sheet "Preliminary Objections Raising Questions of Venue"; shall be endorsed with a notice to plead; shall be accompanied by a brief and proposed order of court, as provided for in paragraph (1)(b) of this Local Rule; and shall include all preliminary objections as required under Pa.R.Civ.P. 1028(b).
  - (e) If the moving party fails to schedule argument on preliminary objections, any other party is permitted to schedule argument in the manner set forth in subsection (1)(a)(ii), above.
- (2) **Housing Court Proceedings.**
- (a) Preliminary Objections in Housing Court cases shall be electronically filed pursuant to Local Rule 205.4
    - (i) No Preliminary Objections will be scheduled for argument unless requested as set forth in subsection (ii)
    - (ii) The party filing the Preliminary Objections must request that the Preliminary Objections be scheduled for oral argument by submitting the preliminary objections and a proposed order in Microsoft Word format to the Housing Court Help Desk email at [HCHelpdesk@alleghenycourts.us](mailto:HCHelpdesk@alleghenycourts.us). Once the moving party is assigned an argument date, they shall immediately serve copies on of the preliminary objections on all other parties with notice of the date and time of the argument.
    - (iii) The moving party, after contacting all other parties, shall notify the Housing Court Clerk prior to the argument (412-350-4462) if the matters raised in the preliminary objections are resolved. Otherwise, if the moving party does not appear on the date of the argument, the court will enter an order dismissing the preliminary objections for failure of the moving party to appear.
    - (iv) The moving party, after a discussion with other parties, shall notify the Housing Court Clerk if the preliminary objections are moot because of the filing of an amended pleading.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020. Amended November 29, 2021, effective January 11, 2022

**Local Rule 1034(a) Procedures for the Disposition of a Motion for Judgment on the Pleadings.**

- (1) **General Docket and Arbitration Docket Cases.**
  - (a) (i) A motion for judgment on the pleadings shall be electronically filed pursuant to Local Rule 205.4 with the Department of Court Records. A request to schedule the date and time for argument shall be transmitted by email to the following email address: [civilmsjjops@alleghenycourts.us](mailto:civilmsjjops@alleghenycourts.us), accompanied by a PDF copy of the motion

and brief and a proposed order. The motion will be placed on an argument list, the date and time of which shall be published in the Pittsburgh Legal Journal.

*Note:* Motions for judgment on the pleadings filed on or before the forty second (42nd) day before the next argument list will be placed on that list. Motions filed less than forty-two (42) days before the date of the next argument list will be placed on the following argument list

On cases that have appeared on a published trial list, motions for judgment on the pleadings may be placed on an argument list if they are filed in time to be placed on an argument list prior to the scheduled trial date.

Motions for Leave to file a motion for judgment on the pleadings are no longer necessary on cases listed on published trial lists unless that motion cannot be placed on an argument list prior to the scheduled trial term.

- (ii) The party filing the motion shall, promptly after filing, serve copies of the motion on all other parties and file a certificate of service. Furthermore, upon notification of the date of the argument list on which the motion will be argued, the moving party shall promptly serve all other parties with notice of the date and time of the argument and file a certificate of service.

*Note:* Argument lists are placed under "Civil Division" on the Website of the Common Pleas Court ([www.alleghenycourts.us](http://www.alleghenycourts.us)) at least thirty (30) days before the date scheduled for argument. The list will identify the judge who will hear the argument.

In an arbitration case, the filing of a motion for judgment on the pleadings or the scheduling of the motion for an argument on a date after the date of the arbitration hearing does not continue the arbitration hearing unless the moving party obtains a continuance pursuant to Local Rule 208.3(d).

- (iii) If the motion has been resolved, the moving party shall promptly notify the court. Prior to the publication of the argument list, notice shall be given to the Calendar Control Clerk (412-350-5417). After publication of the argument list, notice shall be given to the secretary of the judge to whom the argument has been assigned.
  - (iv) In a General Docket case, the brief of the moving party and proposed order of court shall be filed with the motion. Any party opposing the motion must file a brief at least seven (7) days prior to the argument and furnish a copy of the brief to the judge to whom the argument is assigned. In an Arbitration Docket case, there are no requirements for the filing of briefs. Frequently, the motion refers to the controlling legislation and case law.
- (b) This rule does not govern motions for judgment on the pleadings filed in asbestos litigation and cases otherwise designated by the court for special management (Pa.R.Civ.P. 1041.1 and 1041.2), class actions, cases designated as complex, and other cases specially assigned by an order of court to a single judge.

- (2) Housing Court Proceedings.

- (a) Motions for Judgment on the Pleadings in Housing Court cases shall be electronically filed pursuant to Local Rule 205.4 with the Department of Court Records.
- (b) A request to schedule the date and time for argument shall be transmitted by email to the Housing Court Help Desk at [HCHelpdesk@alleghenycourts.us](mailto:HCHelpdesk@alleghenycourts.us) accompanied by a PDF copy of the motion, brief if filed, and a proposed order in Microsoft Word format.
- (c) The Court will file an order scheduling argument on the motion; said order shall be served on all parties pursuant to Rule 236.(a)(2).

*Note:* The Housing Court Clerk scheduling of oral argument on a motion for judgment on the pleadings on a date after the date of the arbitration hearing does not delay the arbitration hearing unless the moving party obtains a continuance pursuant to Local Rule 208.3(a)(6)(a)(iii).

- (d) There are no requirements for the filing of briefs. Frequently, the motion refers to the controlling legislation, statute, regulation and case law.
- (e) The moving party, after contacting the other parties, shall notify the Housing Court Clerk if the motion is withdrawn. Otherwise, if the moving party does not appear on the date of the argument, the court will enter an order dismissing the motion for failure of the moving party to appear.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27,

#### **Local Rule 1035.2(a) Procedures for the Disposition of a Motion for Summary Judgment.**

##### **(1) General Docket and Arbitration Docket Cases.**

The procedures for the disposition of a motion for summary judgment are identical to the procedures for the disposition of a motion for judgment on the pleadings described in Local Rule 1034(a)(1), and in addition a response in opposition to the motion shall be filed as provided for in Pa.R.C.P. 1035.3.

##### **(2) Housing Court Cases.**

The procedures for the disposition of a motion for summary judgment are identical to the procedures for the disposition of a motion for judgment on the pleadings described in Local Rule 1034(a)(2).

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended November 29, 2021, effective January 11, 2022.

#### **Local Rule 1038 Trial Without Jury.**

- (1) One or more judges, as required, will be assigned to hear non-jury cases during the period scheduled for jury trials.
- (2) Parties who elect to have their case tried without a jury after a demand for jury trial has been filed shall enter into and file the following written stipulation:

"The undersigned parties in the above captioned case at law hereby agree that it shall be tried by a Judge without a jury in accordance with Pa.R.C.P. 1038."

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## Compulsory Arbitration

### Local Rule 1301 Scope.

- (1) The following civil actions shall first be submitted to and heard by a Board of Arbitrators:
  - (a) Civil actions, proceedings and appeals or issues therein where the demand is for \$50,000 or less (exclusive of interest and costs);
  - (b) Replevin without bond and replevin with bond once bond has been set by the Court;
  - (c) Appeals from final judgments of Magisterial District Judges; and
  - (d) Matters transferred to Compulsory Arbitration by the Court even though the original demand may have exceeded \$50,000.

- (2) The following civil actions are not subject to Compulsory Arbitration as set forth, above:
  - (a) Actions seeking only an accounting;

*Note:* In an action seeking both money damages and an accounting, a Board of Arbitrators may award money damages but may not order an accounting.

- (b) Actions seeking only equitable relief; and

*Note:* In an action seeking both money damages and equitable relief, a Board of Arbitrators may award money damages but may not order equitable relief.

- (c) Actions in which the Commonwealth is a party defendant or an employee of the Commonwealth is a party defendant under the provisions of 42 Pa.C.S., Chapter 85B (relating to actions against Commonwealth parties).
- (3) A Board of Arbitrators may not enter an award in favor of any party in excess of \$50,000 (exclusive of interest and costs).

*Note:* While a Board of Arbitrators may hear a lawsuit in which any party claims an amount in excess of \$50,000, the award of the Board of Arbitrators to any party may not exceed \$50,000 (exclusive of interest and costs). However, with the agreement of all parties, a Board of Arbitrators may award up to the amount agreed upon in excess of \$50,000 if all parties also agree that the arbitration award is final and cannot be appealed to Court.

- (4) If a party files a counterclaim or a cross-claim seeking an award in excess of \$50,000 (exclusive of interest and costs), any party may file a petition to transfer the entire case to the General Docket. At the discretion of a judge, such a counterclaim or cross-claim may be severed and transferred to the General Docket.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended November 29, 2021, effective January 11, 2022.

**Local Rule 1301.1 Discovery in Compulsory Arbitration Proceedings (Except Small Claims).**

- (1) For any personal injury claim filed in Compulsory Arbitration, the plaintiff may serve arbitration discovery requests (see FORM 1301.1A) (see subsection (8)(a) below) either together with the copy of the Complaint served on the defendant or thereafter.
- (2) The defendant shall furnish the information sought in the discovery requests within thirty (30) days of receipt of the discovery requests.
- (3) For any personal injury claim filed in Compulsory Arbitration, any defendant may serve arbitration discovery requests (see FORM 1301.1B) (see subsection (8)(b) below) either together with a copy of the Answer served on the plaintiff or thereafter.
- (4) The plaintiff shall furnish the information sought in the discovery requests within thirty (30) days of receipt of the discovery requests.
- (5)
  - (a) A party may not seek additional discovery through interrogatories or requests for production of documents until that party has sought discovery through the arbitration discovery requests described herein.
  - (b) A party may not include any additional interrogatories or requests for production of documents in the arbitration discovery requests provided for in this local rule.
- (6) This local rule applies to additional defendants.
- (7) The local rule does not apply to claims that do not exceed the sum of \$3,000.00 (exclusive of interest and costs) wherein the parties' right to discovery for Small Claims shall be governed by Local Rule 1320.

*Note:* While this local rule does not bar additional discovery in arbitration proceedings, it is anticipated that depositions, additional interrogatories, or additional requests for the production of documents will be unreasonably burdensome in most arbitration proceedings involving personal injury claims.

*Note:* This local rule does not affect the right to discovery provided by Pa.R.C.P. 4001-4020 for Compulsory Arbitration cases which are appealed pursuant to Pa.R.C.P. 1308-1311.

- (8)
  - (a)

**FORM 1301.1A Plaintiff's Arbitration Discovery Requests for Personal Injury Claims**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

CIVIL DIVISION

Plaintiff

v.

Defendant

AR\_\_\_\_\_

PLAINTIFF'S ARBITRATION DISCOVERY REQUESTS FOR PERSONAL INJURY CLAIMS

These discovery requests are directed to:

Within thirty (30) days of service of these discovery requests, you shall provide the information sought in these discovery requests to every other party to this lawsuit.

IDENTITY OF DEFENDANT(s)

1.
- Set forth you full name and address.

INSURANCE

2.
- (a)
- Is there any insurance agreement that may provide coverage to you for this incident?

Yes

No\_

- (b)
- If so, list the name of each company and the amount of protection that may be available.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESSES

3.
- List the names, present addresses, and telephone numbers (if known) of any persons who witnessed the incident (including related events before and after the incident) and any relationship between the witness and you.



---

#### STATEMENTS AND OTHER WRITINGS

4. (a) Do you have any written or oral statements from any witness, including any plaintiff?

Yes No\_

(b) If you answered yes, attached any written statements signed, adopted or approved by any witness, attach a written summary of any other statements (including oral statements), and identify any witness from whom you obtained a stenographic, mechanical, electrical or other recording that has not been transcribed. (This request does not cover a statement by a party to that party's attorney.)

I have have not fully complied with request 4(b).

(c) Do you have any photographs, maps, drawings, diagrams, etc. that you may seek to introduce at trial or that may otherwise pertain to this lawsuit?

Yes No\_

(d) If you answered yes, attach each of these writings.

I have have not fully complied with request 4(c).

#### MEDICAL DOCUMENTS

5. (a) Do you have any medical documents relating to the plaintiff?

Yes No\_

(b) If you answered yes, attach each of these documents.

I have have not fully complied with request 4(b).

#### CRIMINAL CHARGES

6. (a) Were any felony or misdemeanor criminal charges filed against you or any of your agents as a result of the incident that is the subject of this lawsuit?

Yes No\_

- (b) If you answered yes, list each felony or misdemeanor charge that is pending and each felony or misdemeanor conviction.

---

---

Defendant verifies that the statements made herein are true and correct. Defendant understands that false statements herein are made subject to the penalties of 18 Pa. C. S. § 4904 relating to unsworn falsifications to authorities.

Date: \_

Defendant

**FORM 1301.1B Defendant's Arbitration Discovery Requests for Personal Injury Claims**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

CIVIL DIVISION

\_\_\_\_\_  
Plaintiff  
v.  
\_\_\_\_\_  
Defendant

AR \_\_\_\_\_

**DEFENDANT'S ARBITRATION DISCOVERY REQUESTS FOR PERSONAL INJURY CLAIMS**

These discovery requests are directed to:

Within thirty (30) days of service of these discovery requests, you shall provide the information sought in these discovery requests to every other party to this lawsuit.

**IDENTITY OF PLAINTIFF(S)**

1. Set forth your full name and address, age, employer and type of employment

\_\_\_\_\_  
—  
\_\_\_\_\_  
—

**WITNESSES**

List the names, present addresses, and telephone numbers (if known) of any persons who witnessed the incident (including related events before and after the incident) and any relationship between the witness and you.

\_\_\_\_\_

---

STATEMENTS AND OTHER WRITINGS

1. (a) Do you have any written or oral statements from any witnesses, including any defendant?

Yes\_\_\_No\_\_\_

- (b) If you answered yes, attach any written statements signed, adopted or approved by any witness, attach a written summary of any other statements (including oral statements), and identify any witness from whom you obtained a stenographic, mechanical, electrical or other recording that has not been transcribed. (This request does not cover a statement by a party to that party's attorney.)

I have\_\_have not\_\_\_\_fully complied with request 3(b).

- (c) Do you have any photographs, maps, drawings, diagrams, etc. that you may seek to introduce at trial?

Yes\_\_\_No\_\_\_

- (d) If you answered yes, attach each of these documents.

I have\_\_\_\_have not \_\_\_\_fully complied with request 3(c).

MEDICAL INFORMATION CONCERNING PERSONAL INJURY CLAIM

2. (a) Have you received inpatient or outpatient treatment from any hospital for any injuries or other medical conditions for which you seek damages in this lawsuit?

Yes\_\_\_No\_\_\_

- (b) If you answered yes, list the name of the hospitals, the names and addresses of the attending physicians, and the dates of the hospitalizations.

---

---

- (c) Have you received any chiropractic treatment for any injuries or other medical conditions for which you seek damages in this lawsuit?

Yes\_\_\_No\_\_\_

- (d) If you answered yes, list the names and addresses of each chiropractor and the dates of treatment.

---

---

- (e) Have you received any other medical treatment for any injuries or other medical conditions for which you seek damages in this lawsuit?

Yes\_\_\_No\_\_\_

- (f) If you answered yes, list the name and address of each physician or other treatment provider and the dates of the treatment.

---

---

- (g) Attach complete hospital and office records covering the injuries or other medical conditions for which you seek damages for each hospital, chiropractor, and other medical provider identified in 4(b), 4(d), and 4(f) or authorizations for these records.

I have \_have not\_\_\_\_\_fully complied with request 4(g).

#### OTHER MEDICAL INFORMATION

3. (a) List the name and address of your family physician for the period from five years prior to the incident to the present date.

---

---

- (b) Have you received inpatient or outpatient treatment for injuries or physical problems that are not part of your claim in this lawsuit from any hospital within the period from five years prior to the incident to the present date?

Yes\_\_\_No\_\_\_

- (c) If you answered yes, attach a separate sheet which lists the name of the hospital, the date of each treatment, the reason for the treatment, and the length of the hospitalization.

- (d) Have you received chiropractic treatment for injuries or physical problems that are not part of you claim in this lawsuit within the period from five years prior to the incident to the present date?

Yes\_\_\_No\_\_\_

- (e) If you answered yes, attach a separate sheet which lists the dates of the treatment, the reasons for the treatment, and the chiropractor's name and address.

- (f) Within the period of from five years prior to the incident to the present date, have you received any other medical treatment for injuries that are not part of your claim in this lawsuit?

Yes\_\_\_No\_\_\_

- (g) If you answered yes, attach a separate sheet which lists the dates of the treatment, the reasons for the treatment, and the name and address of the treatment provider.

I have    have not    fully complied with request 5(b), 5(c), and 5(f).

#### WORK LOSS

4. (a) Have you sustained any injuries which resulted in work loss within the period from five (5) years prior to the incident to the present date?

Yes    No   

- (b) If you answered yes, for each injury list the date of the injury, the nature of the injury, and the dates of the lost work.

---

---

5. If a claim is being made for lost income, state the name and address of your employer at the time of the incident, the name and address of your immediate supervisor at the time of the incident, your rate of pay, the dates of work loss due to the injuries from this accident and the total amount of your work loss claim.

#### REQUESTS 8 AND 9 APPLY ONLY TO PERSONAL INJURY CLAIMS ARISING OUT OF A MOTOR VEHICLE ACCIDENT.

6. (a) If you are raising a claim for medical benefits or lost income, have you received or are you eligible to receive benefits from Workmen's Compensation or any program, group contract, or other arrangement for payment of benefits as defined by 75 P.S. § 1719(b)?
- (b) If you answered yes, set forth the type and amount of these benefits.

---

---

#### INSURANCE INFORMATION

7. (a) Are you subject to the "Limited Tort Option", or "Full Tort Option" as defined in 75 P.S. § 1705(a) and (b)?

   Limited Tort Option (no claim made for non-monetary damages)

   Limited Tort Option (claim is made for non-monetary damages because the injuries fall within the definition of serious injury or because one of the exceptions set forth in 75 P.S. § 1705(d)(I) -(3) applies)

` \_\_\_\_\_ Full Tort Option

- (b) (Applicable only if you checked "Full Tort Option.") Describe each vehicle (make, model, and year) in your household.

---

---

- (c) (Applicable only if you checked "Full Tort Option".) Attach a copy of the Declaration Sheet for the automobile insurance policy covering each automobile in your household.

I have \_have not\_\_\_\_\_ fully complied with request 9(c).

Plaintiff verifies that the statements made herein are true and correct. Plaintiff understands that false statements herein are made subject to the penalties of Pa. C. S. § 4904 relating to unsworn falsifications to authorities.

Date: \_\_\_\_\_

Plaintiff

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 1302 List of Arbitrators. Appointments to Board. Oath.**

- (1) Subject to approval by the Calendar Control Judge of the Civil Division of the Court, lawyers who are actively engaged in the practice of law in Allegheny County shall be appointed to serve as arbitrators.
- (2) Only lawyers who are "active" on the rolls of The Disciplinary Board of the Supreme Court of Pennsylvania are to be treated as lawyers "actively engaged in the practice of law" for purposes of subsection (1).
- (3) An Arbitration Clerk shall appoint to each Board of Arbitrators three (3) lawyers summoned from the list of approved lawyers, according to the directions of the Calendar Control Judge of the Civil Division.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 1303 Arbitration Hearing. Notice.**

- (1) The Department of Court Records shall assign the date, time and place of hearing before a Board of Arbitrators as follows:

- (a) the Department of Court Records shall give notice to the filing party of the date, time and place of hearing before a Board of Arbitrators through the electronic filing system.
- (b) The filing party shall notify the parties to be served with copies of the Complaint of the date, time and place of hearing before a Board of Arbitrators, which notice shall be served with the copy of the Complaint/
- (2) Every Complaint (except for Small Claims—see Local Rule 1320(2)) filed in Compulsory Arbitration, whether filed by a plaintiff against a defendant or by a defendant against an additional defendant, shall contain a Notice of Hearing Date, Notice to Defend and Notice of Duty to Appear at Arbitration Hearing (FORM 1303) (see subsection (4) below). The Notice of Hearing Date and Notice of Duty to Appear shall immediately follow the Notice (to Defend) which is required by Pa.R.Civ.P. 1018.1(b).
- (3) Immediately before the time set for hearing, an Arbitration Clerk shall assign cases to each Board of Arbitrators and shall designate the room in which the cases are to be heard. An Arbitration Clerk shall designate the order in which cases shall be heard from those listed in the published daily Arbitration List, in addition to cases listed specially by a Judge.
- (4)

**FORM 1303 Notice of Hearing Date, Notice to Defend and Notice of Duty to Appear at Arbitration Hearing**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY,  
PENNSYLVANIA CIVIL DIVISION

_____	ARBITRATION DOCKET
_____	NO. _____
Plaintiff	
vs.	HEARING DATE _____
_____	
_____	
Defendant	

**NOTICE TO DEFEND**

NOTICE TO DEFEND YOU HAVE BEEN SUED IN COURT. If you wish to defend against the claims set forth in the following pages, YOU MUST take action within TWENTY (20) days after this complaint and notice are served, by entering a written appearance personally or by attorney and filing in writing with the court your defenses or objections to the claims set forth against you. You are warned that if you fail to do so, the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief requested by the plaintiff. You may lose money or property or other rights important to you.



YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

LAWYER REFERRAL SERVICE  
The Allegheny County Bar Association  
400 Koppers Building  
436 Seventh Avenue  
Pittsburgh, Pennsylvania 15219  
Telephone: (412) 261-5555  
[www.getapittsburghlawyer.com](http://www.getapittsburghlawyer.com)

### HEARING NOTICE

YOU HAVE BEEN SUED IN COURT. The above Notice to Defend explains what you must do to dispute the claims made against you. If you file the written response referred to in the Notice to Defend, a hearing before a board of arbitrators will take place in Courtroom Two, Seventh Floor, City-County Building, 414 Grant Street Pittsburgh, Pennsylvania, on \_\_\_\_\_, at

9:00 A.M. **IF YOU FAIL TO FILE THE RESPONSE DESCRIBED IN THE NOTICE TO DEFEND, A JUDGMENT FOR THE AMOUNT CLAIMED IN THE COMPLAINT MAY BE ENTERED AGAINST YOU BEFORE THE HEARING.**

### DUTY TO APPEAR AT ARBITRATION HEARING

If one or more of the parties is not present at the hearing, **THE MATTER MAY BE HEARD AT THE SAME TIME AND DATE BEFORE A JUDGE OF THE COURT WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL DE NOVO ON APPEAL FROM A DECISION ENTERED BY A JUDGE.**

NOTICE: YOU MUST RESPOND TO THIS COMPLAINT WITHIN TWENTY (20) DAYS OR A JUDGMENT FOR THE AMOUNT CLAIMED MAY BE ENTERED AGAINST YOU BEFORE THE HEARING. IF ONE OR MORE OF THE PARTIES IS NOT PRESENT AT THE HEARING, THE MATTER MAY BE HEARD IMMEDIATELY BEFORE A JUDGE WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL DE NOVO ON APPEAL FROM A DECISION ENTERED BY A JUDGE.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

**Local Rule 1303(a)(2) Failure to Appear for Hearing.**

- (1) If a party fails to appear for a scheduled arbitration hearing, the matter may, if all present parties agree, be transferred immediately to a Judge of the Court of Common Pleas for an *ex parte* hearing on the merits and entry of a non-jury verdict, from which there shall be no right to a trial *de novo* on appeal.

*Note:* This local rule results in the loss of the right to a trial *de novo* on appeal, as described in the local rule. A dismissal or judgment which results from this local rule will be treated as any other final judgment in a civil action, subject to Pa.R.C.P. 227.1.

- (2) A non-jury verdict entered at a hearing held pursuant to Local Rule 1303(a)(2)(1) shall not exceed the arbitration limit set in Local Rule 1301(a) (exclusive of interest and costs) to any party.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 1304.1. Housing Court Mediation**

- (1) When a Housing Court matter is scheduled for an arbitration hearing, the parties will have the opportunity to participate in mediation prior to the arbitration hearing on the day of the scheduled hearing upon mutual consent of both parties. Mediation is not mandatory.
- (2) Upon checking in with the Arbitration Clerk, the parties will advise the Arbitration Clerk of their desire to have the dispute mediated before a landlord tenant arbitrator mediator, and at that time the parties will execute an Agreement to Mediate;
- (3) If the mediation is successful, the parties will immediately enter into a Consented to Order of Court outlining the terms of the parties' Settlement;
- (4) If the mediation is unsuccessful, the parties will proceed to an arbitration which shall be heard by a panel of arbitrators that does not include the mediator on that same day;
- (5)

**FORM 1304.1 Housing Court Agreement to Mediate.**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA

CIVIL DIVISION

PLAINTIFF,

ARBITRATION DOCKET

VS.

NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DEFENDANT

HEARING DATE: \_\_\_\_\_

AGREEMENT TO MEDIATE

This \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, Plaintiff and Defendant identified in the above captioned action, agree to make every effort to in good faith resolve their dispute involving the property located at

\_\_\_\_\_, through mediation (an effort by an unbiased person to help the parties reach a settlement).

Both Plaintiff and Defendant voluntarily enter into this Agreement to Mediate.

\_\_\_\_\_  
*Editor's Note:* Adopted December 27, 2019, effective February 19, 2020.

#### **Local Rule 1305-Conduct of Hearing- Evidence**

- (a) All evidence, including all evidence offered pursuant to Pa.R.Civ.P. 1305(b), shall be provided to the Arbitration Panel in hard copy format. This includes all exhibits and evidence filed as a Confidential Document pursuant to the AOPC Public Access Policy or filed under seal pursuant to an Order of Court.
- (b) The parties should not rely on the electronically filed documents that appear on the Department of Court Records E-Filing portal, as the Arbitration panel may not have access to those documents at the time of the hearing.
- (c) Either Party's failure to provide the Arbitration panel with hard-copy documents pursuant to paragraph (a) shall not be the basis to continue an Arbitration hearing without the consent of the non-offending party.

#### **Local Rule 1306 Award. Delay Damages.**

Any party seeking damages under Pa.R.C.P. 238 (relating to award of damages for delay in an action for bodily injury, death or property damage) shall submit a photocopy of any written offer of settlement made by a party against whom damages are demanded or set forth in writing the fact that no written offer has been made and shall seal the photocopy of the written offer or the written statement that no offer has been made in an envelope bearing the caption and number of the case being arbitrated and shall deliver the same to the arbitrators and opposing counsel at the conclusion of the hearing. The arbitrators shall not open said envelope until they have reached their basic award. The envelope and the writing contained therein shall be filed with the papers in the case.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 1308 Appeal. Arbitrators' Compensation. Notice.**

- (1) In addition to satisfying the requirements of Pa.R.C.P. 1308(a), a party appealing an award shall also pay to the Department of Court Records any fee required for filing the appeal.
- (2) A member of a Board of Arbitration who has signed an award or filed a minority report in each of the cases heard before that Board shall receive compensation of \$200.00 per diem after the filing of that member's reports/awards. In cases requiring hearings of unusual duration or involving questions of unusual complexity, the Calendar Control Judge of the Civil Division, on petition of the members of the Board and for cause shown, may allow additional compensation.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended November 29, 2021, effective January 11, 2022.

### **Local Rule 1320 Small Claims Procedure.**

The following procedure shall govern Small Claims, which include appeals from Magisterial District Judges where the damages claimed do not exceed the jurisdictional limits of the Magisterial District Court (exclusive of interest and costs), and civil actions where the damages claimed do not exceed the jurisdictional limits of the Magisterial District Court (exclusive of interest and costs).

- (1) The Complaint may be simplified to contain only the names and addresses of the parties, a statement indicating concisely the nature and amount of the claim, the signature of the plaintiff or the plaintiff's attorney (Pa.R.C.P. 1023), an endorsement (Pa.R.C.P. 1025), a Notice of Hearing Date and three copies of a Notice of Intention to Appear as set forth in subparagraph (3) hereof.
- (2) Every Complaint filed in Compulsory Arbitration as a Small Claim, whether filed by a plaintiff against a defendant or by a defendant against an additional defendant, shall contain a Notice of Hearing Date, Notice to Defend, and Notice of Duty to Appear at Arbitration Hearing (FORM 1320A) (see subsection (9)(a) below). The Notice of Hearing Date and Notice of Duty to Appear shall immediately follow the Notice (to Defend) which is required by Pa.R.C.P. 1018.1(b).
- (3) The filed Notice of Intention to Appear shall be a sufficient answer to the Complaint (FORM 1320B) (see subsection (9)(b) below)

**Note: While Preliminary Objections to cases filed under the Small Claims procedures are not barred by this rule, they are strongly discouraged unless they are being filed under Pa.R.C.P. 1028(a)(1), (5), (6), (7), and (8).**

- (4) A counterclaim which qualifies as a "Small Claim" as defined herein may be set forth in either the filed Notice of Intention to Appear or a separate pleading, by a statement indicating concisely the nature and amount of same. The counterclaim filed as a separate pleading shall be in substantially the same form as the Complaint, without the Notice of Hearing or Notice of Intention to Appear.
- (5) No reply to a counterclaim shall be required. If one is filed, it may be limited to a general denial.
- (6) The provisions of Local Rules 212.1, 212.2 and 212.3 shall not apply to actions involving only Small Claims as defined herein.
- (7) Except as otherwise provided by order of the Discovery Motions Judge upon good cause shown, in Small Claims proceedings, there shall be no discovery by deposition upon oral examination or upon written interrogatories under Pa.R.C.P. 4005 and 4007 or requests for admissions under Pa.R.C.P. 4014.
- (8) The Department of Court Records, on praecipe of the plaintiff accompanied by a certificate as required by Pa.R.C.P. 237.1(a)(2), shall enter judgment against the defendant for failure to file either a responsive pleading or a copy of the Notice of Intention to Appear within

twenty (20) days from service thereof, with damages to be assessed in the manner provided by the rules.

(9) (a)

**FORM 1320A Notice of Hearing Date, Notice to Defend and Notice of Duty to Appear at Arbitration Hearing**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA CIVIL  
DIVISION

ARBITRATION DOCKET

_____	No. _____
Plaintiff,	
vs.	HEARING DATE: _____
_____	
Defendant.	

**NOTICE TO DEFEND**

YOU HAVE BEEN SUED IN COURT. If you wish to defend against the claims set forth in the attached copy of the suit papers, YOU MUST complete and detach two of the copies of the attached "Notice of Intention To Appear."

One completed copy of the "Notice of Intention to Appear" must be filed or mailed to Department of Court Records, First Floor, City-County Building, 414 Grant Street, Pittsburgh, PA 15219 and the other completed copy must be mailed to:

\_\_\_\_\_ within TWENTY (20) days from the date these papers were mailed. You are warned that if you fail to do so the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief requested by the plaintiff. You may lose money or property or other rights important to you.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

LAWYER REFERRAL SERVICE, The Allegheny County Bar Association  
4<sup>th</sup> Floor Koppers Building, 436 Seventh Avenue  
Pittsburgh, Pennsylvania 15219  
Telephone: (412) 261-5555

## HEARING NOTICE

YOU HAVE BEEN SUED IN COURT. The above Notice to Defend explains what you must do to dispute the claims made against you. If you file the written response referred to in the Notice to Defend, a hearing before a board of arbitrators will take place in the Arbitration Assembly Room, Courtroom Two, Seventh Floor City-County Building, Pittsburgh, PA 15219, on \_\_\_\_\_, \_\_\_\_\_ (insert date and year) at 9:00 A.M. IF YOU FAIL TO FILE THE RESPONSE DESCRIBED IN THE NOTICE TO DEFEND, A JUDGMENT FOR THE AMOUNT CLAIMED IN THE COMPLAINT MAY BE ENTERED AGAINST YOU BEFORE THE HEARING.

## DUTY TO APPEAR AT ARBITRATION HEARING

If one or more of the parties is not present at the hearing, THE MATTER MAY BE HEARD AT THE SAME TIME AND DATE BEFORE A JUDGE OF THE COURT WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL DE NOVO ON APPEAL FROM A DECISION ENTERED BY A JUDGE.

NOTICE: You must respond to this complaint within twenty (20) days or a judgment for the amount claimed may be entered against you before the hearing.

If one or more of the parties is not present at the hearing, the matter may be heard immediately before a judge without the absent party or parties. There is no right to a trial de novo on appeal from a decision entered by a judge.

(b)

### FORM 1320B Notice of Intention to Appear

#### NOTICE OF INTENTION TO APPEAR

(Three copies required)

To the Plaintiff or the

Case Caption

Plaintiff's Attorney

Hearing Date

I intend to appear at the hearing scheduled for the above date and defend against the claim made against me.

I do not owe this claim for the following reasons:

---

---

I certify that I have mailed a copy of this Notice to the Plaintiff or the Plaintiff's attorney.

Date: \_\_\_\_\_ Sign here:

Address:

---

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended November 29, 2021, effective January 11, 2022.

### **Local Rule 1321. Housing Court Procedures.**

The following procedures shall govern all claims filed with or transferred to the Housing Court (see Local Rule 76 for definition of Housing Court), including appeals from Magisterial District Judges involving Landlord and Tenant issues.

- (1) **Service of Notice of Appeal and Other Papers:** see Local Magisterial District Court Rule 1005 regarding service of Notice of Appeal and, if appellant was the tenant before the Magisterial District Judge, of the Complaint.
- (2) **Complaint:** The Complaint may be simplified by filing a “short form” Landlord Tenant Complaint available at the Housing Court Help Desk. All Complaints shall contain a signature of the plaintiff or the plaintiff’s counsel (Pa.R.C.P. 1023), an endorsement (Pa.R.C.P. 1025), a Notice of Hearing Date, Notice to Defend, and Notice of Duty to Appear at Arbitration Hearing (Form 1320A) and three copies of a Notice of Intention to Appear (Form 1320B) hereof, and must have the following attached to it:
  - (a) A copy of the written Lease, if any, that exists between the parties and which is the subject of the appeal; and,
  - (b) A copy of the written Notice to Quit or Notice of Lease Termination, if any, that was served upon to the Tenant.
- (3) **Arbitration:** At the time the Complaint is filed, an arbitration hearing date is assigned by the Housing Court Clerk, and the case will be heard before an arbitration panel. See local rules 1301-1308 for arbitration procedures.
- (4) **Notice of Intention to Appear (Form 1320B):** the filed Notice of Intention to Appear shall be a sufficient answer to the Complaint.
- (5) A counterclaim may be set forth in either the filed Notice of Intention to Appear or a separate pleading, by a statement indicating concisely the nature and amount of same. No reply to a counterclaim shall be required. If one is filed, it may be limited to a general denial.



- (6) For Motion and Petition Practice, including requests for in forma pauperis, related to Housing Court Matters see Local Rules 206.4(c)(5), 208.3(a)(7), 1028(c)(3), and 1034(a)(3).

*Note:* See Forms 1320A and 1320B.

*Editor's Note:* Adopted December 27, 2019, effective February 19, 2020.

**Local Rule 1331 Consumer Credit Transaction.**

The agency to be named in any notice required by Pa.R.C.P. 1328(b) and 1329(3)(2) shall be:

Lawyer Referral Service  
Allegheny County Bar Association  
3rdFloor Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 1910.15. Paternity. [Rescinded]**

**Note:** Procedure for obtaining genetic testing is set forth in Pa.R.C.P. 1910.15.

### **Local Rule 1910.19. Support Order. Modification. Termination.**

(c)\*(1) The following procedure shall be used to modify or terminate an existing support order:

(A) Where there is a material and substantial change of circumstances, any party may schedule before the domestic relations counselor a conference to request an increase, reduction, modification, or suspension of an award. Both parties and their counsel shall attend this conference. If an agreement is not reached at the conference, the counselor may schedule the matter for a hearing before a Hearing Officer, which shall be conducted in accordance with the procedures set forth in Rule 1910.12.

(B) The Hearing Officer may recommend the modification or termination of the existing order in any appropriate manner based on the evidence presented.

### **Local Rule 1910.24. Judgment for Arrearages. Execution**

(a)(1) Any party at any time may obtain a statement of arrears according to the records of Family Division, as provided in the Family Division Court Manual.

### **Local Rule 1910.25-2. Civil Contempt; Office Conference. Agreement. Alternative Procedures Upon Failure to Agree**

(e) In all cases of civil contempt for failure to comply with an order of support, if no agreement is reached at the domestic relations office conference, further proceedings shall be conducted pursuant to the alternative hearing procedures of Pa.R.C.P.

## **Action for Custody, Partial Custody and Visitation of Minor Children**

### **Local Rule 1915.1(a)(1). Scope.**

This rule shall be applicable to all actions for custody, partial custody and visitation whether filed as an independent cause of action or as a count in a related proceeding.

- (i) All individuals withstanding to pursue an action for custody, partial custody or visitation with children from birth to age 17 shall complete the custody education program for adults.
- (ii) All children ages 6 to 15 who are in the care of a party or parties shall participate in an interactive group program for children.
- (iii) Parties also shall participate in the mediation orientation program. Additionally, step- parents, stepchildren, grandparents and others closely involved with the custody of children may also participate in the education programs, upon consent of the parties.

### **Local Rule 1915.1(b). Definitions.**

- (i) “Generations” means the education programs for adults and children, the mediation orientation program operated by the Allegheny County Family Division pursuant to 23 Pa.C.S. 3901-3904. The “Generations Center” is located at Suite 400, 4<sup>th</sup> Floor, Allegheny Building, Pittsburgh, Pennsylvania, 15219, telephone (412) 350-4311, and serves as the Family Division Administrative Office for the Generations Program.
- (ii) “Generations education” means the custody education program for adults pursuing claims for custody and the interactive education program for children ages 6 to 15.
- (iii) “Generations Mediation Orientation” means the custody mediation program for adults pursuing claims for custody.

Editor’s note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

### **Local Rule 1915.3(b)\*(1). Scheduling of Hearing Date**

Editor’s note: Rescinded April 2, 1998, effective May 25, 1998.

### **Local Rule 1915.3(c). Commencement of Action. Complaint. Waiver. Fees. Refunds.**

- (i) Prior to the filing of any divorce complaint containing a count for custody or any complaint for custody, shared custody, partial custody or visitation, or any other court papers seeking to initiate or reinstate any proceeding to compel, modify, terminate or otherwise affect contact between children and parties, the moving party shall deliver the original of the court paper initiating the custody action to the Generations Center. The Center shall immediately provide the moving party with an order of court (“Scheduling Order”) setting forth the dates when the adults and children shall attend the education programs and Mediation Orientation, a Domestic Violence Waiver Form, and program descriptions. The Scheduling Order shall also specify the location for the adult and children’s educational programs. The Mediation Orientation shall always take place in the “Center.” This Scheduling Order is then attached to the original complaint or petition for filing.
- (ii) Any custody matter in which there has been no activity, as reflected by the docket, for 120 days shall be deemed a new action for purposes of this rule.
- (iii) Parties to an action to modify or enforce a final order of court for custody, partial custody or visitation, as well as parties to an action deemed to be new, must complete the Generations program, if they have not already done so, before they will be permitted to praecipe for any proceeding before the court.
- (iv) Notwithstanding the parties previous completion of the Generations program, all parties to actions referenced in (iii) of this local rule shall be required to participate in another mediation orientation, as provided by these rules, before they will be permitted to praecipe for any proceeding before the court.

- (v) Prior to the filing of any divorce complaint containing a count for custody or any complaint for custody, partial custody or visitation, or any other court papers seeking to initiate any proceeding to compel, modify, terminate or otherwise affect contact between children and parties, the moving party shall deliver the original of the court paper initiating the custody action to the Generations Center. The Center shall immediately provide the moving party with an order (“Scheduling Order”) setting forth the dates and times when the parties and children shall attend Lighthouse, Sandcastles, Generations Mediation/Orientation (the “Programs”), a Domestic Violence Waiver form and program descriptions. The Scheduling Order shall also specify the location for the adult and children’s educational programs, Lighthouse and/or Sandcastles. The mediation program, Generations, shall always take place in the “Center.” This Scheduling Order is then attached to the original complaint or petition for filing.
- (vi) Within six days of filing, the moving party shall provide the Center with a time- stamped copy of the court paper initiating the action and the Scheduling Order.
- (vii) The moving party shall be solely responsible for ensuring that any court paper filed during this process is filed at the same docket number as any previously filed Family Division action involving the same parties, or if necessary, to consolidate separate cases under the oldest number.
- (viii) No party shall be compelled to attend any portion of these Programs with the opposing party, or to participate in the mediation orientation, in cases where either party, or a child of either party, is or has been the subject of domestic violence or child abuse allegedly perpetrated by the opposing party at any time within the past 24 months. In such cases, appropriate arrangements for separate sessions for the education programs should be made with the Center. The Center shall also be notified personally or by mail through the use of a domestic violence waiver form that the victim of abuse elects not to attend the mediation orientation session. The opposing party shall have the opportunity to contest the cancellation of the mediation orientation through Motions Court. If mediation does not occur, the case will be set down promptly for a custody/partial custody conciliation before a Domestic Relations Officer.
- (ix) All other requests to waive attendance at any portion of the Programs will require an order of court which may be sought through Motions Court. Waivers will be granted only in exigent circumstances. The moving party shall be responsible for filing any order entered in response to such request, and for service upon the Generations Center and the opposing party.
- (x) All moving parties who are required to participate in the education and mediation orientation shall pay all fees required for those Programs.
- (xi) The moving party shall pay all of his or her fees for the education and mediation orientation programs prior to receiving a Scheduling Order.
- (xii) Upon receipt of the Scheduling Order, the responding party shall pay fees seven days prior to the scheduled session.
- (xiii) The fee for adult education is \$40 for each party. The fee for children’s education is \$30 for each child. Each party shall pay one-half of each child’s total fee. The fees for education shall be payable to the Allegheny County Treasurer by certified check or money order. No cash or personal checks will be accepted.

- (xiv) The fee for mediation orientation shall be \$100 for each party. The fee for mediation orientation shall be made payable to the Allegheny County Treasurer by cashiers' check or money order. No cash or personal checks will be accepted.
- (xv) Under exigent circumstances, the court will consider waiver, reduction or assessment of fees to the other party for those unable to pay. Any such request must be presented through Motions Court and must be accompanied by a verified affidavit of indigence or other proof of economic hardship in accordance with Pa.R.C.P. 240 and 1920.62.
- (xvi) Under no circumstances will any party or child be permitted to participate in any of the Programs absent timely payment of fees.
- (xvii) In accordance with the Generations Program Description and Instruction Package, which are available at the Generations Center, fees for the education/mediation program are non-refundable with the following exceptions:
  - (a). The parties are excused from participation in mediation orientation because a Domestic Violence Waiver has been filed by either or both parties.
  - (b). A signed Custody Consent Order is filed and served on the Generations Center seven days before the scheduled education program or the scheduled mediation orientation.
  - (c). Petitioner withdraws the pleadings seven days prior to the scheduled education or mediation orientation.
  - (d). Respondent's fees are refunded when Petitioner fails to appear for education and/or mediation.

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

#### **Local Rule 1915.3(d). Confirmation of Custody**

- (i) An order confirming custody to formalize a de facto custody arrangement to which there is no contest or opposition may be established through this Court's Motion Court procedure for represented and unrepresented parties.
- (ii) Any party(ies) may seek confirmation of their current arrangement as a legal and/or physical custody of any child(ren) as follows:
  - (a). A Complaint for Custody must be prepared properly in accordance with Pa.R.Civ.P. 1915.3 and 1915.15. All of the information required by Rule 1915.15 must be provided. Additionally, a copy of the most recent custody order relating to the child or children must be attached, if any exists.

- (b). All parties must be served in accordance with Pa.R.Civ.P. 1930.4 with movant's Complaint for Confirmation of Custody together with the exhibits. The complaint is deemed filed when notice of its presentation is given.
- (c). All parties are to be provided seven days' notice of the date and time of presentation of movant's petition.
- (d). If no party appears to oppose movant's petition, the court will grant interim relief confirming custody in movant without prejudice to any party's right to seek reconsideration or modification at any time.
- (e). If this court has granted such relief, the Department of Court Records shall accept for filing the Complaint for Custody without a Scheduling Order from the Generations Center if the Complaint for Custody is accompanied by the Petition of Confirmation of Custody together with exhibits and a signed Order of Court confirming Custody in the movant. Filing fees charged by the Department of Court Records for the Complaint for Custody and any other document in reference therein, must be paid unless the party has sought waiver of the fees through the court's established procedure to secure an *in forma pauperis* status.

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1915.3(e). Grandparents. Third Parties.**

- (i) A grandparent who wishes to pursue custody or partial custody should refer to the statutory provisions found in 23 Pa.C.S. 5311-5314 and should carefully review these provisions to ensure that he or she has standing to bring an action.
- (ii) The partial custody claims of grandparents or other third party shall not be scheduled for education, mediation or for a conference/hearing without an Order from a Family Division judge though regular or pro se motions. Grandparents/third parties who are not represented by an attorney may obtain assistance on how to prepare, serve, and file a motion if they meet financial eligibility requirements from the pro se volunteer attorney program

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1915.4(a). Service. Rescheduling.**

- (i) The moving party shall be solely responsible for serving the responding party(ies) with true and correct copies of the court's papers initiating the custody action, the Scheduling Order, the Domestic Violence Waiver and the Program descriptions within five days of the date of the Scheduling Order.
- (ii) The moving party shall also file a Proof of Service indicating the date, time and manner of such service with the Department of Court Records and the Generations Center.

- (iii) Rescheduling of the education seminar date and/or time for any of the Programs should be sought only when necessary.
- (iv) No case will be rescheduled for a date longer than 70 days after the issuance of the Scheduling Order, except upon order of court, which shall be granted only in exigent circumstances. Requests to reschedule a date after expiration of the 70 days should be made through Family Division's motions court.
- (v) Any party seeking to reschedule the education sessions must contact the Center at 412-350-4311 to determine available dates.
- (vi) Any party seeking to reschedule the Generations mediation session must seek rescheduling through Motions Court.

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1915.4-3. Orientation. Mediation. Confidentiality. Mediator. Qualifications. Conciliation. Psychological Evaluation and Home Study.**

- (i) Mediators shall have a college degree and either an advanced degree or equivalent experience. Additionally, all mediators without exception shall take a basic 40-hour domestic mediation training seminar conducted by trainers who have been approved by the American Academy of Family Mediators and a basic domestic violence training seminar which has been approved by the American Academy of Family Mediators. All mediators shall carry liability insurance. Mediators shall adhere to the standards of practice adopted by the American Academy of Family Mediators and the American Bar Association.
  - a. If at any time prior to or during any mediation session, it becomes apparent to the mediator or parties that the mediator has an actual conflict, the mediation shall be discontinued immediately, and a new mediator shall be assigned.
  - b. No one shall act as a mediator if he or she has provided legal representation, counseling or therapy for the parties or children. Subsequent to the mediation, no mediator shall act as legal counsel or as a therapist or expert for parties who took part in the mediation or children who were the subject thereof.
- (ii) All mediation conducted through Generations shall be "closed." Accordingly, the contents of such mediation shall be confidential. If both parties provide written consents, mediators may, but shall not be required, to discuss such contents with counsel or others. Disclosure by the mediator of anything learned during the mediation process shall be controlled by 42 Pa.C.S. 5949.
- (iii) No one except the parties shall be permitted in the Generations Benter's office at the time set for mediation.
- (iv) At the conclusion of the mediation session, if an agreement is reached, the mediator shall write a Memorandum of Understanding ("Memorandum"). The Memorandum shall not be legally binding upon the parties. Should parties have counsel, they shall be referred to counsel to reduce the Memorandum to a Parenting Agreement and/or Order of Court. Should parties not

have counsel, they shall be referred to the Allegheny County Bar Association Lawyer Referral Service (“Lawyer Referral”). Lawyer Referral shall provide each party with the name of an attorney who has agreed to represent the party. Such counsel shall reduce the Memorandum to a mutually agreeable Parenting Agreement and/or order of court for a flat fee of \$100 per party. Counsel shall be responsible for no other action on behalf of the party and need not enter an appearance with this Court.

- (v) In the event no resolution results from the mediation, the parties may consent to continue to mediate with the same mediator, or by consent the parties may choose a different Generations mediator. Up to an additional six hours of mediation may be scheduled for a fee of \$100 per hour at \$50 per party. Absent consent to an alternative arrangement or Order of Court, each party shall be responsible for their own fee.
- (vi) If at any time during these six additional hours of mediation the parties are able to reach a Memorandum of Understanding, which, in turn, is reduced to a Parenting Agreement and/or Order of Court, or should the mediator in his or her sole discretion declare that the mediation is at a permanent and irrevocable impasse and should be terminated, the mediator shall refund to each party \$50 for each full hour not used during the mediation.
- (vii) Parties who elect to litigate the custody issue shall be required to present a praecipe to schedule a conciliation with on to the court’s custody Domestic Relations Officers (“DROs”). This praecipe must be presented to eh Generations Center and must have a copy of the certificate of completion of mediation attached.
- (viii) Partial custody establishments, modification and contempt which are not settled by the DROs will be listed for hearing.
- (ix) Custody cases which are not resolved by the DROs may be referred by the DRO for psychological evaluations. After the evaluation is completed, the parties may praecipe for conciliation before a judge.
- (x) Parties who did no elect to pursue litigation at the completion of their mandatory mediation orientation session and who subsequently determine that they may need to return to litigation, may obtain by filing a praecipe, a copy of the certificate of completion of mediation, and a copy of the underlying pleading with the Generations Center.
- (xi) Parties who have never been though the Programs and wish to proceed directly to conciliation must obtain an order permitting them to do so from the judge in either regular or pro se motions.
- (xii) Where the parties have gone to education but not to mediation (i.e., because the mediation was canceled because the parties had a consent order, or the parties were previously waived from mediation by a judge and a court order was issued following conciliation/hearing, etc.) the case will automatically be scheduled for mediation orientation only, and the petitioner will be provided an appropriate Scheduling Order. Petitioner and Respondent will pay fees as stated above in the usual case.
- (xiii) For parties who attended mediation orientation more than one year ago, whether they now have a new action (i.e., the case that initially brought them to mediation was establishment and now



they seek modification or enforcement) or they need to resolve finally the action that originally brought them to mediation orientation (i.e., they initially mediated the issue of establishment but never turned the memorandum into a consent order), they will automatically be scheduled for mediation orientation as set forth above.

- (xiv) For parties who attended mediation orientation less than one year ago, they may file a praecipe for conciliation and proceed through the court process.

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

#### **Local Rule 1915.9(a). Pre-Trial Procedures.**

- (i) Preliminary objections shall be argued in conformity with Local Rule 1930(b).
- (ii) Pre-Trial Statements
  - (a). In all actions for full and partial custody, the parties shall be in conformity with the pre-trial order issued by the assigned judge.

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

#### **Local Rule 1915.11-1. Appointment of Parenting. Coordinator.**

- (a) In cases involving repeated or intractable conflict affecting implementation of a Final Custody Agreement, Parenting Plan or Order, concerning custodial parenting time or responsibility, the Court may, on the application of either party or its own motion, appoint a Parenting Coordinator to assist the parties in implementing the custodial arrangement set forth in the Custody Agreement/Parenting Plan/Order and in resolving related parenting issues about which they do not agree. Appointment of a Parenting Coordinator shall occur when this Court concludes that such action serves the best interests of the child(ren).
- (b) The Parenting Coordinator shall discuss relevant parenting issues with both parties and other persons as needed, and shall attempt to facilitate a mutually accepted resolution.
- (c) If the parties are unable to resolve the issue(s), the Parenting Coordinator is authorized (but is not required) to decide the issue.
- (d) The Parenting Coordinator has the authority to decide issues concerning partial physical custody and visitation to the extent set forth in the Custody Agreement/Parenting Plan/Order appointing the Parenting Coordinator. The following specific issues are excluded from the Parenting Coordinator's function and decision-making authority:
  - (1) A change in legal custody decision-making authority set forth in the Custody Agreement/Parenting Plan/Order;
  - (2) A change in primary physical custody (residential parenting time) as set forth in the Custody Agreement/Parenting Plan/Order;
  - (3) A change in the court-ordered custody schedule (parenting time) that substantially

reduces or expands the child(ren)'s time with one or both parents;

- (4) A change in the geographic residence of the child(ren)'s (relocation) that would render implementation of the current Custody Agreement/Parenting Plan/Order impossible or impracticable;
- (5) Determination of financial issues, other than allocation of the Parenting Coordinator's fees.

The Parties may mutually agree in writing to submit any of the excluded issues set forth above to the Parenting Coordinator for facilitation and recommendation which recommendation shall only become binding upon written agreement of the parties.

(e) The Parenting Coordinator shall be either:

- (1) A licensed mental health professional with a master's degree (or equivalent or higher degree) who has practiced at least 5 years; or
- (2) A licensed attorney practicing family law for at least 5 years.

(f) The Parenting Coordinator's qualifications shall include, at a minimum:

- (1) Training or expertise in family dynamics, childhood development, custody, separation and divorce; and
- (2) Training in the parenting coordination process and family law as established by the Pennsylvania Supreme Court; and
- (3) Forty hours of mediation training under Pa.R.Civ.P. 1940.4, excluding mediation supervision under Pa.R.Civ.P. 1940.4(a)(4); and
- (4) Completion of at least ten continuing education credits in any topic related to Parenting Coordination in each two-year period.

(g) Protocols for the Parenting Coordination process shall be set forth in the Order appointing the Parenting Coordinator and/or by separate agreement between the parties and the Parenting Coordinator. In cases where abuse (as defined under 23 Pa.C.S. 6102) is alleged, the protocols should include measures for the safety and protection of the participants, unless the Court deems the measures unnecessary.

(h) A Court-appointed Parenting Coordinator is an officer of the Court, and has quasi-judicial immunity.

(i) Communications with the Parenting Coordinator are not confidential.

(j) The Parenting Coordinator's decisions may be provided to the parties verbally, but shall be communicated in writing as soon as practicable and filed in the Department of Court Records at the parties' custody docket.

(k) Decisions made by the Parenting Coordinator shall be binding upon the parties pending further Order of Court.

(l) Any party seeking judicial review of the Parenting Coordinator's decision must file a Petition for de novo hearing within 20 days of the filing of the decision stating specifically the issue(s) to be reviewed and attaching a copy of the decision. The Petition must be served on the other party(ies) and the Parenting Coordinator, in accordance with the Rules of Civil Procedure. The

hearing before the Court shall be de novo. The Court shall hear the case on the record, and shall render a decision within the time periods set forth in Tule 1915.4.

- (m) The parties shall share the cost of the Parenting Coordinator pursuant to the parties' respective financial circumstances or as the Parenting Coordinator or Court may otherwise direct.
- (n) In allocating costs, the Parenting Coordinator or Court may consider whether one party has caused a disproportionate need for the services of the Parenting Coordinator.
- (o) In review proceedings under subsection (l), the Court may elect to impose counsel fees and/or the Parenting Coordinator's fees upon the non-prevailing party, upon cause shown.
- (p) The Court may maintain a roster of individuals it deems qualified to serve as Parenting Coordinators, and may establish training and grievance procedures if it deems them appropriate.
- (q) The Order entered pursuant to this Rule shall be substantially in the form found in Pa.R.Civ.P 1915.22.

**Local Rule 1915.12(a)(1). Civil Contempt for Disobedience of Custody Order, Petition, Service, Order.**

- (i) The agency to be named in the notice accompanying a petition for civil contempt shall be:

Lawyer Referral Service  
920 City-County Building  
Pittsburgh, PA 15219  
Telephone: (412) 261-0518

Editor's note: Original Rule 1915.12(a)\*1 adopted March 5, 1982. Current rule promulgated April 2, 1998, effective May 25, 1998.

**Local Rule 1915.14(a). Noncompliance. Contempt. Arrest.**

- (i). If the moving party fails to pay fees as specified, fails to appear for education and/or mediation orientation or fails to ensure that any child within their physical custody appears for education, the custody action shall be dismissed without prejudice, and any fees paid by the moving party shall be forfeited.
- (ii). If the non-moving party fails to pay fees as specified, fails to appear for education and/or mediation orientation or fails to insure than any child within their physical custody appears for education, an immediate rule to show cause why the non-moving party should not be held in contempt shall issue from this court. Such rule will be returnable on a date certain within 14 days.

Editor's note: Promulgated April 2, 1998, effective May 25, 1998; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1915.15(a)(1). Form of Complaint. Caption. Order.**

- (i). The agency to be named in the Order of Court accompanying the complaint shall be: Lawyer Referral Service

Allegheny County Bar Association  
3rd Floor Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555

Editor's note: Former local rule 1915.15(a)(1) rescinded and new local rule 1915.15(a)(1) adopted October 17, 2006, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1915.16(c). Form of Order and Notice, Joinder, Intervention.**

- (i) The agency to be named in the Order of Court and notice under this rule shall be:

Lawyer Referral Service  
Allegheny County Bar Association  
11<sup>th</sup> Floor Koppers Building 436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555

Editor's note: Former local rule 1915.16(c) rescinded and new local rule 1915.16(c) adopted October 17, 2006, effective 30 days after publication in the Pennsylvania Bulletin.

## **Action of Divorce or for Annulment of Marriage**

**Local Rule 1920.12. Complaint. Contents and Filing.**

**(a) The Complaint**

- (1) The plaintiff in the complaint and the defendant in the answer, counterclaim or other petition shall set forth each claim as a separate count.
- (2) If a claim is made by either party to the action for custody, partial custody, or visitation, the relevant count in the pleading must comply with the requirements of the applicable rules.
- (3) If a claim is made by either party to the action for alimony pendente lite, alimony, or support, the party shall attach to the pleading as an exhibit the Family Division Support/Alimony Pendente Lite/Alimony Information Sheet. These sheets may be obtained from the Intake Office or the Screening Window in the Family Division.

**(b) Filing the Complaint.**

- (1) All divorce and annulment complaints shall be filed, and the filing fee paid in the Department of Court Records(City-County Building, 1<sup>st</sup> Floor) where they will be assigned a docket number. The number given to the divorce will also be assigned to any other claim contained in the divorce complaint or other pleadings subsequently filed in this action. If there is a prior action between the parties, the case shall be docketed in conformity with Local Rule 1930(f).
- (2) A party filing any secondary pleading to the divorce action (answer, counterclaim or other petition) shall file such pleadings at the Department of Court Records (City-County Building, 1<sup>st</sup> Floor).
- (3) If the divorce proceeding includes a claim for support, alimony pendente lite or counsel fees, any party seeking a conference/hearing on said claim shall file a praecipe at the screening window in Family Division requesting that a conference/hearing date be scheduled and further stating that there is no existing order of support and/or alimony pendente lite providing for the support of a spouse. The party seeking the conference/hearing shall provide a copy of the pleading raising the claim for support, alimony pendente lite or counsel fees and the Family Division Support/Alimony Pendente Lite/Alimony Information Sheet to the clerk at the screening window at the time the praecipe for conference/hearing is filed. Where there is an existing order for support and/or alimony pendente lite providing for the support of a spouse, a hearing will be scheduled only pursuant to an order of court obtained by following the procedures required for filing motions at Family Division Motions Court as provided in Local Rule 1930(a).

**Local Rule 1920.33. Joinder of Related Claims. Distribution of Property. Resolution of Claims for Equitable Distribution of Marital Property and Alimony.**

**(a) Scheduling Conciliations for Contested Claims Raised Under §§3301 and 3701 of the Divorce Code.**

- (1) A conciliation before the court shall be scheduled where either party has raised the claim of alimony and/or equitable distribution of marital property that is contested by the opposing party and (1) the parties are divorced, have both filed affidavits of consent pursuant to 23 Pa.C.S. §3301(c) or have been living separate and apart for two years and (2) there is compliance with the requirements of subpart B of this local rule. If both alimony and equitable distribution are raised, they shall be conciliated together.

*Note:* If either party has an outstanding claim for counsel fees, that claim must also be raised at the conciliation. Any outstanding claim for counsel fees that is not included in a final court order covering the alimony and equitable distribution claims shall be deemed to be denied by the court in the absence of specific language to the contrary.

- (2) No conciliation shall be scheduled until both parties have complied with Rules 1920.31(a) and 1920.33(a) of the Pennsylvania Rules of Civil Procedure relating to the filing of an inventory and appraisal and income and expense statements. If alimony is the only claim before the court, only Rule 1920.31(a) need be complied with.

- (3) Once both parties have complied with subparts A and B of this Local Rule, either party may schedule the conciliation pursuant to Local Rule 1930(c).
- (4) The party scheduling the conciliation shall notify the opposing party of the conciliation date.

In the absence of compelling circumstances, all parties shall be present for the conciliation; however, upon written agreement between counsel for the parties (where counsel believes appearance by the parties would not be fruitful or necessary) parties may be excused from attendance at the first conciliation.

**(b) Action to be Taken Where a Party Fails to Comply with Rules 1920.31(a) or 1920.33(a).**

- (1) On praecipe of any party who has complied with Rules 1920.31(a) and 1920.33(a), a rule shall be entered upon a non-complying party to file the inventory and appraisal and/or a statement of income and expense within 30 days of the service of the rule.
  - (i) The praecipe.
    - (a) The praecipe shall be prepared substantially in the following form:  
 “The plaintiff/defendant has complied fully with Rules 1920.31(a) and/or 1920.33(a) and the opposing party has failed to do so. Plaintiff/Defendant therefore, requests that a rule be entered directing compliance with Rules 1920.31(a) and/or 1920.33(a) within 30 days of the date of the service of the rule.”
  - (ii) The praecipe shall be filed in the Administrative Office of Family Division. The party filing the praecipe is responsible for serving copy of the rule on the opposing party.
- (2) If it is necessary for the court subsequently to issue an order directing compliance with Rules 1920.31(a) and/or 1920.33(a), such order shall, in the absence of compelling circumstances, contain, inter alia, a provision for payment of counsel fees and costs to the moving party.

**(c) Scheduling Hearings for Uncontested Claims Raised Under Sections 3501 and 3701 of the Divorce Code.**

- (1) Where a party has raised claims for alimony and/or equitable distribution of marital property and has reasonable grounds to anticipate that the opposing party does not intend to appear at any conciliation or court hearing to contest these claims, the claims shall be scheduled for a hearing before the court.
- (2) A hearing is scheduled by filing a praecipe with the Family Division Docket Clerk. The praecipe shall allege that the party filing the praecipe believes that the claims will not be contested by the opposing party.

- (3) The party filing the praecipe is responsible for serving the opposing party with the notice of the hearings before the court. This hearing notice shall also contain a statement to the opposing party as to exactly what relief is sought as well as a copy of the proposed order required by paragraph (E) below.
- (4) Service of this notice of hearing and proposed order shall be made in accordance with Rule 1920.51.
- (5) Prior to filing the praecipe, a party must have complied with Rules 1920.31(a) and 1920.33(a) of the Pennsylvania Rules of Civil Procedure.
- (6) [Rescinded January 5, 1996, effective February 26, 1996.]
- (7) At the uncontested hearing, the court shall hear only the essential facts required to enter an order. If the opposing party appears to contest the claim, the hearing shall be discontinued, and the case shall proceed under Part I of this Local Rule.

Note: the purpose of Part III of this rule is to deal with claims of alimony and/or property distribution where no consent can be obtained but there also appears to be no contest. It is contemplated that the Court will be able to expeditiously deal with these cases particularly where property is minimal or where only a nominal alimony order is sought.

**(d) Court Approved Settlements**

- (1) Where parties have reached an agreement on the issues of alimony and/or equitable distribution of marital property, and where court approval of the agreement is desired, the agreement shall be included with the proposed divorce decree. The agreement shall be signed by all parties and/or their counsel.

**Local Rule 1920.42. Affidavit and Decree Under Section 3301(c) or 3301(d) of the Divorce Code. Obtaining Decrees.**

- (a) If a complaint and the 3301(d) affidavit have been filed under Section 3301(d) of the Divorce Code and 20 days have passed from service of the 3301(d) affidavit have elapsed<sup>1</sup> and the responding party has not filed a contested responsive pleading within 20 days of service of the affidavit, the moving party shall mail to the responding party's current address or otherwise deliver to the responding party a Notice of Intention as required by Pa.R.C.P. 1290.42(c) giving the responding party 20 additional days in which to deny these allegations. The 20 additional days to be given the responding party in the Notice of Intention begins to run on the date on which the notice is mailed or delivered. Registered or certified mail is not required. The moving party shall insert in the notice a date on which the court is in session that is at least 20 days from the date of mailing or delivery.
- (b) If the responding party has not responded to the additional notice of intention, the court, on praecipe in the form prescribed by rule 1920.73, will review the complaint and the 3301(d) affidavit and, if appropriate enter a final decree. An affidavit of service shall be filed for both

---

<sup>1</sup> Conforms to Amended State Rule 1920.42\*(d)(1) effective January 1, 1996

the 3301(d) complaint and the 3301(d) affidavit. However, only on affidavit of service is necessary if the complaint and the 3301(d) affidavit were served at the same time.

- (c) In all cases the moving party is responsible for submitting a proposed decree in the form required by Pa.R.C.P. 1920.76 prior to court review of the divorce claim.
- (d) Scheduling a Conciliation Before the Court Under Section 3301(d) (1)(iii).
  - (A) Where the responding party has denied one or more of the allegations set forth in the moving party's affidavit under Section 3301(d) of the Code, either party may obtain a date for conciliation of the divorce claim from the docket clerk, Room 611, City-County Building, and then filing a "Praecipe for Conciliation Date" listing such date with the Department of Court Records (City-County Building, 1<sup>st</sup> Floor) and serving copies of same on all parties of record.

#### **Local Rule 1920.46. Representative of Defendant in Military Service**

- (c) In all actions in divorce, except 3301(c) claims, where the defendant is in the military service, the plaintiff shall, at the time of the filing of the complaint, petition the court to appoint an attorney to represent the defendant, setting forth in said petition the address of the defendant. A copy of the complaint must be furnished to the attorney thus appointed, who shall then send a copy to the defendant, together with a form of power of attorney authorizing the appointed counsel to appear for the defendant and to accept service of all papers.

#### **Local Rule 1920.51. Hearing by the Court. Appointment of Master. Notice of Hearing. Contested and Uncontested Divorce Claims Under §§3301(a) and 3301(b) of the Divorce Code.**

- (f) (1) All contested actions for divorce or annulment shall be first conciliated by the court. A conciliation date may be obtained from the Family Division Docket Clerk. If the case cannot be settled at the conciliation, the following rules will apply.
  - (2) In all contested actions for divorce or annulment the case shall be heard by a master in the absence of a court order to the contrary. Unless the court directs otherwise, the moving party shall be preliminarily responsible for paying the master's 'fee for trial and preparation of the master's report, the reporter's fees and any costs or poundage due to the Department of Court Records; all of said sums shall be paid to the Department of Court Records prior to the hearing before the master.
  - (3) Within 10 days after the fees are paid into the court the master shall give written notice to the parties of a hearing to be held not more than 30 days thereafter. At the time and place set forth in the notice, the master shall begin the hearing and, unless the court directs otherwise, shall continue the same from day to day until completed.
  - (4) All testimony shall be taken stenographically by one of the reporters of this court or a judge's secretary, and the transcript thereof shall be filed of record within 30 days. Any additional costs of the transcript over the amount deposited shall be paid by the moving party. Any delay in this payment shall be grounds for dismissal of the proceedings unless adequate cause is shown for the delay



(5) Within 30 days of receipt of the transcript, the master shall file a report making findings of fact and conclusions of law and suggesting a form of decree; the master shall serve copies of the report on the parties and shall file an affidavit of service.

(6) Exceptions to the master's report may be filed by the parties within 10 days after receiving notice of the filing of the master's report. Copies of the exceptions shall be served on the opposing party. The exceptant shall, on the date of filing of the exceptions, give a copy of the exceptions to the docket clerk in order to obtain an argument date.

(7) The master's fee and transcript costs shall be taxed as part of the costs and paid as directed by the final decree.

(8) The master appointed by the court to hear a contested divorce shall, after prior notice to both parties, petition the Motions Judge to award the master's fees. The petition shall state that the master has filed a report with the Department of Court Records and given notice to counsel of the filing thereof and that the master has no further duties to perform, and the master shall include a detailed list of the services provided and the amount which the master considers to be reasonable compensation.

(g) Uncontested Actions Under §§3301(a) and (b) of the Code.

(1) Actions for divorce or annulment which are uncontested shall be listed for hearing upon filing a praecipe for hearing and, except as otherwise provided by Rule 1920.62, depositing with the Department of Court Records the sum of \$43 to be applied as follows: Master's Fee- \$25; Court Reporter's Fee- \$15; Poundage and Mailing Expense- \$3. The amount deposited shall be taxed as costs.

(2) The praecipe for hearing shall be in the following form:

#### **PRAECIPE FOR HEARING DATE**

(Caption) Case No )

1. Kindly list the above-captioned action for hearing.
2. Defendant was served under Rule 412 or 403. Serve notice of hearing upon Defendant by ordinary mail addressed as follows:

---

(address) or

2. Defendant was served under Rule 430. Serve notice of hearing upon defendant by registered mail at Defendant's last known address:

---

(address)

with a copy by ordinary mail to each of the following:  
(list names and addresses of persons named in the investigation affidavit under Rule 430 as likely to know the present whereabouts of the defendant.)

or

2. An appearance has been entered for Defendant. Serve notice of hearing upon Defendant's attorney of record.

---

Attorney for Plaintiff

(end of form)

(3) All notices of hearing shall be mailed by the Department of Court Records at least 20 days before the hearing date, and proof of notice shall be filed in the form of a statement of the names and addresses of the persons notified.

(4) Notice of hearing shall be in the following form:

Notice of Hearing

To\_

You are notified that the case of \_\_\_\_\_ v. \_\_\_\_\_, No. \_\_\_\_\_  
\_\_\_\_\_ Term \_\_\_\_\_ will be heard on \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ m. (prevailing time) at Room No. \_\_\_\_\_  
\_\_\_\_\_, Pittsburgh, PA when and where you may appear and be heard if you desire.

---

Department of Court Records

(end of form)

Note: If a party is confined in prison and desires to appear, application may be made to the court for a writ of habeas corpus and testificandum.

- (5) The daily list of uncontested actions shall be heard by one or more masters appointed by the Administrative Judge of the Family Division.
- (6) The attorney of record for the plaintiff must be available and ready to proceed at the time for which the hearing is scheduled or arrange to have a substitute appear for him, unless (1) the action has become contested or (2) upon cause shown by written motion, the hearing has been continued by court order.

- (i) If the action is contested, the procedure for contested actions shall apply.
  - (ii) If the hearing is continued, it will not be relisted for hearing until another praecipe for hearing is filed together with payment to the Department of Court Records of the addition sum of \$1 to be applied toward the expenses of new service of notice of hearing.
- (7) If the action has not become contested or the hearing has not been continued by court order and the plaintiff does not appear at the hearing, the master will be paid from the funds deposited and the action will not be relisted for hearing until another praecipe for hearing is filed and an additional sum of \$27.25 is deposited with the Department of Court Records.
- (8) The testimony shall be transcribed and filed within 10 days of the hearing. Within five days after testimony has been transcribed and filed, the master shall file a report and recommendations and serve notice thereof on all interested parties. The record, including the master's report and recommendations, shall be submitted to the court for disposition.
- (9) In the event the moving party does not wish to file exceptions to the master's report and recommendations, the moving party shall submit a proposed decree in divorce to the court. In the event a party wishes to file exceptions to the master's report and recommendations, the party shall do so within 10 days from the filing thereof. The exceptions shall be filed in the office of the Department of Court Records with notice to the court and the opposing party. Also, the exceptant shall provide a copy of the exceptions to the Docket Clerk in order to obtain an argument date.

**Local Rule 1920.55. Master's Report. Notice. Exceptions. Final Decree.**

- (c) (1) Any party filing exceptions shall immediately serve them upon all other parties and the court reporter and shall, unless otherwise provided by order of court, order the transcript of testimony, unless the transcript has previously been filed.
- (2) Briefs shall be filed, and argument scheduled as provided by order of court after the period for filing exceptions has expired.

**Local Rule 1920.62. Proceedings by Indigent Parties.**

- (a) Any person claiming to be an indigent party and who either desires to commence an action in divorce or is a party to a pending action in divorce in Allegheny County shall be referred to the Allegheny County Bar Association to make application under oath.
- (b) The Allegheny County Bar Association is hereby authorized to assign an attorney from among its members to represent each applicant determined by it to be an indigent person.
- (c) An order permitting a party to proceed without payment of costs may provide:

That the Department of Court Records shall accept, file, docket and process all pleadings, orders and decrees without prepayment of costs;

That the Sheriff shall make service and return of service without prepayment of costs;

That the master shall hear the testimony and make and file a report without prepayment of costs.

- (d) In the event it is determined that the applicant or any other person who is legally responsible to the applicants is or has become financially able to pay the costs, an order may be entered against that person for the payment of all or any part of costs including reasonable counsel fees.

### **Local Rule 1930. Domestic Relations Matters Generally.**

#### **(a) Family Division Matters**

- a. Family Division motions may be presented to the motions judge at 1:30 p.m. on each court day, unless notice that motions will not be heard, or that motions will be heard at a different time, is published in the *Pittsburgh Legal Journal*.
- b. The party who presents a motion shall include a notice of presentation and certificate of service in the absence of written consent thereto. The notice of presentation and certificate of service shall be contained on a separate page of the motion or petition following the identification sheet. This notice is required even if the opposing party is not represented by counsel. Seven days' notice of presentation of any motion is required absent an emergency or consent by the opposing party to a shorter notice of presentation.
- c. On the same date that the motion is presented, the party who presents a motion to the motions judge shall obtain any required hearing or conciliation date from the Family Division docket clerk and file with the Department of Court Records the motion and the court order entered by the court. If a party fails to present the motion to the docket clerk as required by this rule the docket clerk shall refuse to give a hearing or conciliation date. If the signed order schedules a conference or hearing before a domestic relations officer, a copy of the pleading and order must be left with the docket clerk.
- d. The Pittsburgh Legal Journal publishes a monthly list setting forth the dates that a judge assigned to the Adult Section of the Family Division will hear motions. Unless there are unusual circumstances, where a judge has been actively involved in the matter that is the subject of the motion, counsel should present the motion to the assigned judge.
- e. Any motion which involves support payments that are assigned to the Pennsylvania Department of Public Welfare or in which the plaintiff is not represented by private counsel shall be served on the IV-D Attorney, Fort Pitt Commons Building, Third Floor, 445 Fort Pitt Boulevard, Pittsburgh, PA 155216 as well as on the plaintiff.
- f. Any motion which involves support payments or any other matter which is governed by the Uniform Interstate Family Support Act (UIFSA) or the Intrastate Family Support Act (IFSA) and in which the plaintiff is not represented by private counsel shall be served on

the IV-D Attorney, Fort Pitt Commons Building, Third Floor, 445 Fort Pitt Boulevard, Pittsburgh, PA 155216 as well as on the plaintiff.

**(b) Procedure for Preliminary Objections and Motions for Judgment on the Pleadings or Summary Judgment**

(1) Preliminary Objections shall be scheduled on the next available Friday Support Exception Argument List occurring more than 13 days after the Preliminary Objections are filed with the Department of Court Records and the Exceptions Clerk. Objector shall serve notice on all parties of the time and place of argument. No preliminary objections shall be accepted for filing by the Exceptions Clerk unless accompanied by a brief. Failure to file a brief with the Preliminary Objections shall be cause for dismissal of the Preliminary Objections. If Respondent files a brief, it shall be filed with the Exceptions Clerk at least seven days prior to argument. Except as provided by Local Rule 1910.7, the scheduling of Preliminary Objections shall stay all proceedings.

Note: Local Rule 1910.7 relates to support proceedings. Divorce and custody proceedings are stayed upon scheduling of preliminary objections.

(2) Motions for Judgment on the Pleadings or Summary Judgment shall be scheduled on the next available Friday Support Exception Argument List occurring more than 41 days after the motion is filed. Movant shall serve notice on all parties of the time and place of argument. Respondent's Answer, if any, together with any opposing affidavits shall be filed at least 21 days prior to the argument date. Movant shall file a brief at least 14 days prior to argument. Respondent's brief, if any, shall be filed at least seven days prior to argument.

- (c) **Scheduling Conciliations:** Matters that are tried by a judge will not be lists for trial until they have been conciliated by a judge.

The following matters may be scheduled for a conciliation by filing a praecipe with the Docket Clerk: conciliation on §3301(d) divorce claims; custody claims with order of court attached, see Pa.R.C.P. 1915(a) and (c); partition and equity claims and equitable distribution and alimony claims (provided that both parties have filed an inventory, appraisal, income and expense statement that either (a) the parties are divorced, (b) both parties have filed an affidavit under Section 3301(c) of the Divorce Code or (c) both parties agree that they have lived separate and apart for at least two years and that the marriage is irretrievably broken.

Note: A detailed description of the procedures, as well as the necessary forms, can be found in the Family Division Court Manual, see (g) of this Rule.

For other matters a party may present a petition to the motions judge which contains the factual background, the relief sought, and a request for conciliation.

**(d) Continuances [Rescinded]**

Note: Procedure of obtaining a continuance in Family Division is set forth in detail in the Family Division Court Manual.

**(e) Enforcement of and Equitable Distribution Award**

A party seeking to enforce an equitable distribution award shall present to the motions judge a petition for enforcement with a proposed order requesting the court to schedule a conciliation or a contempt hearing before a hearing officer. No petition shall be presented unless notice of its presentation is given to the respondent. If the court enters an order permitting the petitioner to proceed, the petitioner shall obtain immediately from the Docket Clerk a date for the conciliation or contempt hearing, file the original copy of the petition with the Department of Court Records, serve the respondent with the court order and file proof of service.

**(f) Case Numbers. Suffixes.**

(1) All pleadings filed with the Adult Section of the Family Division shall be filed under the originally assigned case number for the involved family. After an original case number has been assigned to all pleadings, regardless of the caption or nature of the case, all pleadings shall be filed under the originally assigned number. The caption shall reflect the appropriate party initiating each original action as the plaintiff.

(2) If counsel or a party believes that there may be a previously assigned case number, but the number is not known, the information may be obtained from the Department of Court Records Name Index located on the mezzanine level of the Department of Court Records Office.

(3) In addition to the docket number assigned to all matters involving the family, the Department of Court Records shall assign a three-digit suffix designating the judge to whom the case is assigned. All pleadings must include the suffix as well as the docket number.

(4) All motions, exceptions, conciliations, hearings and other matters shall be listed only before the judge to whom the case is assigned, absent a compelling emergency or the long-term unavailability of the designated judge.

(5) Cases in which the initial pleading was filed before May 1, 1998, may be amended to add the suffix of the judge most familiar with the case.

(6) In the event that a defendant in a support matter has more than one case, the captions of all of the cases shall be amended to assign them to the judge assigned to the case filed first in time. If there is no judge assigned to the case filed first in time, the cases will be assigned to the next judge in the rotation for assigning suffixes.

**(g) Family Division Court Manual**

Except as otherwise provided by the Pennsylvania Rules of Civil Procedure (Pa.R.C.P.) or by local rule adopted by the Court of Common Pleas of Allegheny County (Local Rules), practice in the Adult Section of the Family Division shall be governed by the Court Manual for the Adult Section of Family Division of the Court of Common Pleas of Allegheny County. Current copies of the Court Manual shall be available at the office of the Administrator, Adult Section of Family Division.

**Local Rule 1930.1. Electronic Filing in Family Division Matters. [Rescinded]**

Note: See Local Rule 205.4 for information regarding e-filing of Family Division Matters.

## **Minors as Parties**

**Local Rule 2039. Compromise, Settlement, Discontinuance and Distribution.**

**(1) Contents of Petition.**

A petition under Pa.R.Civ.P. 2039 shall be verified by the guardian of the minor and shall contain a statement of the nature of the evidence relied upon to show liability, the elements of damage, the injuries sustained, and the list of expenses incurred or to be incurred. The petition shall be accompanied by the following exhibits:

- (a) A statement of counsel's professional opinion regarding the desirability of the settlement and reasons therefor, including a discussion with specific references to the factual circumstances as to both the liability and damages aspects of the case; a description of the services rendered; a description and the amount of reimbursable expenses requested; and the amount of fees requested, which, except in extraordinary circumstances, shall not exceed 33-1/3% of the present value of a structured settlement or 33-1/3% of the gross recovery of any other settlement.

**Note:** If settlement proceeds are to be split between a minor and another party(ies) to the litigation, the injuries to this other party(ies) must also be described.

- (b) A statement by the attending physician as to the injuries sustained by the minor, treatment administered and the prognosis.
- (c) In property damage claims, a statement by the party who made the repairs or appraised the loss.

**(2) Deposit of Funds by Order of Court.**

- (a) All petitions under Pa.R.Civ.P. 2039, where the proceeds of settlement are to be deposited in a savings account or in a certificate of deposit, shall have attached to the petition an order including the following:

It is hereby ordered and decreed that the amount of \$\_\_\_\_\_ shall be deposited in the name of \_\_\_\_\_, a minor, by counsel of record, in a savings account or certificate of deposit in a federally insured bank, savings and loan association or credit union. The savings account or certificate of deposit shall be marked "NOT TO BE WITHDRAWN UNTIL THE

MINOR REACHES THE AGE OF MAJORITY OR BY FURTHER ORDER OF COURT.”

Proof of deposit is to be filed with the Department of Court Records, Wills/Orphans’ Court Division within thirty days by counsel of record.

**(3) Presentation of Petition.**

All petitions under Pa.R.Civ.P. 2039 shall be first delivered for signature to the Administrative Judge of the Orphans’ Court Division who will then deliver the petition to the Calendar Control Judge for signature.

**(4) Annuity Contracts.**

- (a) Where the terms of settlement of a minor’s claim include an annuity contract, the annuity contract shall provide that the policy will not be transferred or assigned to another company without the prior approval of the Orphans’ Court Division of this Court.
- (b) A copy of this local rule shall be served upon the company issuing the annuity contract and proof of service thereof shall be filed with the Clerk of the Orphans’ Court Division of this Court.
- (c) Proof of purchase of any annuity contract is to be filed with the Clerk of the Orphans’

**Note:** For approval of a settlement of a minor’s claim where no action has been instituted, see Orphans’ Court Local Rule 12.16G.

Editor’s Note: Adopted October 4, 2006, effective December 4, 2006.

## **Incapacitated Persons as Parties**

### **Local Rule 2064. Compromise, Settlement, Discontinuance and Distribution.**

**(1) Contents of Petition.**

A petition under Pa.R.C.P. 2064 shall be verified by the guardian or guardian ad litem of the incapacitated person, and shall contain a statement of the nature of the evidence relied upon to show liability, the elements of damage, the injuries sustained, and the list of expenses incurred or to be incurred. The petition shall be accompanied by the following exhibits:

- (a) A statement of counsel's professional opinion regarding the desirability of the settlement and reasons therefor, including a discussion with specific references to the factual circumstances as to both the liability and damages aspects of the case; a description of the services rendered; a description and the amount of reimbursable expenses requested; and the amount of fees requested, which, except in extraordinary



circumstances, shall not exceed 33-1/3% of the present value of a structured settlement or 33-1/3% of the gross recovery of any other settlement.

- (b) A statement by the attending physician as to the injuries sustained by the incapacitated person, treatment administered and the prognosis.
- (c) In property damage claims, a statement by the party who made the repairs or appraised the loss.

(2) **Deposit of Funds by Order of Court.**

- (a) All petitions under Pa.R.C.P. 2064 shall have attached to the petition an order including the following:

It is hereby ordered and decreed that the amount of \$       shall be paid to

\_\_\_\_\_, the guardian of the estate. [If the guardian of the estate is an individual, include the following sentence.] A surety bond shall be posted in the same net amount as stated above.

- (b) Proof of surety bond is to be filed with the Clerk of the Orphans' Court within thirty (30) days by \_\_\_\_\_, guardian of the estate.

**Note:** If no guardian has been appointed, see Pa.R.C.P. 2064.

(3) **Presentation of Petition.**

All petitions under Pa.R.C.P. 2064 shall be first delivered for signature to the Administrative Judge of the Orphans' Court Division and thereafter presented to the Calendar Control Judge.

(4) **Annuity Contracts.**

- (a) Where the terms of settlement of an incapacitated person's claim include an annuity contract, the annuity contract shall provide that the policy will not be transferred or assigned to another company without the prior approval of the Orphans' Court Division of this Court.
- (b) A copy of this local rule shall be served upon the company issuing the annuity contract and proof of service thereof shall be filed with the Clerk of the Orphans' Court Division of this Court.

**Note:** For approval of a settlement of an incapacitated person's claim where no action has been instituted, see analogous procedures at Orphans' Court Local Rule 12.16G.

Editor's Note: Adopted October 4, 2006, effective December 4, 2006.

## **Actions for Wrongful Death**

### **Local Rule 2205. Service of Notice to Persons Entitled to Damages.**

Service under this rule shall be made by personal service by any competent adult as provided in Pa.R.C.P. 402 or by registered mail pursuant to Pa.R.C.P. 403.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 2206. Settlement, Compromise, Discontinuance and Judgment.**

Petitions of any party in interest pursuant to Pa.R.C.P. 2206, where a civil action has been instituted and where no minor and no incapacitated person has an interest, shall be presented to the Calendar Control Judge. Where a minor or incapacitated person has an interest, petitions shall be first delivered for signature to the Administrative Judge of the Orphans' Court Division and thereafter to the Calendar Control Judge for signature. See Local Rule 2039 where a minor has an interest and Local Rule 2064 where an incapacitated person has an interest.

*Note:* See 20 Pa.C.S. § 3323. The contents of a petition under this local rule are analogous to those required by Orphans' Court Local Rule 12.16F. As to settlement of survival actions where no action has been instituted, see Orphans' Court Local Rule 12.16F.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## **Joinder of Parties**

### **Local Rule 2232. Service of Notice to Persons Required to Be Joined.**

Service under this rule shall be made by personal service by any competent adult as provided in Pa.R.C.P. 402 or by registered mail pursuant to Pa.R.C.P. 403.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## **Enforcement of Judgments for the Payment of Money**

### **Local Rule 3121 Stay of Execution. Setting Aside Execution.**

- (1) **Notice.** Notice shall be given to the party executing the judgment when application will be made for a stay of execution.
- (2) **Delivery of Copy of Order Staying Execution to Sheriff.** Orders staying execution, certified to be true and correct by the Department of Court Records, an attorney or a party litigant, shall be provided to the Sheriff.

*Note:* Except with respect to mortgaged property where no commission is due unless the property is actually sold by the sheriff as provided in 68 Pa.C.S.A. §2310, when a writ of execution is stayed after the Sheriff has served or has attempted to serve the writ, the sheriff's commission referred to as poundage will be calculated based on the face amount of the writ unless the plaintiff files an affidavit within three business days the actual amount paid or to be paid to the plaintiff in cash or in

kind as consideration for staying the writ or satisfying the judgment. If an affidavit is filed, the Sheriff's poundage will be calculated based on the consideration set forth in the affidavit.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006. Amended December 27, 2019, effective February 19, 2020.

### **Local Rule 3129.2 Notice of Sale. Real Property.**

#### **(1) Conditions of Sale in Notice.**

The following procedures and conditions of sale shall govern every Sheriff's sale of real estate, and shall be set forth in any published notice:

- (a) If the successful bidder at the sale is the plaintiff in the writ of execution upon which the real estate is being sold, the successful bidder shall pay the full amount of the purchase money to the Sheriff on or before the first Monday of the following month, unless the time is extended by the Court. Upon the failure of the successful bidder to so pay the purchase money, the Sheriff shall return the writ "real estate unsold," stating in the return that the sale was held pursuant to the writ, that the plaintiff was the successful bidder at the sale, and that the plaintiff failed to pay the bid and complete the sale. The plaintiff shall thereupon forfeit all moneys advanced on the writ, which moneys shall be applied by the Sheriff first to costs on the writ and then to liens in order of their priority.
- (b) If the successful bidder at the sale is not the plaintiff in the writ of execution upon which the real estate is being sold, and:
  - (i) If the sale is held on the first Monday of the month, and an adjourned Sheriff's sale is held within six days thereafter, the successful bidder may pay either the full amount bid at the time of the sale or ten percent (10%) of the bid in cash (but not less than seventy-five dollars (\$75.00)), and thereafter pay the balance before the time of the adjourned sale. If the successful bidder fails to pay the balance before the time of the adjourned sale, the Sheriff shall resell the real estate at the adjourned sale, and the payment made at the original sale shall be applied by the Sheriff to any deficiency in the price at which the real estate is resold; or
  - (ii) If the sale is held on any day other than the first Monday of the month, the successful bidder shall pay the full amount bid at the time of sale, and upon failure of the successful bidder to do so, the Sheriff shall thereupon at that time resell the real estate.

#### **(2) Filings With the Sheriff Prior to Sale:**

All writs and copies of orders certified from the record by the Department of Court Records directing judicial sales of real estate must be filed with the Sheriff in accordance with the policies of the Sheriff's office.

*Note:* As a matter of information, counsel should know that the Sheriff's office requires that the following be filed in the Sheriff's office prior to the sale:

- (a) The following must be filed with the Sheriff, along with the writs and copies of orders, not less than twenty-five days before the date of sale:
  - (1) Original writ of execution
  - (2) One copy of writ of execution for each defendant\*
  - (3) A stamped envelope addressed to each defendant\*
  - (4) One self-addressed stamped envelope
  - (5) Affidavit of Compliance with Act 91 of 1983 or Affidavit of Inapplicability of Act 91 of 1983, as appropriate
  - (6) Affidavit of last known mailing address of the Defendant
  - (7) Affidavit Pursuant to Pa.R.C.P. 3129.1 (list of interested persons and entities)
  - (8) Notice of Sheriff's Sale
  - (9) Long description of the property (deed description)
  - (10) Three copies of Sheriff Form 56 (short description of property for newspaper advertising)
  - (11) One short description in all CAPITAL LETTERS (for preparation of handbill), which must contain the signature, address and telephone number of the person presenting the writ or order.
  - (12) Sheriff's Form 14 (Directions to post property with handbill. Include property street address, borough, municipality and ward.)
  - (13) If Defendant(s) are to be served - a Notice of Sheriff's Sale for each Defendant and "Instructions to Sheriff" form for each Defendant, noting Defendant's name and address.

\* Not required for mortgage foreclosure or tax sale.

- (b) A copy of the return of service filed in accordance with Pa.R.C.P. 3129.2(c)(2) must be filed with the Sheriff not less than five days prior to the sale. The return of service must have the original returned mailing cards attached, if applicable.

- (c) A deposit of money for costs and expenses is required.

*Note:* Sheriff's Forms and sample notices can be obtained from the Sheriff's office, 436 Grant Street, First Floor, Pittsburgh, PA 15219.

**(3) Dates of Sales of Real Property.**

Judicial sales of real estate shall be held on the second Monday of September and the first Monday of all other months. When any of the above dates falls on a legal holiday, the Judicial sales of real estate shall be held on the Tuesday following.

**(4) Notice to Internal Revenue Service.**

In any case where notice is required to be given to the Internal Revenue Service, in accordance with the provisions of the Federal Tax Lien Act of 1966, 26 U. S. C.

§ 7425(b) and (c), a copy of such notice, certified by counsel to be a correct copy and indicating the date of service upon or delivery to the Internal Revenue Service, shall be filed with the Department of Court Records prior to the date fixed for the sale.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 3139 Notice of Sheriff's Return.**

Postcard notice of the filing of the Sheriff's return shall be given by the Sheriff to the judgment debtor at the judgment debtor's last known address.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 3146 Judgment Against Garnishee Upon Default or Admission in Answer to Interrogatories.**

- (1) The hearing to assess the amount of the judgment shall be scheduled before the General Motions Judge. Written notice to the garnishee in the form provided by Pa.R.C.P. 3146(a)(2) shall be served in accordance with Pa.R.C.P. 440 at least twenty days prior to the scheduled hearing. The Plaintiff shall serve the garnishee with a copy to the Defendant. Service shall be evidenced by a certificate of service.
- (2) The agency to be named in the notice provided by Pa.R.C.P. 3146 shall be:

Lawyer Referral Service Allegheny County Bar Association  
4<sup>th</sup> Floor Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Actions Upon Mechanics Liens, Municipal and Tax Claims and Charges on Land**

**Local Rule 3190 Judgment. Execution.**

**(1) Tax Sales.**

Before objection to the adequacy of the price offered for real estate pursuant to Section 14 of Act of July 5, 1947, P.L. 1258, 53 P.S. § 26114, is filed, the objector shall deposit a certified or cashier's check with the solicitor for petitioner for ten (10) percent of the original offer, or a minimum of one hundred dollars (\$100.00), subject to forfeiture to all interested taxing authorities in the event the original offer is not raised in said amount in open Court.

The objection electronically filed in the office of the Department of Court Records shall have endorsed thereon acceptance of service and receipt for deposit by counsel for petitioner. After bidding in open Court and acceptance of successful bid by the Court, deposits shall be returned to unsuccessful bidders, provided the accepted bid exceeds by ten percent, or a minimum of one hundred dollars (\$100.00), the price offered.

**(2) Delinquent Tax Liens.**

- (a) All orders to strike off and amend delinquent tax liens shall set forth:
  - (i) original description and change of description;
  - (ii) original ownership and change of ownership;
  - (iii) location by political subdivision and lot and block number, if any;

- (iv) amount of taxes to be stricken in dollars and cents;
- (v) and disposition of costs of the proceedings.
- (b) Counsel shall serve certified copies of all such orders of Court on the Controller's Office and the County Law Department.
- (c) Counsel shall also serve certified copies of orders of Court changing ownership or description of property on the Register of Deeds Office.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 3206 and 3207 Statement of Objection (“Goods Claim”).**

(See Magisterial District Justice Local Rule 420.)

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

### **Local Rule 3252 Writ of Execution. Money Judgments.**

The agency to be named in the notice on writs of executions issued pursuant to Pa.R.C.P. 3252(a) shall be:

Lawyer Referral Service  
Allegheny County Bar Association  
3rd Floor Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## **Discovery — Expert Reports**

### **Local Rule 4002.1 Filing Discovery Material. Requests for Expert Reports in Professional Negligence and Product Liability Actions.**

All requests for production of expert reports made in professional negligence and product liability actions in accordance with Local Rule 4003.5 shall be filed with the Department of Court Records. Expert reports furnished pursuant to Local Rule 4003.5 are discovery material that shall not be filed, except as provided by Pa.R.C.P. 4002.1.

*Note:* See also Local Rule 4003.5, relating to expert reports in professional negligence and product liability actions.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 4003.5 Requests For Expert Reports in Professional Liability and Product Liability Actions.**

**(1) Scope of the Rule.**

- (a) This local rule applies to any professional negligence case or any product liability case which has been placed at issue.
- (b) A professional negligence case includes any case with Code 006 (Trespass- Assault and Battery) in which it is claimed that the defendant provided medical treatment without obtaining an informed consent; any case with Code 007 (Trespass- Medical/Hospital Negligence); and any case with Code 009 (Trespass- Other) in which the defendant is an accountant, architect, attorney, engineer, hospital, physician or other professional person in which the gist of the case is that professional services failed to meet the accepted standards of the profession.
- (c) A product liability case is any action, whether based on tort or contract theories, claiming damages caused by a defective product, including any case with Code 004 (Trespass-Products Liability).

*Note:* This local rule creates additional requirements for the pre-trial production of expert reports for cases within the scope of this rule. The parties must also meet the requirements of the Pennsylvania Rules of Civil Procedure governing discovery and the Allegheny County Local Rules for the pre-trial production of expert reports.

**(2) Production of Plaintiff's Expert Reports.**

- (a) In any professional negligence or product liability case which has been placed at issue, any defendant against whom a claim of professional negligence or product liability has been made may serve on any plaintiff making that claim a Defendant's Request to Plaintiff for Production of Expert Reports (FORM 4003.5A) (see subsection (10)(a) below). The request shall specify the plaintiff to whom it is directed and the party making the request. The request may not be made earlier than one hundred eighty (180) days after the defendant filed its original answer to the plaintiff's complaint.

*Note:* An additional defendant may serve a Defendant's Request to Plaintiff for Production of Expert Reports on a plaintiff pursuant to section (2)(a) of this rule if the plaintiff is actively pursuing a claim against the additional defendant.

- (b) Any plaintiff to whom a request for production of expert reports has been directed pursuant to subsection (2)(a) of this rule shall within one hundred eighty (180) days after service of the request furnish to the requesting party expert reports summarizing the expert testimony that will be offered by that plaintiff to support the claims of professional negligence or product liability made by that plaintiff against the requesting party.

**(3) Production of Defendant's and Additional Defendant's Expert Reports.**



- (a) Any plaintiff who has furnished any defendant or additional defendant expert reports summarizing the expert testimony that will be offered by that plaintiff to support that plaintiff's claims of professional negligence or product liability made against that defendant or additional defendant may serve on that defendant or additional defendant a Plaintiff's Request to Defendant or Additional Defendant for Production of Expert Reports (FORM 4003.5B) (see subsection (10)(b) below). The request shall specify the party to whom it is directed, and the party shall specify the party to whom it is directed and the party making the request. The request may not be made earlier than one hundred eighty (180) days after the complaint was served on the party to whom the request is directed.

*Note:* Subsection (3)(a) of this rule applies to a plaintiff who has furnished expert reports to a defendant or additional defendant with or without a request for production of expert reports. Under subsection (3)(a) of this rule, the plaintiff must file a Plaintiff's Request to Defendant or Additional Defendant for Production of Expert Reports in order to compel a defendant to submit expert reports.

- (b) Any party to whom a request for production of expert reports has been directed pursuant to subsection (3)(a) of this local rule shall within sixty (60) days after service of the request furnish to the requesting party expert reports summarizing the expert testimony that will be offered by that party to support the defenses to the requesting party's claims.
- (c) If the defendant or additional defendant to whom a Plaintiff's Request to Defendant or Additional Defendant for Production of Expert Reports has been directed has raised claims against other parties pursuant to Pa.R.C.P. 2251 et seq. (Joinder of Additional Defendants), the expert reports shall also summarize the expert testimony that will be offered by that party in support of these claims against other parties.
- (d) The defendant or additional defendant who has furnished expert reports summarizing the expert testimony offered by that party in support of claims against other parties pursuant to subsection (3)(c) of this local rule may serve a Defendant's or Additional Defendant's Request to Other Defendant or Additional Defendant for Production of Expert Reports (FORM 4003.5C) (see subsection ((10)(c) below). The request shall specify the party to whom it is directed and the party making the request. The request may not be made earlier than one hundred eighty (180) days after the complaint was served on the party to whom the request is directed.
- (e)
  - (i) Any party to whom a request for production of expert reports has been directed pursuant to subsection (e)(d) of this local rule shall within sixty (60) days after service of the request furnish to the requesting party expert reports summarizing the expert testimony that will be offered by that party supporting the defenses to the claims and any claims raised against the requesting party and any other parties joined pursuant to Pa.R.C.P. 2251 et seq.
  - (ii) If any defendant or additional defendant or any employee or other agent of any defendant or additional defendant is a professional person, this person shall furnish an expert report summarizing his or her testimony only if he or she intends to offer any

expert testimony that is inconsistent with or beyond the fair scope of any testimony given in any deposition of this defendant. If this person was not deposed, this person must file an expert report if he or she intends to offer any expert testimony.

**(4) Contents of the Expert Reports. Responses to Requests for Production.**

An expert report required by this rule shall encompass all issues in the liability phase of the case for which expert testimony will be offered at trial, including issues of professional negligence, product defect, and causation of harm. The report shall be signed by the expert and shall fully comply with the requirements of Pa.R.C.P. 4003.5 (Discovery of Expert Testimony. Trial Preparation Material).

**(5) Compelling Production of Report.**

A party who has not received expert reports required to be produced under this local rule may file a motion to compel the production of a report and for sanctions pursuant to Pa.R.C.P. 4019. In ruling on a motion to compel, the Court shall give consideration to the complexity of the case, the diligence of the parties in making and responding to discovery requests, and other relevant factors. A party who has proceeded with reasonable diligence shall be given a reasonable time in which to complete necessary discovery and to file an expert report.

*Note:* A party cannot justify the non-production of an expert report required by this local rule simply by stating that discovery has not been completed or that the party failing to provide the report has not yet identified the experts whom he or she intends to call at trial. However, a party who has acted diligently should not be required to file expert reports if discovery of significant information has not been completed because of difficulties obtaining discovery from other parties or third persons or because of the complexity of the case.

**(6) Substitute/Additional/Supplemental Reports.**

Any expert report required by this local rule shall reflect the best information available to the party furnishing the report at the time it is furnished. Except as provided in subsection (7) of this local rule, a party may file substitute, additional and supplemental expert reports without leave of Court. These substitute, additional and supplemental reports may introduce new theories of liability or causation or new defenses. They may be prepared by other experts.

**(7) Listing Case for Trial.**

- (a) A plaintiff who has furnished expert reports summarizing all expert testimony that will be offered by that plaintiff to support his or her claims of professional negligence or product liability may file a praecipe requesting that the case be placed on the next available trial list (FORM 4003.5D) (see subsection (10)(d) below). The plaintiff shall serve a notice of the filing of the praecipe on all other parties (FORM 4003.5E) (see subsection (10)(e) below). This praecipe may not be filed earlier than one hundred eighty (180) days after the plaintiff served a copy of the original complaint on each defendant who continues to be a party in the case.

*Note:* Subsection (7)(a) is intended to give priority to those professional negligence and product liability cases that the plaintiff is ready to try. The product liability and professional negligence cases for which the plaintiff has not filed a praecipe pursuant to subsection (7)(a) of this local rule shall be listed for trial by the Court after the cases listed pursuant to this subsection have received priority.

- (b) After a plaintiff has filed a praecipe requesting that the case be placed on the next available trial list, the plaintiff's right to file additional/supplemental reports is subject to the provisions of subsection (7)(d) of this local rule.
- (c) After a plaintiff has filed a praecipe requesting that the case be placed on the next available trial list, each other party in the case shall file within sixty (60) days expert reports summarizing all expert testimony that will be offered by that party to support the defenses to the plaintiff's claims and to support any claims and defenses involving other parties. After sixty (60) days, each other party's right to file additional/supplemental reports is subject to the provisions of subsection (7)(d) of this local rule.
- (d)
  - (i) A party may file a supplemental expert report which responds to an opposing expert report within sixty (60) days after the opposing expert report was filed.
  - (ii) Except as provided in subsection (7)(d)(i), a party may not file a supplemental expert report which introduces a new theory of liability of causation or a new defense without leave of Court for good cause shown.
  - (iii) Except as provided in subsection (7)(d)(i), a party may not subsequently file an expert report prepared by a new expert without leave of Court for good cause shown.
  - (iv) Except as provided for in subsection (7)(d)(v), any party may, without leave of Court, substitute another expert for the expert identified in expert reports produced under this local rule. Reasonable notice of the substitution shall be given to all other parties. The testimony of any substituted expert may not be inconsistent with or go beyond the fair scope of the testimony in the expert reports produced under this local rule.
  - (v) A party may not substitute another expert for a party, employee or agent of a party who has been identified as an expert witness.
  - (vi) The provisions of subsections (7)(d)(ii), (iii) and (v) of this local rule apply only after a plaintiff has filed a praecipe requesting that the case be placed on the next available trial list pursuant to subsection (7)(a) of this local rule.

*Note:* Subsection (7)(d) applies only to additional or supplemental expert reports covering issues in the liability phase of the case for which expert testimony will be offered at trial. Subsection (7)(d) applies to additional or supplemental expert reports that are included as part of a pre-trial statement filed pursuant to Local Rule 212.2.

**(8) Use of Reports/Summary Judgment.**

- (a) Reports provided pursuant to this local rule, responses to requests for production of expert reports, and the failure to provide expert reports when required by Court order entered pursuant to section (5) of this local rule may be used in supporting or opposing motions for summary judgment.
- (b) In the absence of a Court order issued prior to the date of the argument on a motion for summary judgment, it shall not be necessary to file affidavits executed by the reporting expert in connection with summary judgment motions.

(9) **Service and Filing Requirements.**

All requests for the production of expert reports shall be served by the requesting party on all other parties and copies of all expert reports furnished pursuant to this local rule shall be served by the responding party on all other parties. All requests for the production of expert reports shall be filed with the Court. Expert reports furnished pursuant to this local rule are discovery material that shall not be filed except as provided by Pa.R.C.P. 4002.1

(10) **Forms: (a)**

**FORM 4003.5A Defendant's Request to Plaintiff for Production of Expert Reports**

[CAPTION]

DEFENDANT'S REQUEST TO PLAINTIFF FOR PRODUCTION OF EXPERT REPORTS

TO:

FROM:

Pursuant to Local Rule 4003.5 you are requested within one hundred and eighty (180) days of service of this request to furnish me expert reports summarizing the expert testimony that you will offer to support the claims of professional negligence or product liability that you have made against me. You shall serve copies of all expert reports on all other parties.

DATED:

ATTORNEY FOR DEFENDANT

(b)

**FORM 4003.5B Plaintiff's Request to Defendant or Additional Defendant for Production of Expert Reports**

[CAPTION]

PLAINTIFF'S REQUEST TO DEFENDANT OR ADDITIONAL DEFENDANT FOR  
PRODUCTION OF EXPERT REPORTS

TO:

FROM:

I have furnished you expert reports summarizing the expert testimony that I will offer to support the claims of professional negligence or product liability that I have made against you.

Pursuant to Local Rule 4003.5, you are requested within sixty (60) days of service of this request to furnish me expert reports summarizing the expert testimony that you will offer to support your defenses to the claims of professional negligence or product liability that I have raised against you.

If you have raised claims against other parties pursuant to Pa.R.C.P. 2251 et seq. (Joinder of Additional Defendants), your expert reports shall also summarize the expert testimony that you will offer in support of these claims against those other parties.

You shall serve copies of all expert reports on all other parties.

DATED:

ATTORNEY FOR PLAINTIFF

**FORM 4003.5C Defendant's or Additional Defendant's Request to Other Defendant or Additional Defendant for Production of Expert Reports**

[CAPTION]

DEFENDANT'S OR ADDITIONAL DEFENDANT'S REQUEST TO OTHER DEFENDANT OR  
ADDITIONAL DEFENDANT FOR PRODUCTION OF EXPERT REPORTS

TO:

FROM:

I have furnished you expert reports summarizing the expert testimony that I will offer to support the claims that I have raised against you pursuant to Pa.R.C.P. 2251 et seq. (Joinder of Additional Parties).

Pursuant to Local Rule 4003.5, you are requested with sixty (60) days to furnish me expert reports summarizing the expert testimony that you will offer to support your defenses to my claims against you and to support any claims you have raised against me pursuant to Pa.R.C.P. 2251 et seq.

If you have raised claims against other parties pursuant to Pa.R.C.P. 2251 et seq., your expert reports will also summarize the expert testimony that you will offer in support of your claims against these other parties.

You shall serve copies of all expert reports on all other parties.

DATED:

ATTORNEY FOR DEFENDANT

**FORM 4003.5D Plaintiff's Praeipe Requesting that the Case be Placed on the Next Available Trial List**

[CAPTION]

**PLAINTIFF'S PRAECIPE REQUESTING THAT THE CASE BE PLACED ON THE NEXT AVAILABLE TRIAL LIST**

This is a professional negligence or product liability case. I have furnished to the other parties' expert reports summarizing all expert testimony that plaintiff will offer to support his or her claims of professional negligence or product liability. Pursuant to Local Rule 4003.5(7)(a), I request that the court list this case for trial on the next available trial list.

If it is anticipated that this case will take more than ten days to try, I have sent a letter to the Complex Case Judge (with copies to all other counsel) stating that I have requested that this case be listed for trial on the next trial list pursuant to Local Rule 4003.5(7)(a), that this case cannot be tried within ten (10) days, and that a pretrial conference should be scheduled.

DATED:

ATTORNEY FOR PLAINTIFF

TO BE FILED IN ROOM 734 OF THE CITY COUNTY BUILDING

(d)

**FORM 4003.5E Plaintiff's Notice of Filing of Praecept Requesting That the Case Be Placed on the Next Available Trial List**

[CAPTION]

**PLAINTIFF'S NOTICE OF FILING OF PRAECEPT REQUESTING THAT THE CASE BE PLACED ON THE NEXT AVAILABLE TRIAL LIST**

I have filed a praecipe pursuant to Local Rule 4003.5(7)(a) requesting that this product liability or professional negligence case be listed on the next available trial list.

Pursuant to Local Rule 4003.5(7)(a), each other party in the case is hereby given notice that they must within sixty (60) days furnish expert reports summarizing all expert testimony that will be offered by that party to support the defenses to the plaintiff's claims and to support any claims or defenses involving other parties. After sixty (60) days, the right to file additional/supplemental reports is subject to the provisions of Local Rule 4003.5(7)(d).

DATED:

ATTORNEY FOR PLAINTIFF

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

**Local Rule 4009.12 Authorizations.**

Upon a request for production of documents, plaintiff may either produce the requested records or, if the records are of a type created and maintained by a healthcare provider, furnish written authorization to copy the records of any healthcare provider by whom plaintiff was treated for injuries or disabilities complained of, or prior injuries or disabilities, where the same may be relevant. If a plaintiff provides the records themselves, they shall be produced along with a certification as to completeness or, if not complete, an explanation of what has been deleted or removed.

*Note:* This procedure is affected by the following opinions: Greynolds v. McAllister, 130 P.L.J. 414 (1982) (Wettick, J.); Talarico v. Montefiore Hospital, 138 P.L.J. 210 (1990) (Wettick, J.); Bowser v. Ryder Truck Rental, Inc., 141 P.L.J. 316 (1993) (Wettick, J.).

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

## **Actions for Support**

### **Local Rule 1910.5 Complaint. Order of Court**

- (1) The complaint shall be on a pre-printed form provided by the Intake Office of the Domestic Relations Section of the Court, substantially in the form provided by Rule 1910.26(a).

### **Local Rule 1910.6. Entry of Appearance.**

- (1) Any attorney who files and/or serves a legal paper or appears on behalf of a client in any cause of action in Family Division—Adult Section must complete, file, and serve a praecipe for appearance, substantially in the form set forth in (2), identifying the cause or causes of action in which he/she will be acting as counsel and identifying by name the party who the attorney is representing.

(2)

#### **FORM- Praecipe for Appearance**

#### **PRAECIPE FOR APPEARANCE**

Kindly enter my appearance as counsel for \_

Name of Party\* \_ in the above-captioned cases in the following:

\_\_\_\_\_ All matters

\_\_\_\_\_ Divorce (and all claims raised pursuant thereto) Only \_\_\_\_\_

\_\_\_\_\_ Support Only

\_\_\_\_\_ Custody Only \_

\_\_\_\_\_ Protection From Abuse Only

\_\_\_\_\_ Other: \_\_\_\_\_

Once my appearance is entered, I understand that I must appear at all proceedings and accept service for my client unless I obtain Court permission to withdraw my appearance.

Supreme Court #: \_

Name: \_

Address: \_

Phone #: \_

Date:

Signature: \_



\* Your client must be identified by name, not solely as Plaintiff or Defendant.

- (3) Praecept of appearance forms shall be available from Domestic Relations Officers, Hearing Officers, Judges' staff, Room 4020, and the Office of the Department of Court Records on the 1<sup>st</sup> floor of the City-County Building.
- (4) The attorney must appear at all Family Division proceedings and receive service on behalf of his/her client with respect to all causes of action in which the attorney has indicated on the praecipe for appearance he/she is representing his/her client. If the attorney fails to appear, the court may impose sanctions including but not limited to fines and counsel fees.
- (5) Entering an appearance or filing any legal paper in a divorce action obligates the attorney to represent the client in any and all claims or counterclaims which are raised pursuant to the divorce action.
- (6) No pro se motions will be accepted involving a cause of action in which a litigant is represented by counsel.
- (7) Each attorney shall file and serve a praecipe for appearance with respect to each of his/her cases which are pending as of January 1, 2002.

Editor's note: Adopted April 22, 2002, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1910.7. No Pleading by Defendant Required. Question of Jurisdiction or Venue or Statute of Limitations in Paternity.**

- (b) (1) If preliminary objections challenging venue or jurisdiction in a support matter are filed, the proceedings shall be listed for argument in conformity with Local Rule 1930(b). The filing of preliminary objections shall not automatically stay the support proceedings. A party or counsel may present a motion requesting a stay pending decision on the preliminary objections.

Editor's note: Amended January 5, 1996, effective February 26, 1996; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

**Local Rule 1910.10. Alternative Hearing Procedures.**

\*(a) The Family Division, Court of Common Pleas, Allegheny County, adopts the alternative hearing procedure of Rule 1910.12.

**Local Rule 1910.12. Office Conference. Hearing. Record. Exceptions. Order.**

- (b) (1)(a) Unless a court order obtained from the Motions Judge directs to the contrary, the hearing will be held on the same day as the conference.
- (c) (3) Any motion by a party for a separate listing of the hearing and/or for a request for discovery shall be presented to the Motions Judge prior to the conference or hearing. Notice of

the motion shall be served upon the opposing party or opposing counsel of record prior to presentation.

- (e) (1) Where a hearing officer has reserved decision on a case and the parties were not given a copy of the recommendation at the conclusion of the hearing, three days shall be added to the 10-day filing period for exceptions if notice of the recommendation is given by mail to the parties and/or counsel of record.
- (h) (1) Any party filing exceptions shall serve them upon all other parties and file the original and one copy with the Exceptions Clerk by the end of the next business day following the filing of the exceptions with the Department of Court Records.  
  
(2) Any party filing exceptions shall also order from the court reporter the transcript of testimony unless the parties stipulate to the contrary or unless the exceptions are not based on the testimony contained in the record.  
  
(3) Each exception shall set forth a separate objection precisely and without discussion. Matters not covered by exceptions are deemed to be waived.  
  
(4) A legible copy of the Hearing Officer's Recommendations and a copy of the transcript order from or stipulation that the transcript is not necessary or a statement that the exceptions are not based on the testimony contained in the record shall be attached to the exceptions.
- (i) Exceptions shall be placed on the next available "Support Argument List" occurring more than 13 days after the transcript of testimony and the exceptant's brief are filed with the Exceptions Clerk. The court shall serve notice on all parties of the date and place of the argument. If the respondent files a brief, it shall be filed at least seven calendar days prior to argument, with the Hearing Officer's Secretary in room 616, City-County Building. If cross-exceptions are filed, the cross-exceptant's brief must be filed at least seven calendar days prior to argument and may respond to the first exceptant's brief. The party filing the first exceptant's brief may file a second brief, in response to the cross-exceptant's brief, at least four calendar days prior to argument. No brief for either party shall exceed 10 pages.
- (j) Exceptions must be scheduled for argument no more than 45 days after exceptions are filed. Failure to schedule will result in an automatic termination of the exceptions on grounds of unreasonable inactivity. The exceptant will not be permitted to reinstate exceptions without written application to the Court for good cause shown.
- (k) If exceptions are filed to the Recommendation of Hearing Officer recommending that the exceptant be held in contempt, the exceptions shall immediately be placed on the next "Support Argument List" occurring more than five days after the filing of exceptions. The party filing exceptions shall title them "Contempt Exceptions" and serve notice on all other parties, and the court reporter, of the date and time of argument. The court reporter's fees shall be posted, and the transcript prepared immediately after exceptions are filed. For purposes of this subsection the exceptant shall file a brief at least three days

prior to argument. If the respondent files a brief, it shall be filed at least one day prior to argument.

- (l) No exceptions may be filed to a recommendation of a Hearing Officer labeled “interim.” The interim recommendation shall be entered as a temporary support order pending the entry of a final recommendation and order.

Editor’s note: Amended January 5, 1996, effective February 26, 1996; amended January 18, 2001, effective 30 days after publication in the Pennsylvania Bulletin.

## **LOCAL RULES OF JUDICIAL ADMINISTRATION**

### **Local Rule 1901. Prompt Disposition of Matters; Termination of Inactive Cases – Civil Division Matters Only**

Local Rule 1901 is rescinded in its entirety effective September 13, 2022.

### **Local Rule of Judicial Administration 5101 Custody of Exhibits. Definitions**

- (a) The following words and phrases when used in these rules shall have the following meanings, unless the context clearly indicates otherwise, or the particular word or phrase is expressly defined in the chapter in which the particular rule is included:
  1. “Court proceeding.” Any trial, hearing, argument or similar event before a judge, panel, or hearing officer where evidence, if entered, is on the record. It does not include a proceeding before a Magisterial District Court, a non-record proceeding before a judicial arbitration matter pursuant to Pa.R.Civ.P. 1301 et sec., or any other proceeding excluded by Local Rule of Judicial Administration 5103(e).
  2. “Custodian.” The person or persons designated by local rule of judicial administration to safeguard and maintain exhibits offered into evidence in a court proceeding. The custodian shall be the proponent of the exhibit. Custodian shall also include the custodian’s designee. However, where circumstances occur that the proponent is unable to serve as custodian, either be a member of court staff, court reporter, clerk of court, and/or hearing officer may serve as custodian.
  3. “Exhibit.” A document, record, object, photograph, model or similar item offered into evidence whether or not admitted, in a court proceeding;
  4. “Proponent.” A party seeking the admission of an exhibit into the record in a court proceeding, and
  5. “Records office.” the Allegheny County, Department of Court Records, Civil/Family Division (“Department of Court Records”) will serve as the records office for the Allegheny County Court of Common Pleas Civil Division.

- (b) For any words and phrases not defined by these rules, meaning may be discerned through examination of its dictionary definition and its legal meaning may be gleaned from its use in an application body of law.

### **Local Rule of Judicial Administration 5102 Custody of Exhibits. General Provisions**

- (a) In all Civil Division court proceedings, all parties must designate an individual who shall serve as that party's custodian of exhibits throughout the court proceeding and until which time as the court proceeding concludes.
  - 1. The custodian of exhibits shall be identified at the outset of the court proceedings, and all parties' custodian's names shall be placed on the record.
  - 2. The Court shall identify a Court custodian whose role during the court proceedings shall be limited to locking the Courtroom at the conclusion of each day of the court proceeding and opening the Courtroom at the beginning of each day of the court proceeding.
  - 3. If the Court determines that a *pro se* party is unable to perform the duties of a custodian, the Court custodian shall assume the duties of the custodian during and after the trial, including all duties identified in this local rule.
- (b) During and throughout the court proceeding(s), the custodian(s) shall secure and maintain all exhibits, including breaks and recesses, unless otherwise provided in Pa. R.J.A. 5103(c)-(d).
- (c) After court proceedings the custodian(s) shall:
  - 1. Retain or take custody of all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings;
  - 2. File all documentary exhibits, photographs, and photographs of non-documentary exhibits with the Department of Court Records office within five (5) business days of the conclusion of the court proceeding unless otherwise directed by the court;
    - a. The custodians filing exhibits shall include an index of exhibits;
    - b. The index shall identify the exhibit using the number or letter used by the proponent during the court proceeding to refer to that exhibit, whether the exhibit was admitted or rejected from evidence, and a description or identification of the exhibit.
  - 3. Secure and maintain all other non-documentary exhibits as Directed by the court, or as agreed by the parties.
  - 4. After the court proceedings the Court custodian shall confirm that the proponent-custodian(s) filed all exhibits with the Department of Court Records.
    - a. If a proponent-custodian determines that another party's proponent-custodian has not filed the exhibits pursuant to this rule within five (5) business days, the complying

party or parties may seek appropriate relief with the court regarding the non-compliant proponent-custodian's failure to file their exhibits.

*Comment: The Parties may benefit from working collaboratively to stipulate to those unobjectionable trial exhibits, prior to trial, and file said stipulation(s) with accompanying index of exhibits, and exhibits, with the Department of Court Records.*

#### **Local Rule of Judicial Administration 5103 Custody of Exhibits. Special Provisions**

- (a) Oversized exhibits and large photographs exceeding 8 ½ x 11 inches shall be reduced in size and/or photographed so that the copy or photograph of the physical exhibit can be photocopied/scanned on to 8 ½" x 11" inch paper for filing.
  - 1. In addition to photocopying the oversized physical exhibit, (e.g. medical device, tire, axel, blue print, map, large photograph etc.) the party seeking to admit said physical exhibit shall be responsible for maintaining said physical exhibit until the conclusion/completion of the trial, all post-trial events, appeals and appellate procedures.
  - 2. A proponent who provides a reduced copy of an oversized exhibit shall ensure that the reproduced document is clear and capable of further reproduction to transfer to digital media.
- (b) Use of Digital Media. A proponent shall ensure that an exhibit in digital format entered into the record is in a format acceptable to the court.
- (c) Duplicates. The court may direct that the original item and not a duplicate, be entered into the record.
- (d) Exhibits Under Seal. If an exhibit offered into evidence contains confidential information or confidential documents as defined by the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* ("Policy"), the proponent shall file a copy of the exhibit and a certification prepared in compliance with the Policy, and the Department of Court Records requirement, with the Department of Court Records.
  - 1. Any exhibit sealed by the court during the court proceeding(s) shall not be accessible to the public.
- (e) Exclusion. This rule does not apply to record hearings that may be appealed *de novo* to the court of common pleas or upon which exceptions or objections can be filed to a court of common pleas, such as hearings before the Board of Viewers and/or arbitration hearings where a party elects to have the arbitration hearing recorded.
- (f) Parties shall provide copies of exhibits to the trial Judge, at the time of the trial;
  - 1. However, neither the Court custodian of the exhibits, nor the trial Judge shall be responsible to file exhibits.

(g) The Court of Common Pleas, Civil Division will not store or maintain exhibits following the conclusion of the trial or Court proceeding for which the exhibits were used.

## **LOCAL RULES OF CONDUCT, OFFICE STANDARDS AND CIVIL PROCEDURE FOR MAGISTERIAL DISTRICT JUDGES**

### **Local Magisterial District Judge Rule 409 Writ of Execution. Money Judgment Entered by Magisterial District Judge**

The agency to be named in the Notice Accompanying Order of Execution of judgments for the payment of money rendered by a Magisterial District Judge pursuant to Pa.R.C.P.M.D.J. 409(6) shall be:

Lawyer Referral Service  
Allegheny County Bar Association  
3rd Floor Koppers Building  
436 Seventh Avenue  
Pittsburgh, PA 15219  
Telephone: (412) 261-5555

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006

### **Local Magisterial District Judge Rule 1005 Service of Notice of Appeal and Other Papers.**

- (1) At the same time an appeal is filed from a judgment entered by a Magisterial District Judge in actions seeking possession of real property ("Landlord Tenant Matters"), every appellant shall, using envelopes provided by the Department of Court Records with the Department of Court Records return address,
  - (a) address an envelope to every other party at that party's address as listed on the complaint form filed in the office of the Magisterial District Judge or as otherwise appears in the records of that office, or the attorney of record, if any;
  - (b) address an envelope to the Magisterial District Judge in whose office the judgment was rendered; and
  - (c) if the appellant was a defendant in the action before the Magisterial District Judge, (i) self-address an envelope, to the address used by the appellant for the appeal[, and (ii) in addition to the envelopes required by subsection (1)(a) of this local rule, address another envelope to every other defendant, if any, at that defendant's address as entered by the Magisterial District Judge.
- (2) Using the envelopes addressed by the appellant under subsection (1) or the party addressed under subsection (2) the Department of Court Records shall mail by first-class mail:
  - (a) to every party other than appellant, a copy of the notice of appeal, and

- (i) if any other party was a plaintiff in the action before the Magisterial District Judge, a copy of the rule pursuant to Pa.R.Civ.P.M.D.J. 1004B, with such service and any return being noted on the Court's docket or,
  - (ii) if any other party was a defendant in the action before the Magisterial District Judge, a copy of the complaint, with such service and any return being noted on the Court's docket;
- (b) to the Magisterial District Judge, a copy of the notice of appeal, with such service and any return being noted on the Court's docket.[; and]
- (3) Pursuant to Pa.R.Civ.P.M.D.J. 1005C, such first-class mailings by the Department of Court Records pursuant to this Local Magisterial District Judge Rule shall operate as service and proof of service as required by Pa.R.Civ.P.M.D.J. 1005A and 1005B.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Magisterial District Judge Rule 1008 Appeal as Supersedeas.**

In the event the Department of Court Records terminates the supersedeas by virtue of the failure of the appellant to make the payments into Court when and as required, the Department of Court Records, upon praecipe of the party on whose behalf the Magisterial District Judge entered the judgment for possession, shall issue a Certificate of Termination of the Supersedeas which will evidence the termination of the supersedeas when received by the Magisterial District Judge.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Magisterial District Judge Rule 1011B Writ of Certiorari.**

- (1) The Department of Court Records shall mail a copy of the writ of certiorari by first class mail using the addresses listed on the complaint form filed in the office of the Magisterial District Judge:
  - to every party other than the party filing the praecipe and
  - to the Magisterial District Judge to whom it is directed
- (2) Such first-class mailings under subsection (1) of this local rule, when indicated on the record by the Department of Court Records, shall operate as service and proof of service as required by Pa.R.Civ.P.M.D.J. 1011B and 1011C. Any returned mail shall be noted on the Court's docket.
- (3) Upon receipt of the record, the Department of Court Records shall notify the filing party, using the address listed on the complaint form filed in the office of the Magisterial District Judge, to file its specification of errors.
- (4) The party filing the praecipe is responsible for scheduling an argument date by emailing the Housing Court Help Desk on Landlord Tenant appeals, or [civilgenmotions@alleghenycourts.us](mailto:civilgenmotions@alleghenycourts.us) on all other civil appeals from the Magisterial District

Judge's decision. The filing party shall notify the other parties of the argument date] set before the General Motions Judge or the Housing Court Judge.

*Editor's Note:* Adopted October 4, 2006, effective December 4, 2006.

#### **Local Magisterial District Judge Rule 1016 Statement of Objections**

- 1) At the same time a Statement of Objection is filed pursuant to Pa.R.Civ.P.M.D.J. 1016-1020, every claimant shall address an envelope to every party at their address as listed on the complaint form filed in the Magisterial District Court or as otherwise appears in the records of that court, or the attorney of record, if any; or an address as listed with the Department of Court Records.
- 2) Using the envelopes addressed by the claimant filing the Statement of Objection under subsection (1) of this local rule, the Department of Court Records shall mail by first-class mail to every party a copy of the Statement of Objection which has been stamped with the date, time and place of the arbitration hearings.
- 3) Such first-class mailings under subsection (3) of this local rule, when indicated on the record by the Department of Court Records, shall operate as service and proof of service. Any returned mail shall be noted on the Court's docket.

#### **Local Magisterial District Judge Rule 1019 Consideration of Statement of Objections by Court of Common Pleas**

- 1) Any Statement of Objections to the order or determination made by a Magisterial District Judge under Pa.R.Civ.P.M.D.J.420 or Pa.R.Civ.P.M.D.J.519.1, shall be considered *de novo* by a Board of Arbitrators.
- 2) Upon the filing of the Statement of Objections, the Department of Court Records shall select an arbitration hearing date within three to four weeks and inform the claimant of that date by stamping it on a copy of the Statement of Objections using the envelopes provided by the claimant under Local Magisterial District Judge Rule 1016(1).