



711 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Telephone: 412-350-5904

Standard Operating Procedures *for* Judge Patrick M. Connelly

Revised: October 24, 2025

GENERAL INFORMATION

Please note the following contact information for Judge Connelly's Staff:

Erin Liddell - Judicial Administrative Assistant: eliddell@alleghenycourts.us

Alicia Loy, Esquire - Judicial Law Clerk: aloy@alleghenycourts.us

Mallory Friday, Esquire - Judicial Law Clerk: mfriday@alleghenycourts.us

The preferred method of communication is to email ALL staff listed above, once your email is received it will be addressed by the appropriate staff member. Otherwise, you may call the office at 412-350-5904.

When communicating with the Court via email about a particular case, **ALL** parties must be included on the email unless directed otherwise. The email addresses of the other parties/opposing counsel must be included either in the "To" or the "CC" boxes so that they are visible to the Court. Please **DO NOT** "BCC" the other parties/opposing counsel on your communications.

CALENDAR CONTROL MOTIONS¹

- **Calendar Control Motions are being held IN-PERSON in Courtroom 711, every Tuesday and Thursday, from 10:00 a.m. until 11:45 a.m.**
- **All Motions must have a NOTICE OF PRESENTATION and CERTIFICATE OF SERVICE attached.**
- **The following information must be included in the body of the email to the court, if it is not included your email may be rejected: current trial date or arbitration date (if requesting an initial trial date please disregard) and the date and time of presentation of your motion.**

¹ Please see Local Rule 208.3(a) as to what qualifies as a Calendar Control Motion to be heard by the Calendar Control Judge.

- Please use the following procedures when scheduling your motion or submitting your uncontested motion.

CONTESTED MOTIONS:

All contested Calendar Control Motions **will be held in-person** every Tuesday and Thursday from 10:00 a.m. through 11:45 a.m. in Courtroom 711, City-County Building, 414 Grant Street, Pittsburgh, Pennsylvania 15219.

Any party wishing to schedule a Calendar Control Motion shall select a date and time on any Tuesday or Thursday between 10:00 a.m. and 11:45 a.m. to present the motion, making sure to adhere to the local rules on service to the opposing parties, you **do not** need to have your chosen date approved by the court, simply choose your day and time and then email it to the court. It is the responsibility of the moving party to notify all parties of the date and time of the argument. Your motion **MUST** have a Notice of Presentation attached with the date, time, and location of the argument as well as a Certificate of Service indicating opposing parties have been served.

- **Preliminary Objections** (for cases on a trial list only) should be scheduled on any Tuesday or Thursday at 11:30 a.m. only.
- **Motions to Withdraw Appearance** (for cases on a trial list only) should always be scheduled as contested even if consent is given so that the client has an opportunity to speak in court if desired.

VERY IMPORTANT! READ THIS! Your motion must be added to the motions list for the date you picked! To do this please email your motion as a PDF document and your **proposed order as a separate WORD document** to civilcalcontrolmotions@allegheycourts.us. Opposing parties must be copied on this email. Please include in the subject line of the email 'CONTESTED' with the docket number and case name, **you must include in the body of the email the following information: current trial date or arbitration date (if requesting an initial trial date please disregard) and the date and time of presentation of your motion.** If you do not include this information your email may be rejected.

Judge Connelly uses electronic copies of your motion and order. **You must email your motion and order to** civilcalcontrolmotions@allegheycourts.us (see paragraph above). It is suggested that you bring a hard copy of your motion, order, or response with you to argument in the unlikely event there are technical issues your motion can still be accessed.

- **You are required to file your motion with the Department of Court Records before emailing to the court.**
- All orders will be filed by the Court and will be available on the docket generally in 1-3 days from the date of argument.

- If a motion was initially filed as contested but is later determined to be uncontested prior to the scheduled argument, please notify the court by email and the order will be signed as uncontested without the need for the parties to appear.
- If your presentation date changes, please notify the court by replying to the original email chain so that your motion can be moved appropriately. If you do not have access to the original email chain you must include in the body of your email the prior presentation date and the new presentation date.

UNCONTESTED MOTIONS:

You are required to file your motion with the Department of Court Records. After your motion has been filed it should be emailed to civilcalcontrolmotions@allegheycourts.us for signing. **All parties should be copied on this email.** Please put in the subject line of the email UNCONTESTED with the docket number and case name; in the body of the email please list all parties in the case and their email addresses, or other contact information if email is not available, **and state that the motion is uncontested or consented to.** Please provide your proposed order as a separate **WORD Document** for electronic signing.

If a motion is identified as uncontested, the order will be signed and filed without argument being scheduled, no appearance by any party will be necessary. The order should be available on the docket within 1-5 days of being submitted.

VERY IMPORTANT! READ THIS! If you have an **EMERGENCY UNCONTESTED motion** please indicate this in the subject line of the email and in the body of the email indicate the date the order must be signed by.

EMERGENCY MOTIONS (CONTESTED):

If you have a contested emergency motion that cannot be scheduled on a Tuesday or Thursday due to the time restrictions involved, please email civilcalcontrolmotions@allegheycourts.us to request an alternative date and time for argument. Please indicate in the subject line 'EMERGENCY' and in the body of the email the reason for the emergency and the time frame in which the motion needs to be heard. Once you receive a date and time from the court you can then follow the procedures for filing and submitting contested motions.

REMOTE HEARING REQUESTS:

If you have an **exigent** circumstance a remote hearing request can be submitted. Please email civilcalcontrolmotions@allegheycourts.us to request a hearing by Advanced Communication Technology (Microsoft TEAMS) and indicate what the exigent circumstance is. **You are not guaranteed a remote hearing.** Judge Connelly reviews all remote appearance requests and will either grant or deny the request. Further instructions will be provided via email after your request has been received. Remote hearing requests are for **exigent** circumstances **ONLY!**

All motions should meet the following requirements:

- The subject line of all emails regarding motions should be titled as contested, uncontested, or EMERGENCY with the docket number and case name.
- All parties who have email addresses should be copied on the email to the Court.
- Contact information for all parties, including email addresses, should be either clearly laid out in the email accompanying the motion, or prominently displayed on the cover page of the motion.
- All emails should include in the body of the email the current trial date or arbitration date (if requesting an initial trial date please disregard) and the date and time of presentation of your motion.
- All motions should have a Notice of Presentation and Certificate of Service attached.
- Notice of electronic service should be displayed on the Certificate of Service.
- All motions and orders need to be emailed, and the proposed order must be provided as a separate Word Document.

All matters or questions regarding calendar control motions should be directed to Judge Connelly's Staff by email preferably or by calling 412-350-5904.

PETITIONS FOR SETTLEMENT APPROVAL:

Petitions for Settlement Approval / Motions to Seal should be emailed to the calendar control email address civilcalcontrolmotions@allegheycourts.us . All petitions should be filed with the court prior to emailing unless you are requesting the petition to be sealed then you should email the petition and motion to seal to the court first and once a determination is made the petition can be filed appropriately. Questions regarding Petitions for Settlement Approval should be directed to Judge Connelly's Law Clerk, Alicia Loy, Esquire, by emailing aloy@allegheycourts.us or calling 412-350-4057 (email is preferable).

HOUSING COURT MOTIONS

Housing Court Motions will be scheduled daily for remote argument by Housing Court Staff. If you need to file a motion regarding a housing matter, please contact the Housing Court Help Desk by either:

Emailing your motion to: HCHelpdesk@allegheycourts.us; or
Calling: 412-350-4462

If you need to speak directly with Judge Connelly's staff specifically regarding a housing court matter, please call 412-350-2532.