

Local Rule 212.1 General Pre-Trial Information and Procedure, [for All Actions in the Civil Division of the Court of Common Pleas of Allegheny County.] Case Management Conferences, 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. **Case Management Conference**
 - a. **Unless exempt under subparagraph b. of this Rule, the Plaintiff shall complete the Case Summary Memorandum as defined in subparagraph C below and a Case Management Conference will be scheduled for such purposes as:**
 - i. **Expediting disposition of the case**
 - ii. **Establishing deadlines for the timely disposition of the case**
 - iii. **Referring the case to alternative dispute resolution**
 - iv. **Improving the quality of trial through more preparation; and**
 - v. **Facilitating settlement**
 - b. **Exemptions. The following General Docket cases are exempt from the Case Summary Memorandum requirement and no Case Management Conference will be scheduled:**
 1. **Eminent Domain cases**
 2. **Petitions for Name Change**

3. Asbestos cases (Asbestos cases are managed by administrative order AD-05-000332 as amended in 2008, 2010 and 2012)
4. Cases specially assigned to an individual judge pursuant to Local Rule 249.

- c. Case Summary Memorandum. As soon as practical, but no later than 60 days after the filing of a complaint, the Plaintiff(s) shall complete and file the Case Summary Memorandum with the Department of Court Records. All other parties are encouraged to file a Case Summary Memorandum. The Case Summary Memorandum form can be found on the Court's website: <https://www.allegenhencourts.us/civil/forms>
- d. Service. Parties filing the Case Summary Memorandum must serve the Case Summary Memorandum upon all parties and/or counsel. Failure to timely file and serve the Case Summary Memorandum may result in sanctions.
- e. Case Management Conference. The Court shall schedule a Case Management Conference; the Court retains discretion to elect not to schedule a Case Management Conference when extraordinary circumstances arise.

Note: This Rule or the Case Management Conference shall not preclude nor delay discovery or pleadings.

- f. Case Management Order. Upon review of the Case Summary Memoranda and completion of the Case Management Conference, the Court will issue an order assigning the case to an appropriate trial term. The Case Management Order will set forth deadlines for:
 - i. The completion of discovery .
 - ii. Deadlines for the completion of requirements of Pa.R.Civ.P. 212.1 and Pa.R.Civ.P 212.2.
 - iii. Deadlines for the filing of Motions for Summary Judgment or Motions for Judgment on the Pleadings.
 - iv. Deadlines for the completion of mandatory mediation .
- g. The Case Management Order may address any other topics the Court deems necessary to serve the purposes of this rule, including the designation, if appropriate, of the case for arbitration, mediation, appointment of a special master, or other special procedure at the discretion of the Court.

h. Modification of Case Management Order

- i. Uncontested Motions to Modify the Case Management Order, or Motions to Continue the Trial, must be filed with the Department of Court Records and then submitted to civiluncontestedcmo@alleghenycourts.us and the Calendar Control Judge will issue a ruling on the motion.**
- ii. Contested Motions to Modify the Case Management Order/Continue Trial shall be filed with the Department of Court Records and then presented to the Calendar Control Judge pursuant to Local Rule 208.3(a)(3).**
- iii. Prior to filing a Contested Motion to Modify the Case Management Order or Motion to Continue Trial, the moving party shall make a good faith attempt to meet and confer with opposing counsel/parties to resolve the dispute.**

Note: Cases filed before 1/1/2026 must continue to file the Praecipe to Place Case at Issue pursuant to Local Rule 214 for the case to be listed for trial.

For cases filed after 1/1/2026, where a Case Management Order has been entered pursuant to this rule, the case may be considered “on the issue docket” or “at issue” and the previously required Praecipe to Place Case at issue is no longer required. Trial dates will continue to be published in the *Pittsburgh Legal Journal* and references to the “published trial list” in the local rules remain in effect.

4. **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 Praecipe 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.