

Standard Judicial Operating Procedures

Honorable Michael E. McCarthy
Court of Common Pleas
Allegheny County, Pennsylvania

706 City-County Building
414 Grant Street
Pittsburgh, PA 15219
412-350-5545

To contact the Court, please email or call the following staff:

Note: The most efficient method of communication to the Court is to email as instructed below.

Administrative Assistant - Charlene Baker charlene.baker@alleghencycourts.us or 412-350-5545

Law Clerk – Kathryn Lederman Kathryn.Lederman@alleghencycourts.us or 412-350-0548

- When communicating with the Court via email, ALL parties must be included unless directed otherwise.
- Please send all documents in PDF or Microsoft Word format. **Proposed orders should be attached separately in Microsoft Word format to allow editing by the Court.**
- All documents should include attorney contact information including a current email address.
- If a party has concerns or needs clarification about scheduling in their case, they should contact Charlene Baker at charlene.baker@alleghencycourts.us or 412-350-5545.

SUPPLEMENTAL CONCILIATION RULES
for
SENIOR JUDGE MICHAEL E. McCARTHY

Below are Supplemental Conciliation Rules applicable for any conciliation held before me. I take conciliations very seriously as do all members of this Division, and I utilize these opportunities to make a concerted effort to settle each case. With the cooperation of counsel for both sides, that goal can be achieved. Following are the Supplemental Rules for Conciliation:

1. All parties shall timely file and serve their respective Pre-Trial Statements with the Department of Court Records in compliance with Pa.R.C.P. 212 and local rules of Court. Failure to comply fully with notice and filing requirements or to report as scheduled will result in appropriate sanctions.

2. Counsel must attend with their respective clients and/or an adjustor who possesses authority to settle the case. The Court requires the physical attendance of the parties or adjustor. Only on rare occasions will the physical attendance of a party or representative be excused.

3. In the event that the case settles before the conciliation date, please forward a letter confirming that fact to my chambers via mail or email my staff at Charlene.Baker@alleghenycourts.us. The parties are advised to consult to Pa.R.C.P. 229 and 229.1 as to the discontinuance and/or settlement of any case.

4. All other Pre-Trial Rules published by this Division shall be followed.

s/ Michael E. McCarthy

Michael E. McCarthy, Senior Judge