

## UPDATE ON PRACTICE BEFORE THE ALLEGHENY COUNTY COURT OF COMMON PLEAS, COMMERCE & COMPLEX LITIGATION CENTER

Presented by:



### **The Honorable Mary C. McGinley**

*Judge*

*Allegheny County Court of Common Pleas, Civil Division*

The Honorable Mary C. McGinley brings extensive judicial and legal experience to her role as Judge of the Allegheny County Court of Common Pleas. Appointed to the bench in 2019 by former Pennsylvania Governor Tom Wolf, Judge McGinley was subsequently elected to a 10-year term in 2020, demonstrating both executive confidence and public trust in her capabilities.

Judge McGinley initially served in the court's family division before transitioning to the Civil Division in January 2020, where she now presides over a diverse range of civil matters. Her judicial responsibilities include overseeing special dockets relating to real estate and tax matters, and she was recently assigned to the court's Commerce and Complex Litigation Center.

Judge McGinley initially served in the court's family division before transitioning to the Civil Division in January 2020, where she now presides over a diverse range of civil matters. Her judicial responsibilities include overseeing special dockets relating to real estate and tax matters, and she was recently assigned to the court's Commerce and Complex Litigation Center.

Before ascending to the bench, Judge McGinley distinguished herself as a trial attorney with a specialized practice in Pennsylvania trial courts' orphans' court division—a unique area of law that provided her with valuable experience in probate and estate matters. She also successfully handled complex commercial disputes in both state and federal courts, developing the litigation skills that now serve her well in her judicial role.

Judge McGinley earned her Juris Doctor from the Thomas R. Kline School of Law at Duquesne University in 2002 and her Bachelor of Arts from The Pennsylvania State University in 1999.

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Her commitment to the legal profession extends beyond her courtroom duties. Judge McGinley serves as an Officer of the Pennsylvania Conference of State Trial Judges and previously contributed to the Judicial Ethics Committee. For more than a decade, she co-chaired the Allegheny County Bar Association's Attorneys Against Hunger initiative, demonstrating her dedication to addressing food insecurity in the community. Her service record also includes previously serving as a trustee of both Carlow University and the Allegheny County Bar Foundation, as well as past director of Pittsburgh Steelers Sports, Inc.

Judge McGinley's excellence has been recognized through numerous prestigious awards. She received the Woman of the Year honor from the Duquesne University School of Law Women's Law Association in 2013 and the Outstanding Achievement Award from the Duquesne Law Alumni Association. The Allegheny County Bar Association recognized her early career promise with the Outstanding Young Lawyer Award in 2011. Her community service earned her a Jefferson Award for Public Service, specifically honoring her 12-year commitment as co-chair of the Allegheny County Bar Foundation Attorneys Against Hunger campaign. Additionally, she was named a "Rising Star" by Super Lawyers from 2010-2012 and recognized as a "Lawyer on the Fast Track" by The Legal Intelligencer in 2009.

Through her judicial service, professional leadership, and community engagement, Judge McGinley exemplifies the highest standards of the legal profession while bringing practical experience and thoughtful judgment to the complex matters that come before her court.



## **Scott D. Cessar**

*Chief Executive Officer, Eckert Seamans*

**412-566-2581**

**[scessar@eckertseamans.com](mailto:scessar@eckertseamans.com)**

Scott Cessar serves as Chief Executive Officer of Eckert Seamans. He has spent his entire career at Eckert Seamans and previously served for over 15 years as both head of the Pittsburgh office of the Firm and as head of its Construction and Alternate Dispute Resolution Group.

Scott maintains an active litigation and counseling practice representing several publicly traded companies, and numerous privately held companies, in litigation across the country. In the last several years, he has represented clients in matters in over 14 states, including in a 40-day trial in Corpus Christi, Texas and arguing before the Pennsylvania Supreme Court.

Scott also works with clients in developing creative contract delivery systems intended to mitigate risk and maximize success, in resolving arising problems with unique solutions and, if needed, expeditiously and cost effectively advocating for clients in all types of dispute forums, including mediation, arbitration, and the courts.

Scott's practice has a strong emphasis on the construction industry. He handles all types of construction related issues on behalf of owners, contractors, and equipment suppliers, ranging from delay, impact, loss of productivity, defective work, and differing site conditions to architectural and engineering omissions, bid and procurement challenges, and overcharges. He also works with a wide range of construction project delivery systems such as design build, EPC, fast track, turnkey, joint venture, and teaming arrangements. As a result of his experience in counseling on United States Army Corps of Engineers' projects and with other federal contractors, Scott is especially knowledgeable in the Federal Acquisition Regulations (FARs). Through his work on international projects, he is also well-versed in International Federation of Consulting Engineers (FIDIC) contract documents.

Another prominent aspect of Scott's practice is complex commercial matters in a variety of sectors, including commercial banking, cryptocurrency, metals, franchising, and real estate.

Scott has tried numerous cases to award in arbitration or verdict in court. As a result, he has a distinctive perspective in representing clients and knowing what works, and his contemporaries regularly call upon him to serve as an arbitrator and as a mediator to help resolve significant disputes.



# Update on Practice Before the Allegheny County Court of Common Pleas, Commerce & Complex Litigation Center

Presented by: The Honorable Mary C. McGinley and Scott D. Cessar

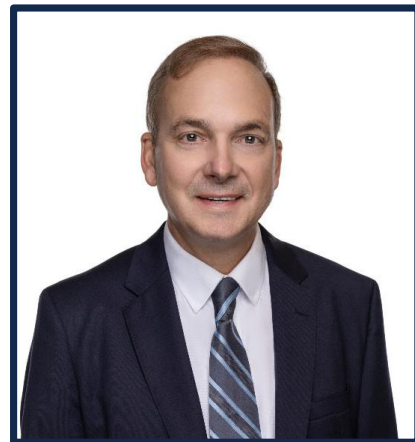
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1

## Our Presenting Team



**Honorable Mary C. McGinley**  
Judge of the Court of Common Pleas  
of Allegheny County, Pennsylvania



**Scott D. Cessar**  
CEO of Eckert Seamans Cherin & Mellott, LLC

**ECKERT** SEAMANS

2

2

## The Court of Common Pleas of Allegheny County Fifth Judicial District of Pennsylvania

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- Serving 1.225 million people
- Four Divisions
  - Civil Court
  - Criminal Court
  - Family Court
  - Orphan's Court



## Civil Division - Branches

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- Board of Viewers
- Calendar Control
- Commerce and Complex Litigation Center
- General Motions
- Housing Court
- Mortgage Foreclosure Program

## Civil Division - Judges

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- Judge Alan D. Hertzberg, Administrative Judge
- Judge Patrick M. Connelly, Calendar Control Judge
- Judge Philip A. Ignelzi
- Judge Mary C. McGinley
- Judge John T. McVay
- Judge Arnold I. Klein
- Judge Daniel D. Regan
- Judge Chelsa A. Wagner
- Judge W. Terrence O'Brien (Senior)

## Special Assignments of the Judges of the Civil Division

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- Administrative Judge – Honorable Alan D. Hertzberg
- Allegheny County Beverage Tax – Honorable Arnold I. Klein
- Abraxas – Honorable Arnold I. Klein
- Asbestos – Honorable Arnold I. Klein & Honorable Daniel D. Regan
- Calendar Control – Honorable Patrick M. Connelly
- Civil Service – Honorable Alan D. Hertzberg
- Class Actions – Honorable Alan D. Hertzberg
- Commerce & Complex Litigation Center – Honorable Philip A. Ignelzi & Honorable Mary C. McGinley
- Conservatorships – Honorable Alan D. Hertzberg, Honorable John T. McVay, Jr. (City of PGH only), Honorable Chelsa L. Wagner (Uncontested – Honorable W. Terrence O'Brien)
- Construction – Honorable Arnold I. Klein
- Discovery – Honorable Daniel D. Regan

## Special Assignments of the Judges of the Civil Division

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- Election Law – Honorable John T. McVay, Jr., Honorable Chelsa L. Wagner & Honorable Mary C. McGinley
- Eminent Domain – Honorable Mary C. McGinley
- F.O.P – Honorable Alan D. Hertzberg & Honorable Chelsa L. Wagner
- Health Department – Honorable John T. McVay, Jr.
- Housing Agency Appeals – Honorable Patrick M. Connelly
- Landlord-Tenant – Honorable Patrick M. Connelly, Honorable Chelsa L. Wagner & Honorable John T. McVay, Jr.
- Land Use/Zoning – Honorable Mary C. McGinley
- Labor Relations – Honorable Alan D. Hertzberg & Honorable Chelsa L. Wagner
- Local Agency Appeals (Statutory Appeals) – Assigned by A.J.
- Mortgage Foreclosure Conciliation (Save Your Home) – Honorable John T. McVay, Jr.
- Minor Settlement Approvals/Guardianship Settlement Approvals – Honorable Patrick M. Connelly
- Office of Open Records/Right to Know – Honorable Daniel D. Regan

## Special Assignments of the Judges of the Civil Division

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- Pennsylvania Liquor Control Board – Honorable Arnold I. Klein
- Prisoner Rights – Honorable Daniel D. Regan
- Real Estate Tax Assessment Appeals (involving the application of the Common Level Ratio) – Honorable Alan D. Hertzberg
- Real Estate Tax Assessment Appeals from The Board of Viewers – Honorable Mary C. McGinley
- School District – Honorable Alan D. Hertzberg
- Special Name Change - Honorable Mary C. McGinley & Honorable Hugh F. McGough
- Structured Settlement Approvals – Motions Judge
- Talc/Toxic Substance – Honorable Arnold I. Klein
- Title to Real Property (Specific Performance/Actions to Quiet Title) – Honorable Mary C. McGinley
- Unfair Trade Practices and Consumer Protection Cases Filed by the Attorney General – Honorable Alan D. Hertzberg
- Water Exoneration Hearing Board Appeals – Honorable Alan D. Hertzberg
- Zoning – Honorable Mary C. McGinley

# Special Assignments Outside the Commerce & Complex Litigation Center

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.
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 any 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.

## Civil Division – 2024 Statistics

- Newly Docketed Cases: **20,265**
- Arbitration Hearings > \$50,000 at issue: **1,556**
- Arbitration Appeals: **490 (31% appeal rate)**
- Bench Trials: **370**
- Jury Trials: **37**
- Cases in the Commerce & Complex Litigation Center as of June 30, 2025: **400+**

# Commerce & Complex Litigation Center

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- Authorized under 42 Pa. C.S.A §916.1 which provides:

**(a) Establishment.** -- The court of common pleas of a judicial district may establish from available funds a commerce court that shall have specialized jurisdiction. In a court of common pleas that has established a commerce court under this section, the exclusive jurisdiction of cases relating to the following matters may be vested in the commerce court:

(1) The internal affairs, governance, dissolution, liquidation, rights or obligations between or among owners and liability or indemnity of managers of business corporations, partnerships, limited partnerships, limited liability partnerships, professional associations, business trusts, joint ventures or other business enterprises, including any actions involving the interpretation of the rights or obligations under the organic law, articles of incorporation, bylaws or agreements governing these enterprise.

(2) Disputes between or among two or more business enterprises relating to a transaction, business relationship or contract.

# Commerce & Complex Litigation Center

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- Who are the Judges in the Center?
- How are the cases divided between the two Judges?
- What are the advantages of the Center for litigants?

# New Guidelines for the Commerce & Complex Litigation Center as of July 22, 2015

13

## Commerce & Complex Litigation Center Cases Assignment of Cases

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The Civil Division Administrative Judge has designated that all motions to assign a case to the Center will be presented to the Honorable Mary C. McGinley. See Judge McGinley's Standard Operating Procedures <https://www.alleghecourts.us/civil/judicial-chambers-operating-procedures/>.

No case will be assigned to the Center without an order of court. An order of court assigning a case to the Center may be entered pursuant to a motion of a party titled Motion to Assign Case to the Commerce and Complex Litigation Center or by the court without a request from any party.

Any case assigned to the Center may, at the discretion of the judge to whom the case is assigned, be transferred out of the Center at any time if the judge concludes that the case should never have been assigned to the Center, that the case is no longer complex, or that, for any other reason, the case is no longer suitable for the Center. A case may also be referred out of the Center for trial if the resources of the Center preclude the case from being tried by a judge assigned to the Center.

14

## Commerce & Complex Litigation Center Cases

### Responsibility of the Trial Judge

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The Judge to whom the case is assigned shall actively manage the case by utilizing those case management tools that will, for the particular case, provide an efficient, cost effective, timely, and fair resolution of the case. The judge to whom the case is assigned is responsible for all motions involving the case, including discovery. However, matters relating to jury trials may be handled by the Calendar Control Judge/Calendar Control Office of the Civil Division at the discretion of the Calendar Control Judge and the assigned judge.

**NOTE:** *The scheduling procedures and motions practice for cases assigned to the Commerce and Complex Litigation Center may be addressed in an initial order of court or in email correspondence with the assigned judge's staff.*

## Commerce & Complex Litigation Center Cases

### Timing

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Motions to assign a case to the Center may be presented by any defendant after a complaint has been filed and by any plaintiff as soon as one defendant is served. Notice of presentation shall be furnished to all parties, including parties who have not been served. The judges to the Center generally wish to become involved in litigation that should be assigned to the Center prior to disposition of significant legal issues.

**NOTE:** *When a case is on the Trial List, unless all parties consent to the assignment of the case to the Center, the judges assigned to the Center will not, without the agreement of the Calendar Control Judge, consider a motion to assign the case to the Center.*

## Commerce & Complex Litigation Center Cases

### Types of Cases that may be Assigned to the Center

The types of cases that may be assigned to the Center fall into two major categories: Commerce or Complex Litigation, each of which is addressed below.

**NOTE:** *The court may decide not to assign a case to the Center if a motion to assign to the Center is untimely, if the case does not pose significant legal issues and/or the facts are uncomplicated, or if the amount in controversy, taking into account the importance of the litigation to the litigants, does not justify the use of the Center's limited resources.*

## Commerce & Complex Litigation Center Cases

### A. Commerce Cases

The following may be assigned to the Center under this category:

- (1) Cases involving the internal affairs, governance, dissolution, liquidations, rights or obligations between or among owners and liability or indemnity of managers of business corporations, partnerships, limited partnerships, limited liability partnerships, professional associations, business trusts, joint ventures or other business enterprises, including any actions involving the interpretation of the rights or obligations under the organic law, articles of incorporation, by laws or agreements governing these enterprises.
- (2) Disputes between or among two or more business enterprises relating to a transaction, business relationship or contract.

## Commerce & Complex Litigation Center Cases

### B. Complex Litigation

This category refers to litigation that, if not declared complex, will in all likelihood require the involvement of more than one judge and the expenditure of a substantial amount of judicial resources and will benefit significantly from case management.

Factors that will be considered in making the determination of whether the case will be assigned to the Center include: (1) the number of separately represented parties with differing interests; (2) the number of anticipated motions; (3) the degree of novelty and complexity of the factual and legal issues; (4) the amount of the controversy; and (5) the time it may take for the case to be tried. Consideration will also be given as to how the limited resources of the Center may be best utilized.

The following are examples of complex litigation that may be assigned to the Center: (1) mass tort or toxic tort litigation (other than asbestos); (2) personal injury cases that involve large numbers of separately represented parties with different interests, issues of unique concern or that will benefit significantly from extensive case management; (3) environment private actions; and (4) consumer litigation where numerous lawsuits are based on similar conduct.

## Commerce & Complex Litigation Center Cases

### Cases that will not be assigned to the Center

The following actions will not be assigned to the Center in the absence of compelling circumstances:

1. Landlord-tenant disputes involving possession of property;
2. Mortgage foreclosures (except matters involving the appointment of a receiver);
3. Eminent domain;
4. Proceedings to enforce a judgment regardless of the nature of the underlying case; and
5. Applications to open a default judgment.

## Commerce & Complex Litigation Center

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- Mechanics of practice in the Center
  - Assignment of Judge McGinley or Judge Ignelzi?
  - Judge McGinley's Standard Operating Procedures
  - Judge Ignelzi's Standard Operating Procedures

## Commerce & Complex Litigation Center

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- Mechanics of practice in the Center
  - Scheduling Orders
  - Discovery disputes
  - Dispositive motions
  - Injunction matters
  - Mediation/conciliation
  - Trials
    - Bench
    - Jury

## **Other Recent Matters of Interest in the Civil Division**

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### **1. Mandatory Mediation**

- Enacted July 20, 2024: Local Rule of Civil Procedure 212.7
  - “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 212.3....”
- Observations from the bench.
- Court conciliations still conducted/available?

## **Other Recent Matters of Interest in the Civil Division**

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2. Possible assignment of civil cases, or parts of civil cases, to individual judges?
3. Special Master Program in Allegheny County?
4. Preliminary objections in the nature of a demurrer
  - Practice pointer

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# Thank you & Questions



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**Standard Operating Procedures**  
*for*  
**Judge Mary C. McGinley**

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817 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Telephone: 412-350-1484

Standard Operating Procedures  
*for*  
Judge Mary C. McGinley  
(Civil Division)

(Effective as of July 22, 2025)

Please note that the below operating procedures are in addition to and supplement the applicable Rules of Civil Procedure and Local Rules, which should also be reviewed. Following review of these Standard Operating Procedures and applicable rules, if counsel/a party has concerns or needs clarification about scheduling in a case, they should contact Emily Zirpoli at 412-350-1484. Contact information for all judicial staff is listed at the end of this document.

**GENERAL INFORMATION**

- Except for initial conferences in land use matters (addressed below), unless otherwise notified by the Court, counsel/self-represented parties are expected to appear for arguments, trials, conciliations, conferences, *etc.* in person in Courtroom 817, City-County Building.
- When communicating with the Court via email about a particular case, ALL counsel/self-represented parties must be included on the email. The email addresses of other counsel/self-represented parties must be included either in the “To” or the “CC” boxes so that they are visible to the Court. Do NOT “BCC” any clients/parties/opposing counsel on your communications. Please note that communications through the Court’s email addresses shall be limited to transmission of petitions/motions/other filed submissions and inquiry regarding administrative (scheduling) matters. Please do not copy the Court on other forms of communication, such as disagreements amongst the parties/counsel. Unless the Court has specifically authorized transmission of the communication, it shall be treated as *ex parte* and will not be considered.
- With respect to filings, note that the Court does not automatically receive copies of documents filed with the Department of Court Records and a courtesy copy must be provided to chambers at [mcginleysubmissions@allegheycourts.us](mailto:mcginleysubmissions@allegheycourts.us). Please send all documents in PDF or Microsoft Word format. **Proposed orders must be attached separately in Microsoft Word format to allow editing by the Court.** Share files, dropbox transfers and outside links may not be submitted to the Court. If a submission is voluminous, please contact Chambers for instructions.

- All documents must include attorney or party (if self-represented) contact information including a phone number and an email address.

### **PRETRIAL CONCILIATIONS**

Counsel for each party must bring their respective clients. If the clients are business entities, individuals from the business entities who have the authority to settle the case must attend in person. If a party is insured, a representative of the insurance carrier with “check writing and signing” authority must be physically present. The Court requires the physical attendance of all persons mentioned in this paragraph and will excuse such attendance only under emergency circumstances.

### **CIVIL JURY TRIALS**

1. **Pretrial Conference** – Judge McGinley will schedule a pretrial conference in cases assigned to her for trial. Counsel is expected to advise the Court on the status of settlement discussions. Counsel must also be prepared to identify and discuss the nature of the trial, any unusual legal or evidentiary issues, matters that must be decided prior to trial, plans for visual aids/technology, stipulations, other forms of evidence to be introduced at trial, and schedule.
2. **Motions in Limine** - All counsel should resist the temptation to conduct the trial by Motions in Limine. The parties shall deliver two (2) paper copies of any motions in limine and written responses thereto to Judge McGinley’s Chambers. The parties shall also meet and confer regarding resolution of any Motions in Limine prior to presentation to the Court.
3. **Witness List** - At the commencement of trial, counsel for each party shall provide a complete list of potential witnesses to the court reporter and the Court. The list should also include the name of any witness whose testimony will be presented by deposition or videotape and the approximate length of that testimony.
4. **Exhibits** - Plaintiff shall identify exhibits with Arabic numerals, and Defendant shall use letters. At a minimum, the witness, opposing counsel and the Court must be provided with a copy. Exhibit binders are preferred. Unless instructed otherwise, the proponent of the exhibit shall be its custodian and shall comply with Rules regarding retention, filing and other custodial responsibilities.
5. **Objections During Trial** – When making objections to questions or testimony during trials, the basis for the objection shall be described briefly. Argument concerning objections shall be conducted outside of the jury and/or witnesses, usually at sidebar. Whenever an objection is stated, examination of a witness shall be suspended and shall not continue until the objection is resolved or counsel is directed to go forward. This procedure is not intended to discourage parties from fully stating on the record their objections to or disagreements with the Court’s rulings. It is intended only to have such matters conducted outside the hearing of the jury.

6. **Videotaped Depositions/Transcripts** – If depositions will be read or videotaped depositions played during a jury trial, counsel shall attempt to resolve any objections between themselves. Counsel shall notify the Court if any objections cannot be resolved and the disputed matters will be decided.
7. **Prior Deposition Testimony** - Counsel seeking the use of prior deposition transcripts to impeach a witness should first advise all counsel of which deposition(s) and page and line number(s) they intend to use and then provide the witness with a copy before commencing to question the witness on same.
8. **Trial Motions** - Motions for non-suit, *etc.* may be oral, but a writing is preferred.
9. **Charge/Verdict Slip** – Counsel shall confer on points for charge and a proposed verdict slip at the earliest feasible point so that a joint submission for each is provided to the Court. A written supplement may be provided by each party to address points and matters upon which the parties are unable to agree. The Court will hold a charging conference to resolve any matters to which the parties have not agreed. Please note that the Court wishes to utilize PaSSJIs whenever possible.
10. **Miscellaneous/Trial Matters** - Counsel shall confer in an attempt to agree as to what exhibits, photos, *etc.* may go out with the jury. All counsel shall provide courtroom staff with telephone numbers for quick contact once the verdict is returned.

### NONJURY TRIALS

- Plaintiff shall identify exhibits with Arabic numerals, and Defendant shall use letters. At a minimum, the witness, opposing counsel and the Court must be provided with a copy. Exhibit binders are preferred.
- The Court may request submission of proposed Findings of Fact and Conclusions of Law and/or a proposed Order. These shall be submitted in Word format to [mcginleysubmissions@alleghenycourts.us](mailto:mcginleysubmissions@alleghenycourts.us) with copy to opposing counsel.

### POST-TRIAL MOTIONS

- A copy of any filed post-trial motion must also be served upon the trial judge in chambers or electronically at [mcginleysubmissions@alleghenycourts.us](mailto:mcginleysubmissions@alleghenycourts.us). The Court will contact the parties about scheduling argument. The post-trial motion must contain a copy of the request for transcript of the trial testimony and the moving party must promptly see that the Court Reporter is timely paid for preparing the transcript.

## COMMERCE AND COMPLEX LITIGATION MATTERS\*

Any motions to assign cases to the Commerce and Complex Litigation Center shall be presented to Judge McGinley for review and consideration following filing with the Department of Court Records. A courtesy hard copy of any such motion shall be delivered to Chambers at the above-listed address and a courtesy copy shall also be emailed to [mcginleysubmissions@allegheycourts.us](mailto:mcginleysubmissions@allegheycourts.us) with copy to opposing counsel/self-represented parties. Acceptance of a case into the Center is discretionary even if the motion is presented as a consent motion. If a case is assigned to the Center, any matters requiring disposition shall be presented to the assigned judge. If a motion to assign a case to the Center is not granted, a party may file a motion with the Administrative Judge of the Civil Division seeking assignment to an individual judge pursuant to Local Rule 249(8).

Please note that cases admitted into the Center remain subject to Local Rule 212.7 regarding mandatory mediation.

For cases admitted into the Center that are assigned to Judge McGinley:

- All motions/petitions/objections requiring disposition shall first be filed with the Department of Records and then emailed to [mcginleysubmissions@allegheycourts.us](mailto:mcginleysubmissions@allegheycourts.us) with copy to opposing counsel/self-represented parties for scheduling. Proposed orders must be attached in Microsoft Word format to allow editing by the Court.
- Judge McGinley may not schedule an initial conference as a matter of course. However, any party may file a motion requesting a case management or status conference. The parties shall confer about a proposed case management schedule prior to any conference.
- Primary briefs may not exceed thirty-five (35) pages and responsive/secondary briefs may not exceed twenty (20) pages absent leave of court.

**\*Note:** With the retirement of the Honorable Judge Christine A. Ward in May 2025, all Commerce and Complex Litigation Cases assigned to Judge Ward have been reassigned as a matter of course to Judge McGinley (unless a Court Order specifically provides otherwise). Counsel/unrepresented parties may contact Judge McGinley's Chambers with questions about the transition/case status.

## LAND USE MATTERS

Consistent with past practice, Judge McGinley will schedule an initial remote conference on each land use appeal. Following conference, a case management/briefing schedule will issue. Briefs will be due simultaneously absent unique circumstances requiring deviation from this practice. Issues will be decided on the filed record and briefs. No additional evidence is accepted as a general rule. Judge McGinley will not schedule oral argument as a matter of course.

The Court requests that the parties provide two paper copies of filed briefs (not the record) to Chambers. Motions/submissions/inquiries relating to land use matters may be emailed to [zoningmcginley@allegheycourts.us](mailto:zoningmcginley@allegheycourts.us). Please note that these cases are *not* subject to the Local Rule regarding mandatory mediation.

## **OTHER CASES SPECIALLY ASSIGNED TO JUDGE MCGINLEY**

For any other cases that are specially assigned to Judge McGinley through order of the Administrative Judge of the Civil Division, Judge McGinley will schedule an initial case management conference with the parties.

### **CONTACT INFORMATION**

You may contact Chambers through the following information for judicial staff:

- Emily Zirpoli – Judicial Assistant/Junior Law Clerk - 412-350-1484; [emilyzirpoli@alleghecourts.us](mailto:emilyzirpoli@alleghecourts.us)
- Rosemary Fehlner – Senior Law Clerk – 412-350-1486; [RFehlner@alleghecourts.us](mailto:RFehlner@alleghecourts.us)
- Jack O'Brien – Tip Staff/Junior Law Clerk – 412-350-1485; [JOBrien@alleghecourts.us](mailto:JOBrien@alleghecourts.us)

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**Standard Operating Procedures**  
*for*  
**Judge Philip A. Ignelzi**

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Standard Operating Procedures  
*for*  
Honorable Philip A. Ignelzi  
(412) 350-3800

Please refrain from sending physical mail at this time.

- In order to contact the Court, please email the following law clerk:

Lee M. Vapniarek, Esq.      [LVapniarek@alleghencourts.us](mailto:LVapniarek@alleghencourts.us)

Mr. Vapniarek will direct you appropriately depending on your issue/concerns.

- When communicating with the Court via email, **ALL** parties must be included on the email 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 an email address. If a party does not wish to place his/her personal (rather than law firm) contact information on a document, the party shall place it in the email to Mr. Vapniarek.

If a party has concerns or needs clarification about scheduling in their case, they should contact Mr. Vapniarek.