

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY PENNSYLVANIA

CIVIL DIVISION

IN RE:

ADMINISTRATIVE
REGULATIONS

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2018-1

FILED

OCT 02 2017

CLERK OF COURT
PROthonotary

ORDER

AND NOW, this 29th day of September 2017, it is ORDERED, ADJUDGED, and DECREED that the Administrative Regulations for calendar year 2018 are as follows:

I. CALENDAR 2018

The following Court Calendar and judicial assignments are made for calendar year 2018. While this Administrative Order attempts to set forth a pattern designed to expedite the business of the Court, the members of the Court shall remain flexible so that change may be made if required to fulfill both our obligation and that of the practitioner to the administration of justice.

In the event of a recusal, that judge shall complete a recusal form and forward same to the President Judge for reassignment.

The Court Administrator shall publish a Court Calendar incorporating the dates set forth herein and any other pertinent information for the benefit of the Bar and the public. The Court Calendar shall be available on the Court's website at www.washingtoncourts.us and in hard copy at the Court Administrator's office.

A. TRIAL TERMS

Jury trial terms for the calendar year are established as follows:

January 8-19

June 11-22

February 5-16

July 9-13

March 12-23

September 10-21

April 16-27

October 15-26

May 21-25

December 3-7

Jury selection for all cases shall be held on Monday of each week of the trial terms as set forth in the 2018 Court Calendar, and juror requests shall be made in writing at least one (1) week in advance of the trial term to the Court Administrator's Office.

Civil and criminal trials shall be scheduled for each term. Civil and criminal trial lists shall be prepared by the Court Administrator in cooperation with the Prothonotary and the Clerk of Courts. The civil lists and the criminal lists shall be managed by the individual judge to whom the cases have been assigned.

B. ARGUMENT COURT

The Court Administrator shall set sessions for argument court in the Court Calendar, and shall assign cases to the argument list pursuant to Local Rule of Civil Procedure 302.

C. ORPHANS' COURT

Accounts shall be scheduled for audit on the following dates at 9:30 A.M before the Judge assigned to Orphans' Court:

January 25

July 19

March 8

September 27

May 17

November 15

D. DUI CENTRAL COURT

All preliminary hearings in cases where driving under the influence is the highest graded offense, or no accompanying charges are graded above a misdemeanor, shall be scheduled for DUI Central Court.

All continuance requests pertaining to DUI Central Court hearings shall be in writing, and shall include the position of the other party. Continuance requests shall be submitted to the Special Courts Administrator, who will present the requests to the President Judge for review and determination. Any continuance requested the day of the hearing shall be decided by the presiding Magisterial District Judge.

The following schedule is established for DUI Central Court:

January 5	July 13
January 19	July 27
February 2	August 10
February 16	August 24
March 2	September 7
March 16	September 21
April 6	October 5
April 20	October 19
May 4	November 2
May 18	November 16
	November 30
June 1	
June 15	December 14
June 29	December 28

II. JUDGE OF TERM

A. The Judge of the Term shall preside over morning Motions Court at 9:15 a.m., Monday through Friday. He/she shall decide unassigned civil matters brought before him/her

and schedule hearings on those matters, in accordance with the local rules. He/she may refer to the President Judge for reassignment of those matters which, for some reason, he/she may be unable to hear. If the Judge of the Term is changed, the regularly assigned Judge of the Term shall notify the President Judge, the Court Administrator, and the Washington County Bar Association. The Judge of the Term shall be available daily until 4:00 p.m. for emergency civil matters that are not assigned.

The following schedule is established:

January 1-15 January 16-31	President Judge Emery Judge Lucas
February 1-15 February 16-29	President Judge Emery Judge Lucas
March 1-15 March 16-31	President Judge Emery Judge Lucas
April 1-15 April 16-30	President Judge Emery Judge Lucas
May 1-15 May 16-31	President Judge Emery Judge Lucas
June 1-15 June 16-30	President Judge Emery Judge Lucas
July 1-15 July 16-31	President Judge Emery Judge Lucas
August 1-15 August 16-31	President Judge Emery Judge Lucas
September 1-15 September 16-30	President Judge Emery Judge Lucas
October 1-15 October 16-31	President Judge Emery Judge Lucas

November 1-15
November 16-30

President Judge Emery
Judge Lucas

December 1-15
December 16-31

President Judge Emery
Judge Lucas

B. Motions relating to assigned cases must be presented to the Judge to whom the case has been assigned at his/her regularly scheduled Motions Court. The Motions Court schedules for the individual Judges can be found on the Court's website at www.washingtoncourts.us and in the *Washington County Reports*; internal operating procedures are located on the Court's website.

C. The following schedule shall set forth the judge assignments for all *ex parte* petitions for temporary Protection from Abuse orders. The Judge assigned to hear temporary Protection from Abuse cases shall be available until 4:00 p.m. daily, and shall be available to perform a preliminary arraignment of any defendant arrested for alleged contempt of a protection from abuse order pursuant to 23 Pa. Con. Stat. § 6113.

January 1-15
January 16-31

President Judge Emery
Judge DiSalle

February 1-15
February 16-28

Judge Gilman
Judge Costanzo

March 1-15
March 16-31

Judge Lucas
Judge Neuman

April 1-15
April 16-30

President Judge Emery
Judge DiSalle

May 1-15
May 16-31

Judge Gilman
Judge Costanzo

June 1-15
June 16-30

Judge Lucas
Judge Neuman

July 1-15
July 16-31

President Judge Emery
Judge DiSalle

August 1-15
August 16-31

Judge Gilman
Judge Costanzo

September 1-15	Judge Lucas
September 16-30	Judge Neuman
October 1-15	President Judge Emery
October 16-31	Judge DiSalle
November 1-15	Judge Gilman
November 16-30	Judge Costanzo
December 1-15	Judge Lucas
December 16-31	Judge Neuman

III. JUDICIAL DUTIES AND ASSIGNMENTS

A. PRESIDENT JUDGE EMERY

1. Civil Jury and Non-Jury Trials
2. Termination of Parental Rights and Adoptions (private petitioner)
3. Preside over Mortgage Foreclosure Court
4. Tax Assessment Appeals as Assigned
5. Administrative Duties
6. Back up in Orphans' Court

B. JUDGE DISALLE

1. Criminal - DUI
2. Criminal Specialty Courts
3. Pretrial Services
4. Tax Assessment Appeals as Assigned
5. Back up in Mental Health (Civil) Procedures and Appeals

C. JUDGE GILMAN

1. Criminal Jury and Non-Jury Trials
2. Juvenile Court Delinquency
3. Mental Health (Civil) Procedures and Appeals
4. Tax Assessment Appeals as Assigned
5. Back up in Juvenile Dependency

D. JUDGE COSTANZO

1. Criminal Jury and Non-Jury Trials
2. Termination of Parental Rights and Adoptions (CYS Petitioner)
3. Tax Assessment Appeals as Assigned
4. Fines, Costs, and Restitution Enforcement

E. JUDGE LUCAS

1. Civil Jury and Non-Jury Trials
2. Juvenile Court Dependency
3. Tax Assessment Appeals as Assigned
4. Back up in Juvenile Court Delinquency

F. JUDGE NEUMAN

1. Family Law – Custody, Divorce, and Support Actions
2. Termination of Parental Rights and Adoptions (CYS Petitioner)
3. Summary Appeals
4. License Suspension Appeals
5. Tax Assessment Appeals as Assigned
6. Back up in Protection from Abuse Hearings

G. SENIOR JUDGE NALITZ

1. Orphans' Court (except Termination of Parental Rights and Adoptions)
2. Tax Assessment Appeals as Assigned
3. Other Matters as Assigned

H. SENIOR JUDGE REED

1. Protection from Abuse Act Hearings
2. Tax Assessment Appeals as Assigned
3. Other Matters as Assigned

These assignments designate areas of primary responsibility. All members of the Bench shall be available for assignment in every area of the Court as it may become necessary to effectuate the efficient operation of the Court. The Court Administrator shall have the ability to reassign cases equitably among the members of the Bench.

IV. HOLIDAYS

A. The Court shall observe the holidays listed below during the 2018 calendar year, as established for county employees. In addition, the Court shall excuse lawyers of the Jewish Faith from appearing in Court on Rosh Hashanah (September 9-11) and Yom Kippur (September 18-19).

Monday	January 1	New Year's Day
Monday	January 15	Martin Luther King, Jr. Day
Monday	February 19	Presidents' Day
Friday	March 30	Good Friday
Tuesday	May 15	Primary Election Day
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Monday	October 8	Columbus Day
Monday	November 12	Veterans' Day
Thursday	November 22	Thanksgiving
Friday	November 23	Thanksgiving Observed
Tuesday	December 25	Christmas

B. CONFERENCES

Pennsylvania Conference of State Trial Judges

February 23-24

July 27-28

Washington County Bar Association Bench/Bar Conference

January 19

The Washington County Board of Judges is invited to attend the conferences for educational purposes and participation with the Washington County Bar Association. In the event a judge does not attend, he/she shall be available for Motions Court and any emergencies in the judicial district.

V. PUBLIC SCHOOL DISTRICTS

For the purpose of expediting this area of court business, matters affecting a public school district shall be brought to the judge assigned to hear those matters, except as follows:

1. Civil matters in which a jury trial is requested;
2. Tax Assessment Appeals; and
3. Eminent Domain.

The following assignments are made for the calendar year 2018:

President Judge Emery	Beth Center; Washington
Judge DiSalle	Fort Cherry; Canon-McMillan
Judge Gilman	Avella; Burgettstown; Ringgold
Judge Costanzo	Bentworth; McGuffey; Peters
Judge Lucas	Trinity; Intermediate Unit & Vo-Tech
Judge Neuman	Chartiers-Houston; Charleroi; California

VI. JUDGE OF THE TERM - CRIMINAL

For the year 2018, Criminal Trial responsibility has been primarily assigned to Judge Gary Gilman and Judge Valarie Costanzo. Preliminary matters on criminal cases shall be brought to the assigned Judge for disposition. Miscellaneous matters that have not been assigned, such as extradition proceedings and assignment of defense counsel, should be presented to the Criminal Motions Judge unless specifically exempted below. The Criminal Motions Judge schedule is as follows:

January	-	Judge Gilman
February	-	Judge Costanzo

March	-	Judge Gilman
April	-	Judge Costanzo
May	-	Judge Gilman
June	-	Judge Costanzo
July	-	Judge Gilman
August	-	Judge Costanzo
September	-	Judge Gilman
October	-	Judge Costanzo
November	-	Judge Gilman
December	-	Judge Costanzo

All cases in which a driving under the influence charge is the highest graded offense, or no accompanying charges are graded above a misdemeanor, are assigned to Judge John F. DiSalle for disposition; if the case is not resolved by a plea or dismissal, the case shall remain with him for trial or be reassigned to another Judge at his discretion.

Initial bond modification hearings brought by pretrial services, or a party's petition for modification of bond within seven (7) days of commitment to the correctional facility shall be presented to the Judge assigned to pre-trial services. In all other instances, a request for modification of bond shall be presented to the assigned criminal Judge, or if prior to the preliminary hearing, the criminal Judge assigned to the zone where the case is filed. No bond shall be modified unless the defendant has been assessed by pre-trial services, absent exigent circumstances.

VII. COVERAGE

With respect to all of the foregoing assignments, when a Judge is unavailable due to vacation, illness, conferences, etc., he/she shall be responsible for ensuring coverage and shall notify the President Judge and the Court Administrator.

 P.J.
KATHERINE B. EMERY