

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY PENNSYLVANIA  
CIVIL DIVISION

IN RE:

AMENDED  
ADMINISTRATIVE  
REGULATIONS

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)  
)  
)

Nos. 2019-1  
2020-1

**FILED**

JUL 31 2019

ORDER

J.S. RANKO  
PROTHONOTARY

AND NOW, this 31<sup>st</sup> day of July, 2019, it is ORDERED, ADJUDGED,  
and DECREED that the Administrative Regulations for calendar year 2020 are set forth below.  
The Judicial Assignments shall be effective on September 3, 2019.

I. CALENDAR 2020

The following Court Calendar and judicial assignments are made for calendar year 2020.  
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](http://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 7-17

July 13-17

February 3-14

September 14-25

March 9-20

October 19-30

April 13-24

November 16-20

May 11-22

December 7-11

June 8-19

Jury selection for all cases shall be held on Monday of each week of the trial terms as set forth in the 2020 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 and criminal trial 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 23

July 9

March 5

September 24

May 21

November 12

The Motions Court schedule for Orphans' Court can be found on the Court's website at [www.washingtoncourts.us](http://www.washingtoncourts.us) and in the *Washington County Reports*. A copy of every motion shall be provided beforehand to the Audit Attorney.

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 shall review the requests and present such requests, as necessary, 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 3	July 10
January 17	July 24
January 31	
	August 14
February 14	August 28
February 28	
	September 11
March 13	September 25
March 27	
	October 9
April 17	October 23
May 1	November 6
May 15	November 20
May 29	
	December 4
June 12	December 18
June 26	

## II. JUDGE OF TERM

A. Civil. The Judge of the Term shall preside over Motions Court for unassigned cases. He/she shall decide unassigned civil matters brought before him/her and schedule any proceedings, if necessary, to dispose of issues involving those cases. Motions Courts for unassigned cases shall be heard in accordance with the regular (*i.e.*, assigned cases) Motions Court schedule for the Judge of Term, which can be found on the website for the Court. He/she may refer to the President Judge or the Court Administrator for reassignment of those matters which, for some reason, he/she may be unable to hear. If the Judge of the Term is changed or unavailable to hear motions, 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 for the Judge of Term:

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

August 1-15	President Judge Emery
August 16-31	Judge Lucas
September 1-15	President Judge Emery
September 16-30	Judge Lucas
October 1-15	President Judge Emery
October 16-31	Judge Lucas
November 1-15	President Judge Emery
November 16-30	Judge Lucas
December 1-15	President Judge Emery
December 16-31	Judge Lucas

B. Criminal. For the year 2020, 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

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.

C. Motions Court. 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](http://www.washingtoncourts.us) and in the *Washington County Reports*; internal operating procedures are located on the Court's website.

D. Abuse Act Actions. The following schedule shall set forth the Judge of Term for Abuse Act Actions. The Judge assigned to hear temporary, *ex parte* Abuse Act Actions 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. The Court Administrator shall develop an internal operating calendar for the hearing of temporary, *ex parte* Abuse Act Actions and proceedings related to the issuance of a decision/final order in accordance with Pennsylvania Rule of Civil Procedure 1901.7 for use among the assigned Judges.

### III. JUDICIAL DUTIES AND ASSIGNMENTS

#### A. PRESIDENT JUDGE EMERY

1. Civil Jury and Non-Jury Trials
2. Administrative Duties
3. Back-up for Orphans' Court

#### B. JUDGE DISALLE

1. Criminal Specialty Courts
2. Orphans' Court (excepting Adoptions/Terminations of Parental Rights filed by Children and Youth Services, which shall be heard by the Dependency Judge)
3. Pretrial Services

#### C. JUDGE GILMAN

1. Criminal Jury and Non-Jury Trials
2. Mental Health (Civil) Procedures and Appeals

#### D. JUDGE COSTANZO

1. Criminal Jury and Non-Jury Trials
2. Fines, Costs, and Restitution Enforcement

#### E. JUDGE LUCAS

1. Civil Jury and Non-Jury Trials, including Asbestos Litigation
2. Back-up for Mental Health (Civil) Procedures and Appeals
3. Back-up for Criminal Specialty Courts and Pretrial Services

#### F. JUDGE NEUMAN

1. Family Law – Custody, Divorce, and Support Actions
2. Abuse Act Actions (Temporary and Final)
3. Back-up for Juvenile Court
4. Back-up for License Suspension Appeals

G. JUDGE McDONALD

1. Juvenile Court Dependency
2. Juvenile Court Delinquency
3. Termination of Parental Rights and Adoptions (Dependency)
4. Abuse Act Actions (Temporary and Final)
5. Back-up in Family Law
6. Back-up for Summary Appeals

H. SENIOR JUDGES

1. Criminal – DUI Pleadings
2. Summary Appeals
3. License Suspension Appeals
4. 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 authority to reassign cases among the members of the Bench.

IV. APPOINTMENTS

- A. Prison Board – Judge DiSalle
- B. Children’s Roundtable – Judge Lucas
- C. Constable Review Board – Judge Costanzo

V. HOLIDAYS

A. The Court shall observe the holidays listed below during the 2020 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 18 – September 20) and Yom Kippur



(September 27 – September 28).

Wednesday	January 1	New Year's Day
Monday	January 20	Martin Luther King, Jr. Day
Monday	February 17	Presidents' Day
Friday	April 10	Good Friday
TBD	TBD	Primary Election Day*
Monday	May 25	Memorial Day
Friday	July 3	Independence Day
Monday	September 7	Labor Day
Monday	October 12	Columbus Day
Wednesday	November 11	Veterans' Day
Thursday	November 26	Thanksgiving
Friday	November 27	Thanksgiving Observed
Friday	December 25	Christmas

\* Subject to change.

#### B. CONFERENCES

Pennsylvania Conference of State Trial Judges

February 27-28

July 23-24

Washington County Bar Association Bench/Bar Conference

February 21

August 7 (tentative)

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.

VI. 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 2020:

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

Tax assessment appeals shall be assigned as necessary by the Court Administrator.

Eminent Domain and civil jury trial matters shall be assigned at random to the judges assigned to hear civil cases.

VI. 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.

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