

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

IN RE: ADMINISTRATIVE )  
REGULATIONS ) No. 2012-1  
)

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I. CALENDAR 2012

The following court calendar and judicial assignments are made for calendar year 2012. 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 the Recusal Form and forward same to the President Judge for reassignment.

A. TRIAL TERMS

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

January 9 through 20	July 9 through 20
February 27 through March 9	September 10 through 21
April 9 through 20	October 15 through 26
May 14 through 25	November 26 through December 7
June 11 through 22	

Jury selection for all cases shall be held on the first day of each trial term and juror requests shall be made in

writing at least one week in advance of the trial term. Failure to comply with the time request shall result in no juror calls for the respective judicial 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. All judges shall be available to assist with jury trials, if necessary.

**B. ARGUMENT COURT**

No formal Argument Court will be scheduled. In the event that a judge chooses to place a matter before a panel of three judges, that judge shall request the President Judge to convene a court en banc. The Order convening the panel will set forth the date, time and place where the argument will be held, together with briefing schedule. The judge requesting the court en banc shall preside.

**C. ORPHANS' COURT**

Accounts shall be scheduled for audit on the following dates at 9:30 a.m. in Court Room #2:

January 26

July 5

March 29

September 27

May 31

November 15

**D. DOMESTIC RELATIONS COURT**

All DRS Support Hearings shall be heard initially by the Support Master or as otherwise directed by the presiding judge assigned to that case. The division of cases shall follow the Pennsylvania Supreme Court's directive "one family, one judge."

**II. JUDGE OF TERM**

A. The Judge of the Term shall preside over morning Motions Court. He/she shall decide matters brought before him/her and schedule hearings on matters not otherwise assigned. He/she may refer to the President Judge for reassignment of those matters which, for some reason, he/she may be unable to hear. There shall not be any changing of the Judge of the Term assignments without prior approval of the President Judge.

The Judge of the Term shall administer oath to all attorneys appointed as arbitrators at 9:00 a.m. and be available daily until 4:00 p.m. for all emergency civil matters that are not assigned and Protection from Abuse Petitions, if necessary.

The following schedule is established:

January 1-15	President Judge O'Dell-Seneca
January 16-31	Judge Emery
February 1-15	Judge Pozonsky
February 16-29	Judge DiSalle
March 1-15	Judge Moschetta Bell
March 16-31	Judge Gilman
April 1-15	President Judge O'Dell-Seneca
April 16-30	Judge Emery

May 1-15	Judge Pozonsky
May 16-31	Judge DiSalle
June 1-15	Judge Moschetta Bell
June 16-30	Judge Gilman
July 1-15	President Judge O'Dell-Seneca
July 16-31	Judge Emery
August 1-15	Judge Pozonsky
August 16-31	Judge DiSalle
September 1-15	Judge Moschetta Bell
September 16-30	Judge Gilman
October 1-15	President Judge O'Dell-Seneca
October 16-31	Judge Emery
November 1-15	Judge Pozonsky
November 16-30	Judge DiSalle
December 1-15	Judge Moschetta Bell
December 16-31	Judge Gilman

B. Motions relating to assigned cases shall be presented to the judge to whom the case has been assigned at his/her regularly scheduled Motions Court. See Local Rule 200.6. The scheduled Motions Court is as follows:

President Judge O'Dell-Seneca: Tuesday-Thursday at 9:15am;

Judge Emery: Tuesday-Friday at 9:15 a.m.;

Judge Pozonsky: Tuesday-Thursday at 9:15 a.m.;

Judge DiSalle: Wednesday and Thursday at 9:15 a.m.;

Judge Moschetta Bell: Monday, Tuesday and Thursday at 9 a.m.;

Judge Gilman: Tuesday-Friday at 9:15 a.m.

C. During those periods designated as Administrative Office Weeks, attorneys will be responsible to determine the availability of the judge before notifying opposing counsel to appear for the presentation of a motion or other business.

D. Judge of the term shall provide backup coverage for the assigned Judge to preside over Protection from Abuse cases.

### III. JUDICIAL DUTIES AND ASSIGNMENTS

#### A. PRESIDENT JUDGE O'DELL-SENECA

1. Civil Jury Trials, including Asbestos Litigation
2. Mental Health (Civil) Procedures and Appeals
3. Preside over Mental Health Court
4. Preside over Mortgage Foreclosure Court
5. Preside over Veterans Court
6. Back-up Judge Emery in Orphans Court
7. Oversee Minor Judiciary
8. Designated Chairman of Jury Selection Commission
9. Court Representative to Salary Board

#### B. JUDGE EMERY

1. Civil Jury and Non-Jury Trials
2. Orphans' Court
3. Back-up Judge O'Dell-Seneca in Mental Health

#### C. JUDGE POZONSKY

1. Criminal Jury and Non-Jury Trials for both  
Civil and Criminal

2. Summary Appeals
3. License Suspensions
4. Preside over Treatment Court
5. Back-up Judge Gilman in Family Law

D. JUDGE DISALLE

1. Civil Jury and Non-Jury Trials for both  
Civil and Criminal
2. Juvenile Dependency Cases
3. Back-up Judge Moschetta Bell in Delinquency Cases

E. JUDGE MOSCHETTA BELL

1. Criminal Jury and Non-Jury Trials
2. Juvenile Delinquency Cases
3. Back-up Judge DiSalle in Dependency Cases

F. JUDGE GILMAN

1. Divorce/Custody Cases
2. Domestic Relations Cases
3. Protection From Abuse Cases

These assignments designate areas of primary responsibility. All members of the court shall be available for assignment in every area of the Court as it may become necessary to effectuate the efficient operation of the Court.

IV. HOLIDAYS

- A. The Court will observe the holidays listed below during

the 2012 calendar year. These holidays have been established for county employees. In addition, the Court will excuse lawyers of the Jewish faith from appearing in Court on Rosh Hashanah (September 17) and Yom Kippur (September 26).

Monday	January 2	New Year's Day
Monday	January 16	Martin Luther King, Jr. Day
Monday	February 20	Presidents' Day
Friday	April 6	Good Friday
Tuesday	April 24	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 Day

**B. COURT OFFICE WEEKS**

August 6, 13, 20, 27

December 24

**C. CONFERENCES**

Pennsylvania Conference of State Trial Judges

February 23, 24

July 26, 27

Washington County Bench/Bar Conference

February 10  
August 3

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 27<sup>th</sup> Judicial District.

**V. MISCELLANEOUS**

For the purpose of expediting this area of court business, Public School matters, except jury trials, affecting a particular school district shall be brought to the judge assigned to hear the business of that district. The following assignments are made for calendar year 2012:

Judge O'Dell Seneca	Bentworth; Intermediate Unit & Vo-Tech
Judge Emery	Beth Center; Charleroi; McGuffey
Judge Pozonsky	Avella; Burgettstown; Trinity
Judge DiSalle	California; Fort Cherry; Canon-McMillan
Judge Moschetta Bell	Ringgold; Peters Township
Judge Gilman	Washington; Chartiers-Houston

**VI. JUDGE OF THE TERM - CRIMINAL**

For the year 2012, Criminal Trial responsibility has been primarily assigned to Judge Paul Pozonsky and Judge Janet Moschetta Bell with Judge DiSalle assisting. Preliminary matters on criminal cases will be disposed of pursuant to Administrative Regulation 9200001 Assignment of Criminal Motions. The following schedule is established for matters that do not fall within the scope of assignment under Administrative Regulation 9200001:

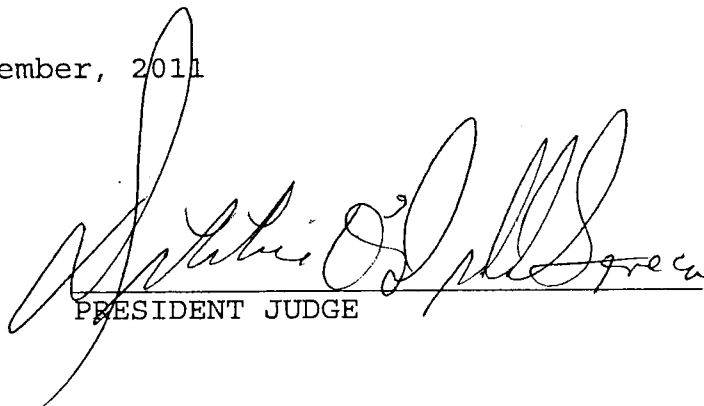
January	Judge Pozonsky
February	Judge Moschetta Bell
March	Judge DiSalle
April	Judge Pozonsky
May	Judge Moschetta Bell
June	Judge DiSalle
July	Judge Pozonsky
August	Judge Moschetta Bell
September	Judge DiSalle
October	Judge Pozonsky
November	Judge Moschetta Bell
December	Judge DiSalle

**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.

DATED: this 8th day of December, 2011



Robert J. Greca  
PRESIDENT JUDGE