




COURT OF COMMON PLEAS OF WASHINGTON COUNTY
TWENTY-SEVENTH JUDICIAL DISTRICT OF PENNSYLVANIA
WASHINGTON COUNTY COURTHOUSE
ONE SOUTH MAIN STREET
WASHINGTON, PENNSYLVANIA 15301

JOHN F. DiSALLE
JUDGE

724-228-6908

TO: Members of the Profession and Court Personnel
FROM: Judge John F. DiSalle 
RE: 2019 Administrative Regulations
DATE: December 7, 2018

As you may have heard, on November 11, 2018, our dear friend and colleague, President Judge Katherine B. Emery, underwent a pulmonary transplantation at Temple University in Philadelphia. The surgery was a success, and we wish her an uneventful and speedy path back to full health and rejoining the Bench.

The Administrative Regulations for calendar year 2019 have been prepared in contemplation of President Judge Emery's absence. We are also mindful that the Court has another vacancy on the Bench, which has essentially existed since October 2017, when the Commonwealth of Pennsylvania created an additional common pleas judicial position for Washington County due to the increasing caseloads and obligations of the Bench. The filling of this vacancy, whether by appointment or election, cannot arrive soon enough.

We regret that Senior Judge William Nalitz will not be with us on the bench in 2019, as he has relocated out of state. His service since 2015 has been valuable and productive. Judge Nalitz's willingness to accept the challenge of his office is deeply appreciated by his colleagues.

We ask for the patience of the Bar and litigants as the Court attempts to meet the demands for justice with a seventy percent complement of judges, and we thank you for your cooperation. Upon the return of Judge Emery, the filling of the vacancy, and/or the assistance of a senior judge(s), amendments to these Regulations will be made at the appropriate time.

cc: Board of Judges
Patrick R. Grimm, Court Administrator

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

IN RE:)
ADMINISTRATIVE)
REGULATIONS) 2019-1
)

FILED
DEC 07 2018
J.S. RANKO
PROTHONOTARY

ORDER

AND NOW, this 7th day of December, 2018, it is ORDERED, ADJUDGED, and DECREED that the Administrative Regulations for calendar year 2019 are as follows:

I. CALENDAR 2019

The following Court Calendar and judicial assignments are made for calendar year 2019. 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 7-18

June 10-21

February 4-15

July 15-19

March 11-22

September 9-20

April 8-18

October 21-Nov 1

May 13-17

December 9-13

Jury selection for all cases shall be held on Monday of each week of the trial terms as set forth in the 2019 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 24

July 11

March 7

September 26

May 23

November 14

The Motions Court schedule for Orphans' Court can be found on the Court's website at 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 11	July 5
January 25	July 19
February 8	August 2
February 22	August 16
	August 30
March 8	September 13
March 22	September 27
April 5	October 11
April 26	October 25
May 10	November 8
May 24	November 22
June 7	December 6
June 21	December 20

II. JUDGE OF TERM

A. Civil. The Judge of the Term shall preside over morning Motions Court at 1:15 p.m. on Monday and 8:45 a.m. Tuesday 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 Judge of the Term shall be the judge assigned to hear civil jury and non-jury matters below.

B. Criminal. For the year 2019, 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 and in the *Washington County Reports*; internal operating procedures are located on the Court's website.

III. JUDICIAL DUTIES AND ASSIGNMENTS

A. PRESIDENT JUDGE EMERY

B. JUDGE DISALLE

1. Criminal Specialty Courts
2. Orphans' Court
3. Pretrial Services
4. Back up in Mental Health (Civil) Procedures and Appeals
5. Administrative Duties

C. JUDGE GILMAN

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

4. Criminal - DUI
5. License Suspension Appeals

D. JUDGE COSTANZO

1. Criminal Jury and Non-Jury Trials
2. Summary Appeals
3. Criminal - DUI
4. Fines, Costs, and Restitution Enforcement

E. JUDGE LUCAS

1. Civil Jury and Non-Jury Trials
2. Termination of Parental Rights and Adoptions (CYS)
3. Back up in Juvenile Court Delinquency
4. Back up in Juvenile Court Dependency

F. JUDGE NEUMAN

1. Family Law – Custody, Divorce, and Support Actions
2. Juvenile Court Dependency
3. Protection from Abuse Hearings

G. VACANT JUDGE

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 equitably among the members of the Bench.

IV. HOLIDAYS

A. The Court shall observe the holidays listed below during the 2019 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 29-October 1) and Yom Kippur (October 8-9).

Tuesday	January 1	New Year's Day
Monday	January 21	Martin Luther King, Jr. Day
Monday	February 18	Presidents' Day
Friday	April 19	Good Friday
Tuesday	May 21	Primary Election Day
Monday	May 27	Memorial Day
Thursday	July 4	Independence Day
Monday	September 2	Labor Day
Monday	October 14	Columbus Day
Monday	November 11	Veterans' Day
Thursday	November 28	Thanksgiving
Friday	November 29	Thanksgiving Observed
Wednesday	December 25	Christmas

B. CONFERENCES

Pennsylvania Conference of State Trial Judges

February 20-23

July 25-26

Washington County Bar Association Bench/Bar Conference

March 1

Summer – To be determined by Bar Association

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 2019:

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

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.


_____, J.
JOHN F. DISALLE