

MOTIONS COURT SCHEDULE AND PROCEDURES – JUDICIAL EMERGENCY

President Judge John F. DiSalle, Courtroom No. 2

- Criminal Cases: Tuesdays at 9:15 a.m.
- Orphans' Court Cases: Thursdays at 9:15 a.m.
- All motions shall be handled remotely via email or fax to chambers. The filing party must notify all necessary parties that a motion is being filed, and if the motion is contested. Contested motions shall include a scheduling order.
- Any motion for modification of bail or release from probation must be circulated first to Probation/Pretrial Services and the District Attorney's Office for acknowledgment of objection or consent.

Judge Gary Gilman, Courtroom No. 1

- Tuesdays and Thursdays at 9:15 a.m.

Judge Valarie Costanzo, Courtroom No. 3

- During the judicial emergency, all motions shall be sent to the following email addresses: lori.hoag@washingtongcourts.us and jennifer.haupt@washingtongcourts.us.
- Attorneys or self-represented defendants shall indicate in the subject line one of the following: Motion/Contested, Motion/Uncontested, Emergency Motion/Contested, or Emergency Motion/Uncontested. A teleconference will be scheduled for all contested motions.
- Uncontested motions may be granted without a teleconference upon proof of consent of all parties (preferably, by signatures of all parties on the proposed order; however, an email from opposing counsel acknowledging consent and attached to the motion shall be acceptable).
- If Judge Costanzo determines that a teleconference is necessary, court staff will email the parties to schedule it and to provide further instructions. Therefore, it is imperative that the moving party includes email addresses, as well as phone numbers, for all parties in the correspondence.
- The moving party shall file the original unsigned motion with the Clerk of Courts and shall provide 24 hours' notice of presentation to opposing counsel prior to emailing any motion to the court. Court staff will file all orders issued by Judge Costanzo with the Clerk of Courts.

Judge Michael Lucas, Courtroom No. 5

- Mondays, 1:15 p.m.; Tuesdays – Thursdays, 8:45 a.m., also Fridays, 8:45 a.m. if Civil Judge of the Term.
- Civil Judge of the Term, 1st – 21st each month.

Judge Brandon Neuman, Courtroom No. 4

Listing Motions for Argument

- Motions **MUST** be personally delivered to the Court in accordance with the parameters set forth below. The Court will **NOT** accept motions delivered by fax or mail. The motion or cover letter should **clearly** indicate the date of presentation, and whether the motion is contested or uncontested.
- Motions trays are located outside chambers on the Third (3rd) floor. Motions must be signed up on the correct date and placed in the corresponding tray. Motions that are not dropped off timely **will not be heard**.
- The **ORIGINAL** with a proposed order attached shall be placed in the Motions tray. If the motion is withdrawn or consented to after sign-up, please notify the Court immediately to avoid needless review by the Court; withdrawn motions will be removed.
- We do not permit parties to sign up motions for any dates except those listed on the sign-up sheets.

Judge Traci McDonald, Courtroom No. 7

- Wednesdays and Thursdays, 9:15 a.m.
- Motions are being handled remotely and via teleconference when necessary.
- Please contact billie.jo.pustovrh@washingtontcourts.us and daryl.holt@washingtontcourts.us regarding motions scheduling.
- Uncontested motions may be approved without a remote conference if proof of consent by all parties is attached to the motion. Acceptable proof includes an email acknowledgment of consent or a signature indicating consent of a proposed order.
- Contested motions should include the following in the subject line of the email: "Contested Motion – Requires Scheduling." Contested motions will be scheduled for a teleconference argument by judicial staff.
- Emergency Motions requiring immediate action should include identifiers in the subject line of the email (*e.g.*, "Emergency Motion").

Senior Judge Katherine B. Emery, Courtroom No. 6

- Civil Judge of the Term: 22nd – through the end of each month.
- Consented Motions: Mail the original motion to chambers; once signed, motion and order will be filed in Prothonotary's office and a copy of the order mailed to the presenting attorney/party.
- Contested Motions: Mail original motion to chambers, judicial staff will contact attorneys/parties to schedule a time and date for presentation.

