

STANDARD OPERATING PROCEDURES

For attending matters scheduled before, and in the chambers of,

The Honorable Mitchell P. Shahan

810 Third Street, Courtroom 5
Beaver, Pennsylvania 15009
Tel: (724) 770-4685

I. CONTACT WITH CHAMBERS

1. Unless specifically requested by the Court, the Court or staff of the Court will not entertain e-mails, letters or telephone calls requesting guidance regarding practice and procedures before the Court or requesting action of any kind.
2. Faxes and Electronic Filings Not Accepted. The Court does not accept faxed motions or emailed motions. All motions must be hard-copy and signed outside of chambers, and, presented in timely fashion, before the date and time of the scheduled matter. If there is no signed Order to excuse the attendance of a party or, counsel for a party, from attending any hearing, that person is expected to attend any such hearing even if the other party consents to a postponement or rescheduling for which there is no signed Order. This protocol does not affect any requirement or policy by which advance copies of motions or petitions are being provided to the court and all other parties prior to the presentation of those pleadings.