

# Pittsburgh Municipal Courts – Preliminary Hearing Calendar User Guide and Manual

The manual will describe the procedure necessary to complete the following tasks.

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# Attorney Profile Creation and Login

Navigate to the Fifth Judicial District Website  
<http://www.alleghecourts.us/>

Click on the **PMC** link in the navigation bar.



Click on the [attorney login](#) link.



Click the **Create an account now** link

This will allow you to REQUEST an account be created.



Enter your supreme court number in ##### format. The number must be six digits. If your number is only 5 digits, please add a zero at the beginning. Click the **Get Attorney Info** button.

If you enter your Supreme Court Number correctly AND you are an Active attorney, contact information will display.

If you enter your Supreme Court Number incorrectly AND/OR you are not an Active PA attorney, **your access will be denied.**

If you believe this to be in error. Please contact the Court Systems Help Desk 412-350-5071

A successful name search will result in the screen populating with your current contact information.

Create a password and confirm it

Enter an e-mail address and contact information

Click **Submit** when complete.

Note: The information contained on this website comes from the Disciplinary Board of Pennsylvania. Any incorrect address or name information must be handled directly with the Disciplinary Board. The contact number is **717-231-3380**

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA  
COUNTY OF ALLEGHENY  
PITTSBURGH, PENNSYLVANIA

Administration > Civil > Criminal > District Judges > Family > Jury > Orphans > PMC >

PMC  
Administrative Orders  
Arraignment Court  
Attorney Login  
Preliminary Hearing  
Calendar  
Transcription Policy

Resources  
Contact Us  
Disclaimer  
Division Telephone  
Employment  
Opportunities  
Related Links  
Search Site

Pittsburgh Municipal Court | Attorney Account Settings

Pittsburgh Municipal Court  
Municipal Courts Building, First Floor  
600 First Avenue  
Pittsburgh, PA 15219  
412.350.6715  
directions by MapQuest

Hours of Operation  
Monday through Friday  
8:30 a.m.-4:30 p.m.

Supreme Court Number

Please contact DBoard at (717) 231-3380 for changes to your information.

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FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA  
COUNTY OF ALLEGHENY  
PITTSBURGH, PENNSYLVANIA

Administration > Civil > Criminal > District Judges > Family > Jury > Orphans > PMC >

PMC  
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Pittsburgh Municipal Court | Attorney Account Settings

Pittsburgh Municipal Court  
Municipal Courts Building, First Floor  
600 First Avenue  
Pittsburgh, PA 15219  
412.350.6715  
directions by MapQuest

Hours of Operation  
Monday through Friday  
8:30 a.m.-4:30 p.m.

Supreme Court Number 000123

Password

Confirm Password

E-Mail

Telephone

Fax

Name Antonella M.

Address 600 First Avenue

City, State & Zip Pittsburgh, PA 15213

Activated False

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-----Original Message-----

From: System Updates  
Sent: Friday, September 17, 2010 11:02 AM  
To: Zovko, Francis M.  
Subject: Pittsburgh Municipal Court - Account Activation

A Successful Account Request will result in the receipt of a confirmation e-mail sent to the e-mail entered in the contact section of your account request.

We have received your request for PMC account activation for Supreme Court Number: 000123.

You will receive an e-mail when your account is activated.

This e-mail furnished by Pittsburgh Municipal Court  
<<http://www.alleghecourt.us/pmc/default.asp>> .

## Request Granted

When your account has been reviewed and activated.  
You will receive an e-mail confirmation.

At this point, you can log into the PMC calendar and  
use its features.

-----Original Message-----

From: donotreply@alleghenycourts.pa.us [<mailto:donotreply@alleghenycourts.pa.us>]

Sent: Thursday, September 16, 2010 2:05 PM

To: Stock, Angharad

Subject: Pittsburgh Municipal Court - PMC Account Activation

Dear Angharad, Your PMC account has been activated.

# Public Calendar Searching

Navigate to the Fifth Judicial District Website

<http://www.alleghenycourts.us/>

Click on the **PMC** link in the navigation bar.



Click on the **preliminary hearing calendar** link.



Choose the search criteria you wish to use in the dropdown

Enter the corresponding information in the appropriate field to the right of the dropdown.


Click **Search**.

Note: The system is not case sensitive.




The results grid will show the following Information

Preliminary Hearing Date and Time  
OTN  
Docket Sheet as supplied by the AOPC  
The Defendant's name  
Lead Offense for the OTN

Clicking on the  symbol will launch a .pdf of the MDJ docket sheet for this case. You must have Adobe™ Acrobat® reader installed on your machine in order for the document to launch. This can be downloaded for free from the PMC website or the AOPC website by clicking the “download” icon.





FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA

COUNTY OF ALLEGHENY

PITTSBURGH, PENNSYLVANIA

Administration

Civil

Criminal

District Judges

Family

Jury

Orphans'

PMC

PMC

Administrative Orders

Arraignment Court

Attorney Login

Preliminary Hearing Calendar

Transcription Policy

Resources

Contact Us

Disclaimer

Division Telephone

Employment Opportunities

Related Links

Search Site

Search Site:

Home

Contact Us

Pittsburgh Municipal Court | Preliminary Hearing Calendar

Pittsburgh Municipal Court

Municipal Courts Building, First Floor

600 First Avenue

Pittsburgh, PA 15219

412.350.6715

directions by MapQuest

Hours of Operation

Monday through Friday

8:30 a.m.-4:30 p.m.

Calendar User Guide and Manual

199.224.17.23 | Public access | Create an account now | Sign in

Search Type:  Date:

Total records returned = 18

DATE	TIME	OTN	NAME	LEAD OFFENSE
4/29/2011	12:30 PM	G 505381-2	JONES, KALVIN ROBERT	SIMPLE ASSAULT
4/29/2011	12:30 PM	G 523147-2	TURNER, BENITA	SIMPLE ASSAULT
4/29/2011	12:30 PM	G 525371-0	FERRIS, JACK LEE	CORRUPTION OF MINORS
4/29/2011	12:30 PM	G 525937-6	JAMES, DAJUAN D	ROBBERY
4/29/2011	12:30 PM	G 524674-3	BAKER, RODNEY	INDEC ASSLT-W/O CONS OF OTHER
4/29/2011	12:30 PM	G 514690-1	MUGAVIRE, CAVINSON	ENDANGERING WELFARE OF CHILDREN
4/29/2011	12:30 PM	G 524664-0	DAVIS, MACEO	ROBBERY

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# Calendar Functionality as a Registered Attorney/User

Navigate to the Fifth Judicial District Website

<http://www.alleghenycourts.us/>

Click on the **PMC** link in the navigation bar or navigate to the PMC banner on the left side of the page.



Click on the **attorney login** link.

These can be accessed from the left hand navigation bar or from the PMC dropdown.



Enter your Supreme Court Number and password

Click the **Sign In** button

Note: If you forgot your password, click the **Forgot my password** link and follow the on-screen prompts to reset the password.





Note: Your Name, Supreme Court Number, and I.P. address should appear in the screen.

Follow the directions in the [Calendar Searching](#) section of this document to search actual cases.

A **Case Type** option is available for registered users:

**All Cases** – All cases

**My Cases** – All cases to which you are assigned

**Unassigned** – All cases that have no defense attorney assigned

**Assigned** – All cases that have a defense attorney assigned

Note: Searching for cases as a logged-in, registered user is the **ONLY** way that you can assign yourself and consequently request postponements. Enter your search criteria and click the **Search** button.

Depending on your search criteria, many, few, or no search results will return in the results grid.

Notice the **Assign Status** column in the results grid.

Cases will have different status:

**Unassigned** – No defense attorney has assigned him/herself to this case.

**"Assigned"** – A defense attorney (not yourself) has assigned him/herself to this case.

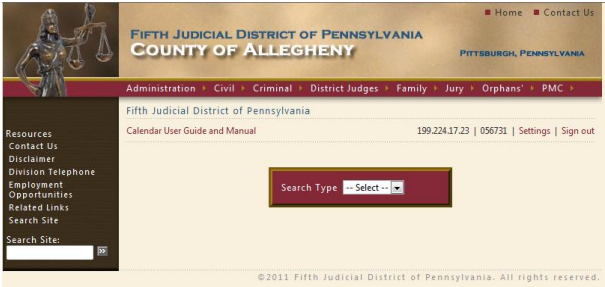
**"Attorney Name:"** – Your name will appear on cases to which you have assigned yourself. Your name appears only to yourself and PMC Court. To other registered users, it says **"Assigned"**.

**Postpone** – **You** have assigned yourself to this case. You now have the ability to request a postponement.

**Remove** – **You** have assigned yourself to this case. You now have the ability to remove your assignment from the case.

**Postponement Pending** – A postponement was requested by you and: The opposing party has yet to object or consent to the request and/or Pittsburgh Municipal Court has yet to process the request.

**File Response** – When you are assigned to a case and the opposing party has requested a postponement, this status will appear. Clicking this link will take you to the response screen.



DATE	TIME	OTN	NAME	LEAD OFFENSE	ASSIGN STATUS
4/29/2011	12:30 PM	G 505381-2	JONES, KALVIN ROBERT	SIMPLE ASSAULT	PD
4/29/2011	12:30 PM	G 523147-2	TURNER, BENITA	SIMPLE ASSAULT	Unassigned
4/29/2011	12:30 PM	G 525371-0	FERRIS, JACK LEE	CORRUPTION OF MINORS	Unassigned
4/29/2011	12:30 PM	G 525937-6	JAMES, DAJUAN D	ROBBERY	Unassigned



# Assigning Yourself to a Case

Cases not currently assigned to an attorney have a status of **Unassigned**.

Click the **Unassigned** link on the desired case.

The screen is automatically refreshed and the Assign status will change to:

- **Postpone**
- **Remove**

The screenshot shows the website for the Fifth Judicial District of Pennsylvania, County of Allegheny. The header includes the court's name and location (Pittsburgh, Pennsylvania). A navigation bar lists various categories: Administration, Civil, Criminal, District Judges, Family, Jury, Orphans', and PMC. Below this, there's a search bar with a dropdown for 'Search Type' set to 'Date', a date field showing '04/29/2011', and a 'Search' button. To the left of the search bar is a sidebar with links: Resources, Contact Us, Disclaimer, Division Telephone, Employment Opportunities, Related Links, Search Site, and Search Site: [input field]. Below the search bar, a table displays search results. The table has columns: DATE, TIME, OTN, NAME, LEAD OFFENSE, and ASSIGN STATUS. The first row shows a case assigned to 'PD'. The subsequent three rows show cases with an 'Unassigned' status.

DATE	TIME	OTN	NAME	LEAD OFFENSE	ASSIGN STATUS
4/29/2011	12:30 PM	G 505381-2	JONES, KALVIN ROBERT	SIMPLE ASSAULT	PD
4/29/2011	12:30 PM	G 523147-2	TURNER, BENITA	SIMPLE ASSAULT	Unassigned
4/29/2011	12:30 PM	G 525371-0	FERRIS, JACK LEE	CORRUPTION OF MINORS	Unassigned
4/29/2011	12:30 PM	G 525937-6	JAMES, DAJUAN D	ROBBERY	Unassigned

-----Original Message-----

From: System Updates

Sent: Friday, September 17, 2010 10:34 AM

To: Zovko, Francis M.

Subject: PMC Case - OTN # G 503134-2 Assigned (SIWICKI, CHLOE)

PMC Case - OTN # G 503134-2 Assigned (SIWICKI, CHLOE)

An e-mail will be sent notifying you of the update.

This e-mail furnished by Pittsburgh Municipal Court  
| <http://www.alleghenycourts.us/pmc/default.asp> .

# Removing Yourself from a Case

You can only Remove cases to which you have been assigned.

To remove yourself from a case, click the **remove** link on the desired case.

*You cannot remove yourself from a case to which you are assigned while a postponement request is pending.*

The screenshot shows the website for the Fifth Judicial District of Pennsylvania, County of Allegheny. The header includes navigation links for Home and Contact Us, and a breadcrumb trail: Administration > Civil > Criminal > District Judges > Family > Jury > Orphans' > PMC. A search bar is present with a dropdown for Search Type (set to Date) and a date field (05/04/2011). Below the search bar, a table displays search results. The table has columns for DATE, TIME, OTN, NAME, LEAD OFFENSE, and ASSIGN STATUS. The first row shows a case from 5/4/2011 at 12:30 PM, OTN G 521858-1, assigned to NOLEN, DARRON, with the lead offense of PROHIBITED ACTS. The assign status is 'Angharad Stock Postpone Remove'.

DATE	TIME	OTN	NAME	LEAD OFFENSE	ASSIGN STATUS
5/4/2011	12:30 PM	G 521858-1	NOLEN, DARRON	PROHIBITED ACTS	Angharad Stock Postpone Remove

The screen is automatically refresh and the Assign status will change to **unassigned**.

An e-mail will be sent notifying you of the update.

-----Original Message-----

From: System Updates

Sent: Friday, September 17, 2010 10:35 AM

To: Zovko, Francis M.; Zovko, Francis M.

Subject: PMC Case - OTN # G 503134-2 Unassigned (SIWICKI, CHLOE)

PMC Case - OTN # G 503134-2 Unassigned (SIWICKI, CHLOE)

This e-mail furnished by Pittsburgh Municipal Court  
<<http://www.alleghenycourts.us/pmc/default.asp>> .

|

# Requesting a Postponement

You can only request a postponement on cases to which you have been assigned.

To request **postponement**, click the postpone link on the desired case.

A new screen will appear.

***You cannot request a postponement online within 48 hours of the scheduled court date. Such postponements must be made at the Pittsburgh Municipal Court Building during normal court hours.***

***Postponement requests via fax will no longer be accepted.***

Complete the information as needed to request the postponement.

## Select the **Type of Postponement**

Enter the reason for the postponement request in the **Comment** field.

Enter three **Requested Hearing Dates**. A calendar control is available for convenience. Enter "AM" or "PM" for the time.

Click **Submit**

Note: Requested dates will be considered but may not be accommodated depending on scheduling needs.

The screenshot shows the website of the Fifth Judicial District of Pennsylvania, County of Allegheny. The navigation bar includes links for Home, Contact Us, and a menu for Administration, Civil, Criminal, District Judges, Family, Jury, Orphans, and PMC. The main content area displays search results for the case "Nolen, Darron" with a scheduled preliminary hearing date of 05/04/2011. The results table shows the case details and the assign status.

DATE	TIME	OTN	NAME	LEAD OFFENSE	ASSIGN STATUS
5/4/2011	12:30 PM	G 521858-1	NOLEN, DARRON	PROHIBITED ACTS	Anghared Stock Postpone Remove

The screenshot shows the website of the Fifth Judicial District of Pennsylvania, County of Allegheny. The navigation bar includes links for Home, Contact Us, and a menu for Administration, Civil, Criminal, District Judges, Family, Jury, Orphans, and PMC. The main content area displays the "Postponement Request" form for the case "Nolen, Darron" with a scheduled preliminary hearing date of 05/04/2011. The form includes fields for "Select Type of Postponement", "Comments", and "Requested Hearing Dates".

Commonwealth of Pennsylvania v NOLEN, DARRON  
OTN#: G 521858-1  
Scheduled preliminary hearing date 05/04/2011

Select Type of Postponement: [Dropdown]  
Comments: [Text Area]  
Requested Hearing Dates:  
Date 1: [Date Picker] Date 2: [Date Picker] Date 3: [Date Picker]  
Time 1: [Time Picker] Time 2: [Time Picker] Time 3: [Time Picker]  
[Submit]

From: donotreply@alleghencourts.us [mailto:donotreply@alleghencourts.us]  
Posted At: Thursday, September 09, 2010 10:02 PM Posted To: PMC Continuance  
Conversation: (DEFENSE) Pittsburgh Municipal Court - Postpone OTN# G 493159-2 (JACOBSON, ALLEN)  
Subject: (DEFENSE) Pittsburgh Municipal Court - Postpone OTN# G 493159-2 (JACOBSON, ALLEN)

Date 1: 9/4/2010 PM  
Date 2: 9/12/2010 PM  
Date 3: 9/16/2010 AM

If there is an objection to this request or to any dates click here  
<<http://www.alleghencourts.com/pmc/objecton.asp?otn=D0B63096116BB4F79EF5CBE160A89C98>> to object.

If this is no objection click here  
<<http://www.alleghencourts.com/pmc/objecton.submit.asp?otn=D0B63096116BB4F79EF5CBE160A89C98&consent=6535023A77931208>> to consent.

This e-mail furnished by Pittsburgh Municipal Court <<http://www.alleghencourts.us/pmc/default.asp>> .

You will be automatically returned to the search screen.

An e-mail will be sent notifying you of the update.

The case requested for postponement now has an assignment status of **postponement pending**.



**FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA**  
**COUNTY OF ALLEGHENY**  
PITTSBURGH, PENNSYLVANIA

Home | Contact Us

Administration | Civil | Criminal | District Judges | Family | Jury | Orphans' | PMC

Fifth Judicial District of Pennsylvania

**System Message:**  
Postponement Request Submission Successful

Calendar User Guide and Manual10.200.0.39 | 056731 | Settings | Sign out

Search TypeCase TypeMy CasesSearch

Total records returned = 2

DATE	TIME	OTN	NAME	LEAD OFFENSE	ASSIGN STATUS
4/29/2011	12:30 PM	G 523147-2	TURNER, BENITA	SIMPLE ASSAULT	
5/4/2011	12:30 PM	G 521858-1	NOLEN, DARRON	PROHIBITED ACTS	Postponement Pending

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A granted or denied postponement will appear as an e-mail.  
If the postponement was granted, the new preliminary hearing date will be listed in the e-mail.

-----Original Message-----  
From: donotreply@allegheycourts.pa.us [mailto:donotreply@allegheycourts.pa.us]  
Sent: Tuesday, September 14, 2010 8:55 AM  
To: PMC Continuance; Municipalcourts@city.pittsburgh.pa.us; PMC Continuance  
Subject: Pittsburgh Municipal Court - Postponement Notification OTN# G 506506-0

The Application for Postponement in the case of Commonwealth vs. DOYLE, DANIEL J., OTN: G 506506-0, has been denied by Magisterial District Judge Costa, Ron Sr..

-----Original Message-----  
From: System Updates  
Sent: Monday, September 13, 2010 2:35 PM  
To: PMC Continuance; Municipalcourts@city.pittsburgh.pa.us; PMC Continuance  
Subject: Pittsburgh Municipal Court - Postponement Notification OTN# G 508851-0

The Application for Postponement in the case of Commonwealth vs. LINDSEY, CHRISTOPHER, OTN: G 508851-0, has been granted by Magisterial District Judge Petite, Oscar J. Jr.. The preliminary hearing is rescheduled for 09/23/2010, PM.

# Filing a Response to a Postponement Request on an Assigned Case

The Attorney for the Commonwealth or the Defendant can request postponements. Conversely, they both can also object or consent to the other's request.

You will be notified of any postponement requests on your assigned cases via e-mail. This e-mail will contain a link to the PMC site.

A case that is assigned to you that has a postponement pending THAT YOU DID NOT REQUEST will have a "**File Response**" link.

Click on the "**File Response**" link to respond to this specific case.

Complete the screen as necessary. A reason for the objection or consent must be entered for the response to be processed.

If there is no objection to the postponement, enter a comment and click the "**Send Consent**" button.

If there is an objection, enter the comment and click the "**Send Objection**" button.

Send Objection

Send Consent

*Note: If you have no objection to the postponement but are opposed to one or more of the requested dates, it is suggested that an objection be sent noting your problems with the date(s).*

Upon Submittal, an email notification will be sent to all registered parties on the case that an objection or consent was filed.

If the postponement is granted or denied, an e-mail will be sent notifying you of the postponement's status.

Home Contact Us

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA  
COUNTY OF ALLEGHENY  
PITTSBURGH, PENNSYLVANIA

Administration > Civil > Criminal > District Judges > Family > Jury > Orphans' > PMC >

Fifth Judicial District of Pennsylvania

Calendar User Guide and Manual 67.165.35.11 | 056731 | Settings | Sign out

Search Type Case Type My Cases Search

Total records returned = 2

DATE	TIME	OTN	NAME	LEAD OFFENSE	ASSIGN STATUS
4/29/2011	12:30 PM	G 523147-2	TURNER, BENITA	SIMPLE ASSAULT	Angharad Stock
5/4/2011	12:30 PM	G 521858-1	NOLEN, DARRON	PROHIBITED ACTS	Angharad Stock File Response

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Home Contact Us

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA  
COUNTY OF ALLEGHENY  
PITTSBURGH, PENNSYLVANIA

Administration > Civil > Criminal > District Judges > Family > Jury > Orphans' > PMC >

Fifth Judicial District of Pennsylvania

Calendar User Guide and Manual 67.165.35.11 | 056731 | Settings | Sign out

Commonwealth of Pennsylvania v. NOLEN, DARRON

OTN#: G 521858-1

Scheduled preliminary hearing date 5/4/2011

Reason test

Requested Hearing Dates

Date 1: 5/23/2011 am Date 2: 5/26/2011 pm Date 3: 5/24/2011 am

Comments

Send Objection Send Consent

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From: donotreply@alleghencourts.us [mailto:donotreply@alleghencourts.us]  
Posted At: Friday, September 10, 2010 10:22 AM Posted To: PMC Continuance  
Conversation: Pittsburgh Municipal Court - Objection Notification OTN# OTN  
Subject: Pittsburgh Municipal Court - Objection Notification OTN# OTN

Objection successfully submitted

Reason for Objection:  
object dates bad test test test

This e-mail furnished by Pittsburgh Municipal Court <<http://www.alleghencourts.us/pmc/default.asp>> .

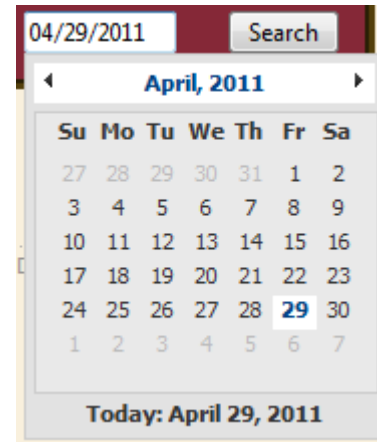
## Troubleshooting

### ***Calendar Controls Do Not Work***

When click on the date field the popup to the right should appear for use.

Make sure that your “pop-up blocker” is disabled within your internet browser.

Depending on the Internet browser you use, the process for disabling the blocker will differ. Consult the Help application within your browser for specific directions.



### ***Search Results in Zero Returns***

Be sure the date you chose is not a court holiday, or a scheduled “no case” day.

Names must be spelled correctly at least in part.

OTN Numbers must be exact

The calendar displays only court cases scheduled at PMC 05-o-03 for Preliminary Hearings. Summary trials are not included in this functionality.

### ***Docket Sheet Does Not Appear***

Make sure that your “pop-up blocker” is disabled within your internet browser.

There may be a technical issue at the state level. Contact the state help desk at

**1-877-227-2672**