



Allegheny County District Attorney's Office

To: Chiefs of Police
From: District Attorney Stephen A. Zappala, Jr.
Date: 05/26/2020
Re: Post Pandemic – Downtown Office Access

In the Pre-Coronavirus Pandemic Age, prior practice permitted members of the public and defense counsel to 'walk in' to public areas of our office without an appointment. Police officers freely entered the office unescorted. Post Pandemic, for the safety of our employees, we can no longer permit this prior practice.

Effective June 1, 2020, only **employees** of the District Attorney's Office will be permitted to enter the Courthouse Office without an appointment. All doors opening into the hallways will be secured. Signs will be posted on or by the doors stating the prior appointment requirement. All individuals entering the Office will be required to wear a facemask. Individuals exhibiting symptoms of illness may be requested to submit to a non-contact temperature check. Refusal to submit to the test may require exclusion of the individual regardless of appointment.

Individuals with an appointment must check-in with the receptionist in Room 401. The receptionist on duty will verify the appointment. Individuals with a verified appointment will be permitted to wait in the appropriate 3rd or 4th floor reception areas/hallway for the person with whom they have scheduled that appointment/meeting. Anyone without an appointment will be advised to call and make an appointment with the appropriate individual. **No** on the spot appointments will be scheduled by the receptionists. All 'day of' appointments must be confirmed by the ACDA employee at least 2 hours in advance.

Defense counsel seeking to pick-up Discovery (paper, thumb drive or disc) will be required to make a 'pick up' appointment with either the Pre-Trial General Office Supervisor or the trial attorney. (Electronic delivery of discovery is preferred and is encouraged.) To obtain discovery, defense counsel must have entered his/her appearance in the Department of Court Records and counsel or his/her representative must sign a Discovery receipt.

Counsel seeking to personally serve paper copies of Motions must submit those motions to the receptionist on the 3rd or 4th Floor or contact the assigned attorney to arrange for service.

All ARD defense counsel or *pro se* defendants will be required to have a prior appointment.

Police officers will also be required to make an appointment/pre-notify the appropriate attorney to schedule a meeting.