

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**PROVIDENCE, SC.**

**SUPERIOR COURT**

**PROTOCOLS**

**PROVIDENCE COUNTY AND OUT-COUNTY BUSINESS CALENDARS**

**PROCEEDINGS DURING COVID-19 CRISIS**

1. **Matters to be considered.** The Business Calendars will now entertain all Receivership Proceedings, Pretrial Motions, Dispositive Motions, Pre-trial and status conferences. However, all such matters will be done remotely.
2. **Presently Pending Motions.** There are motions which were previously scheduled for hearing on or after March 16, 2020 or which have been filed since March 16, 2020 and not assigned a hearing date. If such a motion remains unresolved, any party may request that such motion be decided on the pleadings or that a hearing on such a motion be held. The party shall submit by electronic mail (copying all other counsel) the attached form (which will be a writable pdf form in the electronic filing system) to the clerk for the judge who is to hear the motion. If a hearing is requested, the Court will determine whether the hearing will be held remotely during this crisis period or whether it will be given a future hearing date. A WebEx® email invitation as described in paragraph 6 below will be sent to the attorneys. If neither party requests a hearing, then the motion will be decided on the pleadings unless the Court wants oral argument in which case the parties will be notified of the date of the hearing.
3. **New Motions.** Prior to filing any new motion, a party shall submit by electronic mail (copying all other counsel) the attached form to the clerk for the judge to whom the case is assigned.  
The clerk will respond with a date for the motion and the moving party shall then efile the motion with the Omnibus Form at least ten (10) days prior to that date. If the moving party did not request a hearing, the opposing party may do so by electronic mail (copying all other counsel) to the clerk at the time the objection to the motion is filed but no later three (3) business days prior to the date provided by the clerk. If neither party requests a hearing, then the motion will be decided on the pleadings unless the Court wants oral argument in which case the parties will be notified of the date of the hearing.
4. **Decisions on the pleadings.** If a motion is decided on the pleadings, the Clerk will enter the Court's disposition of the motion in the docket and counsel will receive a

notice from the e-notify program entitled, “Remote Motion Decided on Papers”. Counsel will receive electronic notice of such docket entries and shall then submit an order through the portal reflecting the disposition of the motion for signature by the judicial officer and the clerk.

5. **Bench copies.** Bench copies of all filings should be emailed to the judge at the same time they are electronically filed.
6. **Hearings.** All hearings will be held remotely by WebEx® Video conferencing, will be recorded by a court stenographer and the public will have audio access through YouTube streaming. Once a hearing is set, attorneys will receive an email invitation to the remote hearing. WebEx® allows the Court to set up the video call without any cost to the Participants. All that is required is a camera and microphone on your computer, an iPhone or an Android device. The WebEx® application will then need to be downloaded to your device . While WebEx® permits audio-only participation, video participation will be required for any attorney who will be addressing the Court. All the information is in the invitation email that attorneys will receive before the video conference. A 15-minute video explaining how to use the WebEx system has been prepared by Associate Justice Stern and can be found on the Judiciary’s website. You may also find it helpful to read the WebEx® information for Attendees by following this link <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>.
7. **Conferences.** If a conference with a judge is requested, please email the attached form (copying all other counsel, if known) to the judge’s clerk. The clerk will respond with the date and time of the conference. The attorneys will receive a WebEx® conference invitation by electronic mail. There will be no stenographic record of conferences.
8. **Contact information.**
  - Associate Justice Stern – [cmiley@courts.ri.gov](mailto:cmiley@courts.ri.gov)
  - Associate Justice Taft-Carter – [cfeeney@courts.ri.gov](mailto:cfeeney@courts.ri.gov)
  - Associate Justice Licht – [mrampone@courts.ri.gov](mailto:mrampone@courts.ri.gov)

**BY ORDER OF:**

\_\_\_\_\_/s/\_\_\_\_\_  
Brian P. Stern, Associate Justice

\_\_\_\_\_/s/\_\_\_\_\_  
Richard A. Licht, Associate Justice

Dated: April 21, 2020

**SUPERIOR COURT PROVIDENCE AND OUT-COUNTY BUSINESS CALENDAR  
COVID-19 MOTION/CONFERENCE REQUEST**

Plaintiff	Civil Action File Number
Defendant	

1. Requesting Attorney’s Contact Information

Name:  
Email Address:

2. Pending Motions

If motion/matter was filed prior to March 16, 2020 and was assigned a hearing date please provide previously assigned date:

If motion/matter was filed after March 16, 2020 where a hearing date was requested but that matter was not scheduled, please provide the title of the motion:

3. New Motions

Please provide title of motion:

4. Hearing Request (pick one):

- Motion may be decided on filings
- Hearing requested

5. Conferences (please state reason for conference):

6. Name and email of other conference attendees: