

COURTROOM 4 PROTOCOL – WINTER/SPRING 2021

Pursuant to Superior Court Administrative Orders 2020-08 and 2020-12 (Administrative Orders), the following protocols are being issued to ensure the continuation of Superior Court business while also safeguarding court users and court personnel. These new directives **will take effect Monday March 15, 2021** and the Courtroom 4 protocol issued on September 9, 2020, will thereafter be rescinded.

CRIMINAL MATTERS:

Dispositions: The Court will schedule approved dispositions to be held in person in Courtroom 4. Counsel must notify the Court via e-mail at Courtroom4@courts.ri.gov if circumstances have changed with regard to any previously approved disposition which would prevent the matter from going forward. **The dispositions will now be handled Monday through Thursday from 9:30 AM-12:30 PM.**

Pre-trial Conferences: Pre-trial conferences will be scheduled daily with notice to the parties. **THE PARTIES AND COUNSEL SHALL NOT REPORT TO THE COURTHOUSE FOR THE PRE-TRIAL CONFERENCES.** Instead, opposing counsel shall confer about the case and shall take one of the following actions:

1. Counsel are encouraged to discuss potential resolutions in their pending cases. If the parties reach a proposed resolution, they may submit the proposal to the Court via e-mail to Courtroom4@courts.ri.gov for approval. The submission must include a short description of the case and the basis for the proposed disposition. The parties may submit proposed dispositions for any case whether scheduled or not. Upon approval, a disposition will be scheduled.
2. If, after discussions, the parties determine that they require a conference with the Court, the parties may request an in-person, WebEx or telephone conference to discuss potential resolution or other issues that require assistance from the Court.

A. In -person conferences will be permitted **ONLY WITH PRIOR APPROVAL OF THE COURT** and on limited basis. The request for a conference and the reasons why it cannot be done remotely must be sent via email to Courtroom4@courts.ri.gov.

B. Remote Conferences- Counsel may request a video/telephone conference by scheduling a conference on the Courtroom 4 Google Calendar at least one day in advance of the requested time. Counsel must provide the following information on the calendar request:

1. Names and email addresses of all counsel who are required for the conference;
2. Case name and number.

Once the matter is scheduled on the Google Calendar, counsel is to assume that the conference is scheduled for the time requested. At the appointed time, the Court will invite the parties to the WebEx conference. Counsel must be available for up to 30 minutes after the requested conference time. **Remote conferences will be conducted from 2-4PM on the assigned calendar day.**

3. Counsel may always request a continuance by sending an email with the reason for the request to Courtroom4@courts.ri.gov.

Frye Hearings: Frye Hearings may be scheduled upon request of the parties and/or the court. **These will be conducted Monday through Thursday from 9:30 AM - 12:30 PM.**

CIVIL CASES:

Control Calendar: The Court will schedule control conferences. **THE PARTIES AND COUNSEL SHALL NOT REPORT TO THE COURTHOUSE FOR THE CONTROL CONFERENCES.** Instead, opposing counsel shall confer about the case and shall take one of the following actions:

1. Counsel are encouraged to discuss potential resolutions in their pending cases. If the parties reach a proposed resolution, they must advise the Court by email to Courtroom4@courts.ri.gov and file a dismissal stipulation;
2. If, after discussions, the parties determine that they require a conference with the Court, the parties may request an in-person conference or a WebEx /telephone conference to discuss potential resolution or other issues that require timely assistance from the Court.

A. In -person conferences will be permitted **ONLY WITH PRIOR APPROVAL OF THE COURT** and on limited basis. The request for a conference and the reasons why it cannot be done remotely are to be sent via email to Courtroom4@courts.ri.gov.

B. Remote Conferences - Counsel may request a video/telephone conference by scheduling one on the Courtroom 4 Google Calendar at least one day in advance of the requested time. Counsel must provide the following information on the calendar request:

1. Names and email addresses of all counsel who are required for the conference;
2. Case name and number.

Once the matter is scheduled on the Google Calendar, counsel is to assume that the conference is scheduled for the time requested. At the appointed time, the Court will invite the parties to the WebEx conference. Counsel must be available for up to 30 minutes after the requested conference time. **Remote conferences will be conducted on Fridays from 11:00 AM - 12:30 PM and 2:00 – 4:00 PM on the assigned calendar day.**

3. Counsel may always request a continuance by sending an email with the reason for the request to Courtroom4@courts.ri.gov.

TRIALS - CRIMINAL AND CIVIL:

Trial Calendar Calls (TCCs): In light of the procedures outlined in the Administrative Orders regarding trials, all TCCs will be continued until sometime **after June 1, 2021**. All parties seeking a trial prior to June 2021 should consult the Administrative Orders. However, parties are encouraged to attempt to resolve the matters. In that regard, the parties may contact the court at Courtroom4@courts.ri.gov to request a conference to discuss the status of their case and any potential resolution.

Pre-trial Motions: For cases that are Ready for trial, counsel may contact the Court by email to discuss assigning matters to a trial judge to address any pre-trial motions that may help streamline the case or potentially lead to an agreed upon resolution.

Bench Trials: If the parties wish to explore the option of a bench trial, they should consult the Administrative Orders. The parties may contact the Presiding Justice or Courtroom 4 at Courtroom4@courts.ri.gov if they would like to discuss a potential bench trial.

ARBITRATION CALENDAR

Matters scheduled on the Arbitration Calendar shall be decided on the papers. If the parties wish to conference a particular matter they may schedule a WebEx conference on the Google Calendar.

GOOGLE CALENDAR

Please see the attached instructions which should help streamline the scheduling process.

This protocol shall remain in effect until rescinded by the Court.

/s/

Maureen B. Keough

Associate Justice

Dated: March 1, 2021

Conference Scheduling with Appointment Slots

Appointments are to be made in accordance with any order or protocols issued specific to that courtroom.

Click on the link below to access the calendar you need.

[Providence Superior Courtroom 4 Calendar](#)

[Providence Superior Courtroom 9 Calendar](#)

Note: Courtroom 9 will do their best to accommodate the requested time but start times may be delayed due to video conferencing commitments with the Department of Corrections.

You will need to sign in with a google account. You can create a Google account [here](#).

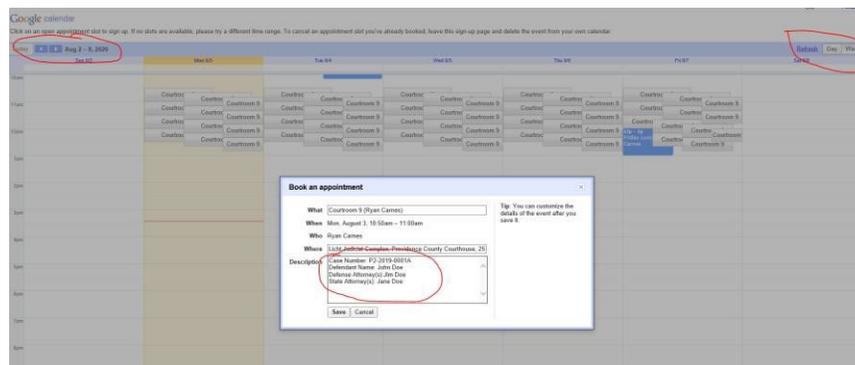
Once you have logged onto your Google Account and clicked on the specific Providence Superior Courtroom Calendar link, you will see the Courtroom Calendar.

The date range will be in the upper right corner. Toggling between a Week or Day view will be in the upper left corner.

Scheduling a Court Appointment

Follow the steps below to schedule a court appointment:

1. Click on the specific Providence Superior Courtroom Calendar link
2. Click on the Appointment Slot for the Day and Time you want to book a Court Appointment
3. A “Book an appointment” box should pop up, which looks like this:



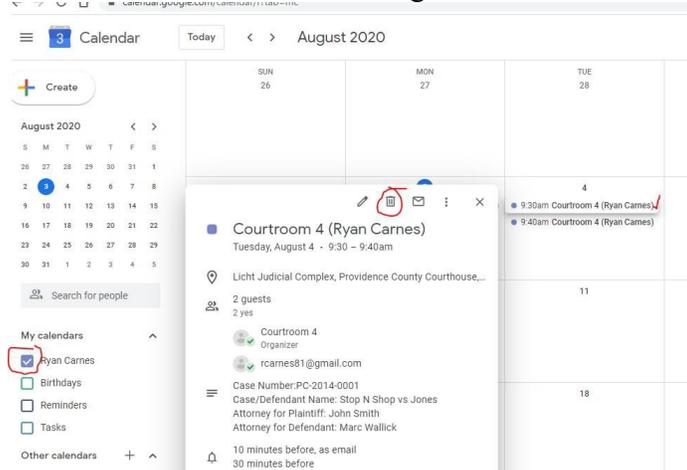
4. Edit **ONLY** the **DESCRIPTION** field with the requested information and **SAVE**

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Canceling a time slot

If you need to cancel a timeslot go to **YOUR** google calendar. Follow the steps below to cancel a scheduled Court Appointment Slot:

1. Log onto the Calendar of YOUR Google account
2. Click on the timeslot you scheduled and click the trash can icon. This will cancel the appointment and make the slot available again.



Please note that if you delete the Court Appointment Slot, you will be deleting the event on all calendars (i.e. the Courtroom Calendar, your calendar, and any other invitee's calendar).

Do not send emails to or reply to emails to or from the Court Gmail account.