

## **COURTROOM 4 PROTOCOL – FALL 2020**

This Protocol is issued in order to allow parties to proceed with certain matters pursuant to Superior Court Administrative Order 2020-8 (AO 2020-08). The Temporary Courtroom 4 protocol issued on May 19, 2020, is hereby rescinded.

### **Criminal Matters:**

**Dispositions:** The Court will schedule approved dispositions to be held in person in Courtroom 4. Counsel should notify the Court by email at [Courtroom4@courts.ri.gov](mailto:Courtroom4@courts.ri.gov) if circumstances have changed in regard to any previously approved disposition which would prevent the matter from going forward.

**Pre-trial Conferences:** Pre-trial conferences will be scheduled on a daily basis 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 by email to [Courtroom4@courts.ri.gov](mailto:Courtroom4@courts.ri.gov) for approval. The submission should 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 a WebEx or telephone conference to discuss potential resolution or other issues that require timely assistance from the Court. Counsel may request conferences 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:
  - a. Names and email addresses of all counsel who are required for the conference;
  - b. Case name and number.

Once the matter is scheduled on the Google Calendar, counsel may 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 should be available for up to 45 minutes after the requested conference time; or,

3. Counsel may request a continuance by email to [Courtroom4@courts.ri.gov](mailto:Courtroom4@courts.ri.gov).

**Frye Hearings:** Frye hearings will not be scheduled. If a matter cannot be resolved, it will be placed on the Trial Calendar Call. The Frye colloquy will be conducted by the assigned trial judge prior to the commencement of trial.

**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 should advise the Court by email to [Courtroom4@courts.ri.gov](mailto: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 a WebEx or telephone conference to discuss potential resolution or other issues that require timely assistance from the Court. Counsel may request conferences 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:
  - a. Names and email addresses of all counsel who are required for the conference;
  - b. Case name and number.

Once the matter is scheduled on the Google Calendar, counsel may 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 should be available for up to 45 minutes after the requested conference time; or,

3. Counsel may request a continuance by email to [Courtroom4@courts.ri.gov](mailto:Courtroom4@courts.ri.gov).

**Trials - Criminal and Civil:**

**Trial Calendar Calls (TCCs):** In light of the procedures outlined in AO 2020-08 regarding trials, all TCCs will be continued until sometime after January 1, 2021. All parties seeking a trial prior to January 2021 should consult AO 2020-08. However, parties are encouraged to attempt to resolve the matters. In that regard, the parties may contact the court at [Courtroom4@courts.ri.gov](mailto:Courtroom4@courts.ri.gov) in order to request a conference to discuss the status of their case and any potential resolution.

**Ready Cases:** All cases presently on the Ready or After Calendar will be continued to sometime after January 1, 2021. All parties seeking trials prior to January 2021 should consult AO 2020-08.

In addition, the Court will be scheduling a control and or status conference in each case that is presently on the Ready Calendar. The conferences will be held in person in accordance with all existing Covid-19 protocols. Each party, or an authorized representative for each party, will be required to attend. The parties and/or authorized representative shall not be excused absent undue hardship. The parties may contact the Court at [Courtroom4@courts.ri.gov](mailto:Courtroom4@courts.ri.gov) to address any issues specific to their case, including a request for excusal, prior to the conference.

**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 in order to address issues that may help streamline the case in advance of trial 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 AO 2020-08. The parties may contact the Presiding Justice or Courtroom 4 at [Courtroom4@courts.ri.gov](mailto: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:** The process by which attorneys may access the Google Calendar has been revised. Please see the attached instructions which should help streamline the process. Please note that counsel may request a Google conference on any day and/or time that is available. Counsel need not restrict themselves to the calendar day on which their case is scheduled to request a conference.

This protocol is effective immediately and shall remain in effect until rescinded by the Court.

/s/  
Luis M. Matos  
Associate Justice

Dated: September 9, 2020

# Google 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](#)

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

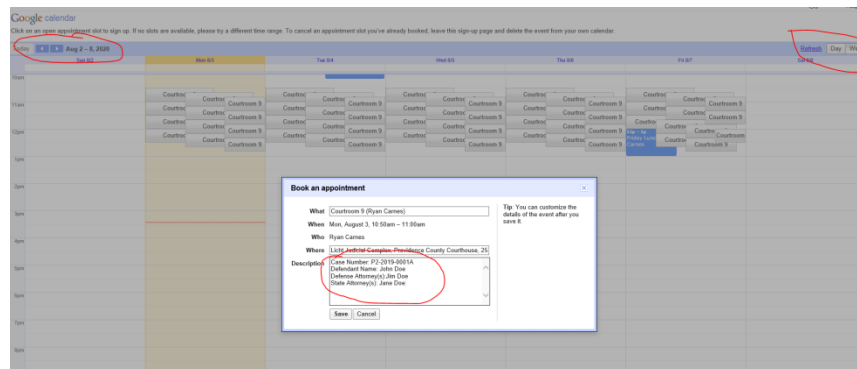
Once you have logged onto your Google Account and clicked on the specific Providence Superior Courtroom Calendar link, you will see the Courtroom Calendar.

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:



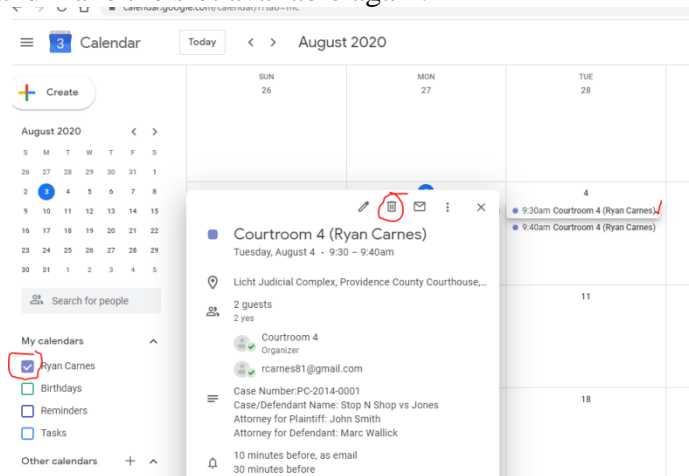
4. Edit **ONLY** the **DESCRIPTION** field with the requested information and Save

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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).

If you have any questions, please email [dailycrimconference@courts.ri.gov](mailto:dailycrimconference@courts.ri.gov).

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