

**PROVIDENCE COUNTY DAILY CRIMINAL CALENDAR AND PROVIDENCE COUNTY  
MISCELLANEOUS CRIMINAL CALENDAR PROTOCOLS PURSUANT TO SUPREME  
COURT EXECUTIVE ORDER 2020-12 AND SUPERIOR COURT ADMINISTRATIVE  
ORDER 2020-06**

I. **GENERAL PROVISIONS**

- Beginning June 1, 2020 matters previously assigned to the Daily Criminal Calendar at the Licht Judicial Complex will be heard on two separate calendars, in Courtroom 9 and Courtroom 11. Future notices of scheduled dates will be sent indicating to which courtroom the matter has been assigned.
- In an attempt to limit the number of individuals in the building at any given time, **defendants are not required to appear and should not do so** unless the matter is scheduled for a disposition, admission, or hearing which would require the defendant's appearance. These matters will be scheduled only with prior approval from the Court.
- Likewise, attorneys are encouraged to refrain from in-court appearances unless necessary. Accordingly, you will be required to discuss potential resolutions and exchange any discovery **prior** to the matter's scheduled court date. If a proposed disposition has been reached, counsel may submit it via email to the Court in the manner outlined below. This can be done in lieu of a court appearance. If the parties determine that a conference with the court is necessary, it will need to be scheduled in accordance with the directives outlined in this protocol. Counsel should be prepared to inform the Court of the steps taken to resolve the case(s).
- Consistent with the protocols currently in place, no prisoners will be brought into the building without prior approval of the Court. This includes video appearances as well.
- If counsel requires a conference but would prefer to do so remotely, please email the court at [DailyCrim9@courts.ri.gov](mailto:DailyCrim9@courts.ri.gov) to make such a request and it will be scheduled at the Court's earliest convenience.

II. **SCHEDULED VIOLATION/BAIL VIOLATION/BAIL HEARINGS WITHOUT WITNESSES**

- If counsel are able to reach an agreement without court intervention, the parties may submit their proposal to the court at [DailyCrim9@courts.ri.gov](mailto:DailyCrim9@courts.ri.gov) , as well as to the assigned duty judge for the scheduled appearance date. The email should include a

short description of the case and the basis for the proposed disposition. The email **must be submitted at least one day prior to the scheduled hearing date.** If the agreement is approved, a disposition date will be scheduled.

### III. **IN-PERSON CONFERENCES**

- If a conference with the Court is required, you will be required to request a specific time slot in advance of your scheduled court date. Google Calendars for both Courtroom 9 and Courtroom 11 will be available for you to view available openings. To access these calendars and request a specific time, please refer to the attached instruction sheet.
- Note that only the court clerk will have the ability to schedule a matter for a specific time slot on your scheduled court date. You will need to send your request via email to this newly created email address: [dailycrimconference@courts.ri.gov](mailto:dailycrimconference@courts.ri.gov). Any such requests must be **made at least one day in advance of your scheduled court date**, in consultation with opposing counsel and must contain the following information:
  - (1) Name and email address of all counsel who are required for the conference;
  - (2) Case name and number(s)
  - (3) The calendar to which it is assigned (Ctrm. 9 or Ctrm. 11)
  - (4) Requested Time Slot
- Conferences **MUST** be scheduled in advance. Failure to do so will result in the matter being reassigned to the next available court date and time.

### IV. **VIOLATION/BAIL VIOLATION/BAIL HEARINGS WITH WITNESSES**

- With respect to cases in which the defendant has asked for a hearing with witnesses, the court continues to strongly encourage the parties to explore any and all alternatives e.g., the setting of bail, resolution of the violation without a hearing or an agreement to defer the matter until the current restrictions are relaxed/or lifted.
- If after conference with the Court there is no resolution and a hearing is required, the parties will be given the first available hearing date, keeping in mind the current restrictions in place.

## V. DISPOSITIONS/ADMISSIONS

- Once you have received court approval to schedule a disposition or admission, the matter will be scheduled by the Court for the next available date.
- If the defendant is incarcerated and the disposition/admission CAN be handled via video, the parties are encouraged to do so. Those matters will be handled as they are now, with video appearances occurring between 9:30 AM and 10:30 AM in Courtroom 9.
- If the defendant is incarcerated and the disposition/admission CANNOT be handled remotely, the parties need to alert the Court and provide the basis. Assuming approval is given to dispose of the case in-person, the case will be scheduled for the next available date.
- Any dispositions/admissions aside from those appearing via video-conference from the ACI will be scheduled via Google Calendars at various intervals throughout the day in accordance with the procedures outlined above for in-person conferences.

## VI. WARRANT CANCELLATIONS

- Warrant Cancellation requests will be handled in the same manner as was previously outlined in the April 10, 2020 protocols. Specifically, counsel is required to send an email to Gina Lopes in the Attorney General's Office at [glopes@riag.ri.gov](mailto:glopes@riag.ri.gov), the Providence County Clerk's Office, specifically Ann Marie DaCosta at [adecosta@courts.ri.gov](mailto:adecosta@courts.ri.gov), and/or Paula Alexander at [palexander@courts.ri.gov](mailto:palexander@courts.ri.gov). The email MUST include the case information, the nature of the warrant if known, e.g. cost warrant, restitution warrant, FTA for trial, and a valid address/contact info for the individual so that a notice may be sent for future court dates.
- The Attorney General's Office will respond as soon as it is possible but no later than (2) business days after having received the initial request.
  - If there is no objection to quashing the warrant(s), it will be handled administratively without the need for counsel or the defendant to appear and a new court date will be assigned.
  - If there is an objection, the case will be added to the Courtroom 11 Misc. Criminal Calendar for the next available calendar date for the parties to appear and for the Court to conduct a hearing on the record.

VII. **MISCELLANEOUS MOTIONS**

- Miscellaneous Motions, e.g. Motions to Produce, Motions to Issue a 17(c) Subpoena, Motions to Expunge, that have been agreed upon by counsel may be submitted to the Court for consideration. Along with the filing, counsel is required to send an email to [DailyCrim9@courts.ri.gov](mailto:DailyCrim9@courts.ri.gov) which shall include the following:
  - 1) Name and email address of all counsel assigned to the case;
  - 2) Copy of the motion
  - 3) An order reflecting the terms of the agreement relative to the motion.
- All other contested motions will require prior approval from the court before the matter will be considered.

VIII. **PRO SE DEFENDANTS**

- Any matters in which a defendant is representing him/herself will be handled from 9:30 AM - 10:30 AM in Courtroom 11, unless otherwise scheduled by the Court. Filings should be sent via email to [Providencesuperior@courts.ri.gov](mailto:Providencesuperior@courts.ri.gov). Once the filing is received and verified, complete with notice to opposing counsel, the matter will be scheduled for the next available court date.

IX. **CONTINUANCES**

- Counsel may request a continuance by sending an email to [DailyCrim9@courts.ri.gov](mailto:DailyCrim9@courts.ri.gov); [dailycrimconference@courts.ri.gov](mailto:dailycrimconference@courts.ri.gov), opposing counsel, and the assigned duty judge for the scheduled court date.

These directives supersede the prior protocol issued on April 10, 2020 and will remain in full force and effect until further order of the court.

/s/

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Maureen B. Keough  
Associate Justice  
May 22, 2020

## **INSTRUCTIONS FOR ACCESSING AND SCHEDULING ON G-MAIL CALENDARS FOR COURTROOM 9 AND COURTROOM 11**

### **VIEWING CALENDAR**

- To view the calendar(s) you must have a Google Mail account.
- From that account, email [dailycrimconference@courts.ri.gov](mailto:dailycrimconference@courts.ri.gov) and request access to the calendar.
- Once you have been added to the calendar you will receive an email stating same and you will be able to view the calendar.

### **SCHEDULING ONTO CALENDAR**

- After reviewing the calendar(s) for availability on your scheduled court date, email [dailycrimconference@courts.ri.gov](mailto:dailycrimconference@courts.ri.gov) with the following information:
  - Name and email addresses of all counsel who are required for the conference
  - Case Name and Number(s)
  - The courtroom to which it is assigned (9 or 11)
  - Time slot that you have selected
  - You will receive an email confirmation from a clerk once the case has been added
- This process is for scheduling matters onto the G-mail calendar ONLY. No other communications will be considered through these emails.

*If you should require additional information with this process, please send an email to the address noted above.*

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# How to Access and Sync Calendar on Smart Phone:

Android



## Check that calendar is synced

1. Open the Google Calendar app .
2. In the top left, touch Menu  > **Settings**.
3. Touch the name of the calendar that isn't showing up. If you don't see the calendar listed, touch **Show more**.
4. At the top of the page, make sure Sync is on (blue). You'll only see the Sync setting for calendars you've created, but not your primary calendar (this is usually called "Events" unless you've changed its name).

**Note:** It might take some time for your events to show up after you turn on sync.

## Make sure Calendar storage is turned on

1. Open the Settings app on your device (not the "Google Settings" app).
2. Find the **Apps** or **Application manager** section. You might need to scroll down or go to a different page in settings.
3. Swipe right to view the list of all apps.
4. Swipe to **All** and look for **Calendar Storage**. If it isn't there, swipe to Disabled and re-enable Calendar Storage.

## Check your device's storage

Calendar stops syncing if your device is running out of storage.

1. Open the Settings app on your device (not the "Google Settings" app).
2. Find the **Storage** section.
3. If you need to clear space, try uninstalling apps you don't use or deleting files or photos from your device.

## Clear your Calendar app data

**Important:** These steps may cause you to lose some unsynced data. Any event information you can't see on Google Calendar on your computer will be lost. Only try these steps if nothing else above worked.

1. Open the Settings app on your device (not the "Google Settings" app).
2. Find the **Apps** or **Application manager** section. You may need to scroll down or go to a different page in settings.
3. Swipe right to view the list of all apps.
4. Select Calendar .
5. Touch **Clear data > OK**.
6. If you see "Calendar Storage" in the list, clear data for that app too.
7. Turn off your device, then turn it back on again.

### Quit the app and reopen it

When you have an app open and click the Home button, the app is closed but it doesn't actually quit.

To fully quit the app (and not just close it), double tap the home button at the bottom of your phone, then swipe the Calendar app away.

### Remove your account, then add it again

1. Open the Google Calendar app .
2. In the top left, touch the Menu icon  > **Settings** > **Manage accounts**.
3. In the top right, touch **Edit**.
4. Remove your accounts.
5. Touch **Done**.

When you reopen the app, you'll be prompted to add your account again.

### Uninstall and reinstall the app

1. Find the Google Calendar app icon .
2. Touch and hold the icon until it wiggles.
3. Touch **X** > **Delete**.
4. Reinstall the [Google Calendar app in the App Store](#) .