STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PROVIDENCE, SC. **SUPERIOR COURT**

ORDER

SCHEDULING OF COURT CONFERENCES FOR THE PROVIDENCE COUNTY DAILY CRIMINAL CALENDAR

In order to afford attorneys the opportunity to schedule conferences with the Court at their convenience during designated hours, the judicial officer presiding over the Daily Criminal Calendar hereby implements a voluntary conference scheduling mechanism through Google Calendar, entitled Court Conference 9, subject to the following terms.

Participating attorneys should be mindful that Court Conference 9 is in no way related to or connected with the Judiciary's electronic filing system, nor is it a docketing tool. Court Conference 9 is a stand-alone scheduling tool utilizing the services of a third party program, Google calendar. Information submitted to Court Conference 9 will not become a docketed event or be entered into the Judiciary's case management system. Court Conference 9 is to be used for scheduling conferences only; all other case events are to be requested, noticed, etc. in accordance with the Superior Court Rules of Procedure.

A. Participation

1. The use of Court Conference 9 is voluntary, but strongly encouraged, and attorneys utilizing Court Conference 9 will be given preference at the time of their scheduled conference over others who have not electronically scheduled a conference.

2. In order to participate in Court Conference 9, each attorney must create or use a Gmail electronic mail (email) account. (Attorneys may create an account at https://www.gmail.com/intl/en/mail/help/about.html).

3. The attorney shall provide such Gmail address to the Court Conference 9 clerk (the "Administrator") by submitting a completed *Providence*

County Pretrial and Trial Calendar Court Conference 9 Participation Form, ("Participation Form"), a copy of which is attached hereto.

NOTE: The submission of a Gmail email address to the Administrator does not change or affect the electronic mail address submitted in connection with an attorney's registration for use of the electronic filing system.

4. Once the Administrator has received the Gmail address from the attorney, the Gmail address will be added as a Guest User to the Court Conference 9 calendar. Attorneys will then have the ability to utilize this calendar to schedule their conferences during designated times beginning on November 7, 2016.

5. A staff person in an attorney's office may utilize Court Conference 9 to schedule conferences on behalf of attorneys. The attorney on whose behalf Court Conference 9 is used is responsible for the staff person's use of Court Conference 9.

B. Scheduling of conferences

1. All conferences, whether or not scheduled electronically, will commence at 10:00 am and conclude at 12:00 pm each day. Any additional time required will be at the discretion of the Calendar Judge.

2. Counsel for defendant(s) will schedule conferences with prior consultation and notice, by email, to the assigned prosecutor.

3. Each scheduled conference shall include the names of ALL PARTICIPATING ATTORNEYS, the case name and case number. The designated time for the scheduled conference shall also remain visible in the entry line.

4. Conferences can only be scheduled where designated as "Available." Time slots may not be added unless specifically authorized by the Calendar Judge and/or the Administrator as being "Available."

5. Appointments already scheduled may not be edited by anyone other than PARTICIPATING ATTORNEYS.

6. Conferences may not be scheduled more than ten (10) days in advance, notwithstanding the calendar appearing to have available times beyond that ten (10) day period.

7. Conferences may be electronically scheduled only up until 8:30 am on the day of said conference. The electronic schedule shall be printed at 8:30 am each morning and shall be adhered to by Court personnel; no changes to the electronic schedule will be permitted after 8:30 am.

8. Attorneys participating in the electronically scheduled conferences need not be present at the 9:30 am calendar call. All such scheduled conferences will be called "Ready Subject" at the calendar call.

9. Conferences will be conducted on first come, first served basis during periods when no conference has been electronically scheduled.

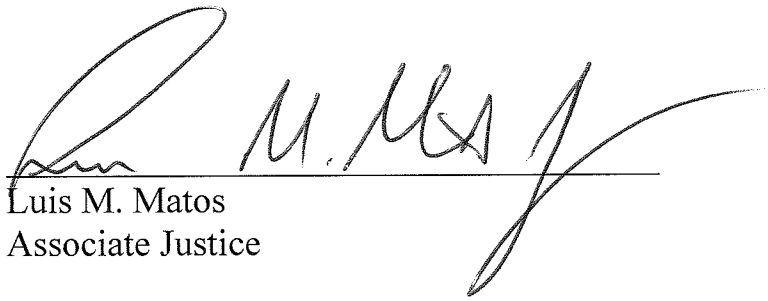
C. Use of Court Conference 9

1. This electronic scheduling system does not replace communication with the Court. Any communication outside of scheduling a conference will not be accepted or considered through Court Conference 9. You will NOT receive confirmation that you have scheduled an appointment on Court Conference 9, nor will there be any reply to a communication or inquiry made or conveyed on Court Conference 9.

2. Neither the Administrator nor the Calendar Judge shall be requested to schedule or change a conference on Court Conference 9 on behalf of any attorney.

3. Failure to adhere to the rules provided herein may result in the removal of your participation in Court Conference 9 and/or, if a staff member, the removal of all attorneys on whose behalf you have scheduled a conference, which removal shall be in the sole discretion of the Calendar Judge.

BY ORDER:



Luis M. Matos
Associate Justice

Dated: 11/2/16

RHODE ISLAND SUPERIOR COURT
Providence County Pretrial and Trial Calendar
Court Conference 9 Participation Form

Name:		Bar Number*
Gmail email address		
Name of Firm or Organization		
Business Address:		
Business Phone:		
Date submitted:		
Signature		

**If a staff person is submitting this Participation Form on behalf of supervising attorneys, please provide the names of the attorneys who will be associated with the above email address.*

Attorney Name(s)	Bar Number

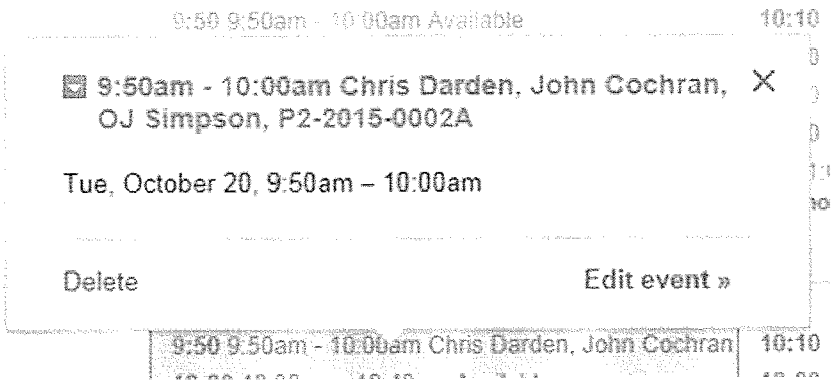
The Administrator, the Calendar Judge and the Court will not share the personal information provided by attorneys or their staff in seeking approval to use Court Conference 9.

Any personal information provided, however, may be subject to disclosure in accordance with the Google Terms of Service, including but not limited to sharing personal data in accordance with Google's privacy policies. In providing personal information to and/or participating in Court Conference 9, you hereby agree to waive any liability of the Administrator, the Calendar Judge, and employees of the Rhode Island Judiciary in the creation, maintenance and operation of Court Conference 9.

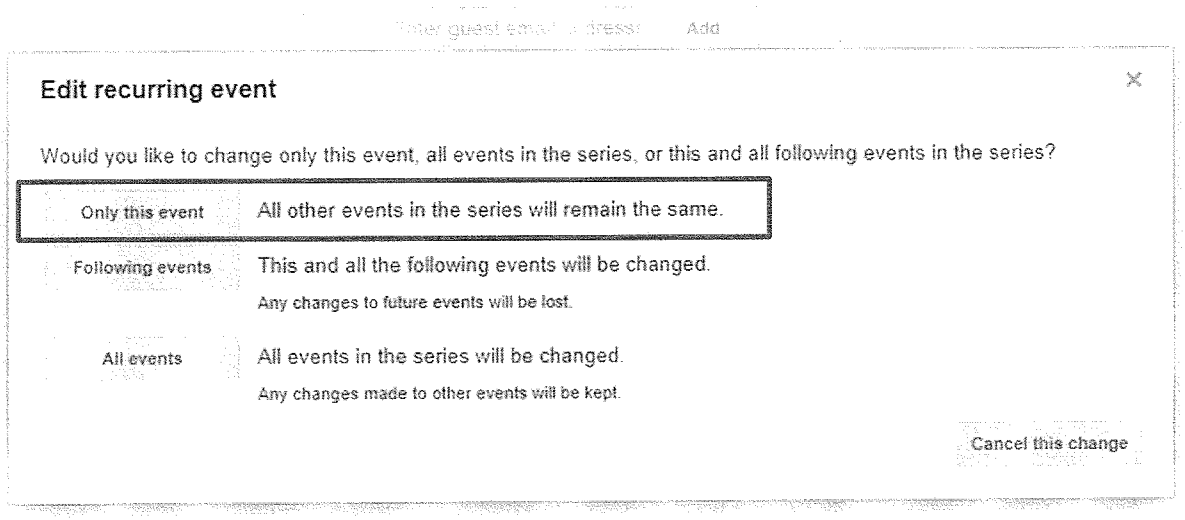
Courtroom 9 Conference Calendar on Gmail (Attorney)

How to block off time for a conference:

1. Access the Courtroom 9 Conference Calendar through gmail or through the gmail calendar app
    a. If you share other personal calendars within your device it is **YOUR** responsibility to make sure you are scheduling the appointment on the correct calendar.
2. Click on an Available block on the day that you wish to schedule the conference
3. Click Edit event
4. **Leave the time information** and replace the "Available" title with the following information:
    a. Your Name
    b. Opposing counsel name(s) and all participating attorneys' names (including criminal co-defendants being conferenced together)
    c. Civil case name or criminal defendant's/defendants' name(s)
    d. Case number(s).



5. Click Save
6. In the Edit recurring event, click "**Only this Event**" – this is important



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.

iPhone

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.