

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
PROVIDENCE, SC. SUPERIOR COURT

ORDER

SCHEDULING OF COURT CONFERENCES FOR THE  
PROVIDENCE COUNTY PRETRIAL AND TRIAL 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 Providence County Pretrial and Trial Calendar (the “Calendar Judge”) hereby implements a voluntary conference scheduling mechanism through Google Calendar, entitled Court Conference 4, subject to the following terms.

Participating attorneys should be mindful that Court Conference 4 is in no way related to or connected with the Judiciary’s electronic filing system, nor is it a docketing tool. Court Conference 4 is a stand-alone scheduling tool utilizing the services of a third party program, Google calendar. Information submitted to Court Conference 4 will not become a docketed event or be entered into the Judiciary’s case management system. Court Conference 4 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 4 is voluntary, but strongly encouraged, and attorneys utilizing Court Conference 4 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 4, 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 4 clerk (the “Administrator”) by submitting a completed *Providence*

*County Pretrial and Trial Calendar Court Conference 4 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 4 calendar. Attorneys will then have the ability to utilize this calendar to schedule their conferences during designated times beginning on November 2, 2015.
5. A staff person in an attorney’s office may utilize Court Conference 4 to schedule conferences on behalf of attorneys. The attorney on whose behalf Court Conference 4 is used is responsible for the staff person’s use of Court Conference 4.

B. Scheduling of conferences

1. Conferences may be scheduled for pretrial conferences, status conferences, or control conferences. The following events shall NOT be scheduled on Court Conference 4: dispositions, Frye hearings, motions, trial calendar calls, arbitration matters, and any other matters identified by the Calendar Judge.
2. Attorneys are responsible for scheduling conferences. All participating attorneys must consent IN ADVANCE to the time selected for the requested conference and shall authorize one attorney on the case to electronically schedule the agreed upon appointment.
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. Conferences **after** 9:30 am are scheduled in ten (10) minute increments. Conferences scheduled **before** 9:30 am are scheduled in fifteen (15) minute increments. Any additional time required will be at the discretion of the Calendar Judge. Consecutive conferences for the same case shall not be permitted.
6. Conferences “available” **before** 9:30 am on any day are open to attorneys on all criminal and civil cases; conferences “available” anytime **after** 9:30 am are limited to the cases on the calendar on that day only.
7. Appointments already scheduled may not be edited by anyone other than PARTICIPATING ATTORNEYS, and any such edits may only be done with ALL PARTICIPATING ATTORNEYS’ consent in advance to such change.
8. 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.
9. 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.
10. Conferences will be conducted on first come, first served basis during periods when no conference has been electronically scheduled.

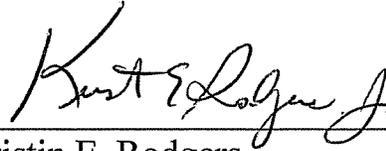
C. Conferences

1. Electronically scheduled conferences will take place only when ALL PARTICIPATING ATTORNEYS are present. Any attorney's failure to adhere to the scheduled appointment shall result in the conference for ALL PARTICIPATING ATTORNEYS being placed at the end of the first come, first served list.
2. Criminal defendants whose attorney has scheduled a conference electronically may be excused from attending the 9:30 calendar call; provided, however, that the Calendar Judge reserves the right to issue a warrant for a defendant's failure to appear at the time of the electronically scheduled conference.

D. Use of Court Conference 4

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 4. You will NOT receive confirmation that you have scheduled an appointment on Court Conference 4, nor will there be any reply to a communication or inquiry made or conveyed on Court Conference 4.
2. Neither the Administrator nor the Calendar Judge shall be requested to schedule or change a conference on Court Conference 4 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 4 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.

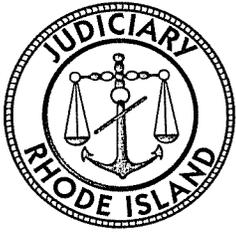
BY ORDER:

A handwritten signature in black ink, appearing to read "Kristin E. Rodgers". The signature is written in a cursive style with a large initial 'K' and 'R'.

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Kristin E. Rodgers  
Associate Justice

Dated: 10/21/15



**RHODE ISLAND SUPERIOR COURT**  
**Providence County Pretrial and Trial Calendar**  
**Court Conference 4 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 4.*

*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 4, 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 4.*