

STATE OF RHODE ISLAND

DISTRICT COURT

ADMINISTRATIVE ORDER 2021-01 – CRIMINAL

EFFECTIVE MARCH 15, 2021

Throughout the COVID-19 Pandemic, the District Court, has prioritized the safety of Court personnel and court users, and has continued to place limitations on in-person hearings.

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New Arraignments shall be scheduled in accordance with this Order. If there is a change to a previously scheduled Arraignment, notices will be sent by the Court. District Court will re-open Courtroom Pre-Trial calendars with guidelines set forth below. Remote hearings are encouraged and can be scheduled by permission of the judge.

New Charges

Filing of New Criminal Complaints –

Police Departments must submit all criminal complaints to the Clerk’s Office no later than ten (10) days from the offense date. Complaints which do not comply with this Administrative Order will not be accepted and will require a new hearing notice to be sent by the Police Department. For complaints which have been timely submitted, but which may need to be continued, new notices will be sent by the Clerk’s Office.

Arraignments –

Arraignment times will continue to be staggered. Attorneys should confirm the actual time of appearance with the Police Department.

The following charges shall be considered “priority” and will be scheduled as usual:

- Capitol Offenses
- Domestic Abuse
- DUI and 2nd Offense Refusals
- If the charging police department feels the Defendant presents a risk to public safety the case may be filed and scheduled as a priority.
- If a priority charge is accompanied by other charges, all charges should be contained in one complaint with priority assignment.
- **All other Misdemeanor Charges, except license charges enumerated below, shall be scheduled after July 12, 2021.**

(Future capacity will continue to be assessed on an ongoing basis.)

The following license charges shall be scheduled after August 1, 2021.

- Civil Violations – 1st and 2nd Suspended, Expired, and No License Charges;
- Misdemeanor License Offenses – 3rd and Subsequent Offenses, which are not deemed a threat to public safety.

Release to Appear for Arraignments on non “priority” charges, if re-assigned, will be rescheduled by the Court with appropriate notice.

Pre-Trial Calendars –

Pre-trial Conferences shall be scheduled in the regularly assigned Courtroom. Prosecutors and defense counsel must appear unless excused by the Court. **Defendants should not appear for a Pre-trial until further notice. Defendants should presently appear only for approved Dispositions or for Trial.** Notice for the Disposition shall be mailed by the Clerk’s Office. **Failure to appear for a scheduled disposition or a trial may result in a bench warrant.**

Reassignments of Pre-trials will be scheduled based on the Court’s availability and capacity limits.

Howard Avenue – Covid-19 Arraignments –

Arraignments for Defendants who are denied access into the Courthouses will continue to be heard at this facility. Petitioners who are denied access into the Courthouse and are seeking a Domestic Abuse restraining order may also be seen at this facility.

ACI Video –

Video Arraignments; Video Dispositions will be conducted only when scheduled by a judge. ACI Video Status Conferences will be scheduled only under special circumstances and with prior authorization of the judge.

Motions to Expunge –

Motions to Expunge shall be scheduled for hearing. If the Attorney General's Office has no objection, the motion will be heard, but neither Defendant nor Defendant's counsel need appear.

If the Attorney General files an objection, the matter will pass off of the calendar and the motion will need to be refiled for an in-person hearing.

Motions to Expunge in Newport, Providence, and Washington County will be heard on the State Calendar. Motions to Expunge in Kent County will be in Courtroom 2E **on Wednesdays**.

Veterans Treatment Court –

Will be conducted both in-person and by remote access and will be scheduled accordingly by Judge Hastings.

Technical Violations –

Will be set down for a hearing based on availability. Cases will be assigned by the judge sitting on the State Calendar.

Drop Box –

For anyone who needs to conduct business with the clerk's office and who has been denied access into the Courthouse, there will be a drop box available at the entrance of each Courthouse.

Submitting Documents to Court –

Police Departments and Defense Counsel will continue to email dismissals, entries of appearance, motions, etc., to the following email addresses.

2 nd Division District Court	2ndDistrictCourtHelpDesk@Courts.ri.gov
3 rd Division District Court	3rdDistrictCourtHelpDesk@Courts.ri.gov
4 th Division District Court	4thDistrictCourtHelpDesk@Courts.ri.gov
6 th Division District Court	6thDistrictCourtHelpDesk@Courts.ri.gov

Assignments –

2nd Division District Court

Associate Judge Colleen Hastings

chastings@Courts.ri.gov

(401) 841-8355

3rd Division District Court –

Courtroom 2A

ACI Video Arraignments; ACI Status Conferences and Dispositions will be assigned only under exceptional circumstances and with prior authorization of the judge.

Courtroom 2B –

Associate Judge Mary McCaffrey

mmccaffrey@Courts.ri.gov

(401) 822-6023

Courtroom 2C –

Administrative Associate Judge Elaine Bucci

ebucci@Courts.ri.gov

(401) 822-6019

Courtroom 2E –

Associate Judge Anthony Capraro

acapraro@Courts.ri.gov

(401) 822-6025

Courtroom 2D –

Associate Judge Melissa DuBose

mdubose@Courts.ri.gov

(401) 615-5411

4th Division District Court –

Associate Judge James Caruolo

jcaruolo@Courts.ri.gov

(401) 782-4130

6th Division District Court

Courtroom 4C –

Associate Judge J. Terrance Houlihan

jthoulihan@Courts.ri.gov

(401) 458-5217

Courtroom 4E –

Magistrate Joseph Ippolito

jippolito@Courts.ri.gov

(401) 458-3153

Courtroom 4F –

Associate Judge Pamela Pfeiffer

ppfeiffer@Courts.ri.gov

(401) 458-5211

Courtroom 4G –

Associate Judge Stephen Isherwood

stephen.isherwood@Courts.ri.gov

(401) 458-5210

Courtroom 3E –

ACI Video Arraignments

Entered as an Order of this Court on this 3rd day of March 2021.

Enter:

/s/

Jeanne E. LaFazia
Chief Judge

By Order:

/s/

Stephen Waluk
Administrator