



**TRIAL COURT OF THE COMMONWEALTH**  
**District Court Department**

Springfield Division  
50 State Street  
Springfield, Massachusetts 01103  
(413) 748-8600  
TTY (413) 827-9315

**Clerk-Magistrate**  
John S. Gay

**Chief Probation Officer**  
Daniel J. Delaney

**First Justice**  
Kevin V. Maltby

**Justices**  
Robert S. Murphy, Jr.  
Patrick S. Sabbs  
Michele A. Ouimet-Rooke  
Robert T. Santaniello

TO: Practitioners Handling Criminal and Civil Matters  
FROM: Hon. Kevin V. Maltby, First Justice  
Clerk Magistrate John S. Gay  
Chief of Probation, Daniel J. Delaney  
DATE: June 14, 2022  
RE: Court Operations

**SESSION SUMMARY**

Courtroom	Session Summary	ZOOM INFO	Virtual, In Person or Hybrid
<a href="#">CR1</a>	Arraignments (Summons and New Arrests), Unification of Counsel, <i>Pro se</i> Matters, and Warrant Removals	160-8582-7315	<a href="#">In person, but see notes below</a>
<a href="#">CR2</a>	<b>AM:</b> Criminal Dispositions, Viability Hearings, Motions to Dismiss, and Privilege Assertions <b>PM:</b> All Probation Matters	161-833-1953	<a href="#">In person but see notes below</a>
<a href="#">CR3</a>	Pretrial Hearings, Discovery Conferences, Discovery Motions	161-0589-9834	<a href="#">Virtual</a>
<a href="#">CR4</a>	209a, 258e, Mental Health and Civil Commitment Hearings, and CMVI Appeals	160-076-0770	<a href="#">See notes below</a>
<a href="#">CR5</a>	Specialty Courts: CAST, Recovery with Justice, and EACH (hybrid)	TBD	<a href="#">Hybrid</a>
	Clerk Magistrate Hearings – See below for schedule	160-018-6650	
<a href="#">CR6</a>	<b>AM:</b> Motions to Suppress, 58A hearings, Evidentiary Hearings	161-259-3965	<a href="#">See notes below</a>
	<b>AM: Fridays</b> - Trial Readiness Session at 11:00 AM ( <b>virtual</b> )	161-259-3965	
	<b>PM: Monday and Tuesday</b> - Civil Session ( <b>virtual</b> ); Emergency motions may be heard anytime	160-822-7568	
	<b>PM: Thursdays</b> - Summary Process matters at 2:00 PM	161-710-7269	
<a href="#">CR9</a>	Jury Trials, Evidentiary Hearing Overflow	N/A	In Person
<a href="#">CR10</a>	Jury Trials, Evidentiary Hearing Overflow	N/A	In Person
<a href="#">CR11</a>	Magistrate Hearings – CMVI's (Tuesday AM, Thursday)	161-011-8312	<a href="#">Virtual</a>
	Small Claims (Thursday and Friday)	160-754-5303	

**SPRINGFIELD DISTRICT COURT**  
**Fax Numbers: Judges' Lobby - (413) 739-5579 / Probation - (413) 734-6665**  
**Clerk-Magistrate Civil - (413) 747-4841 / Clerk-Magistrate Criminal - (413) 747-4842**

## COMMUNICATION WITH CLERK'S OFFICE:

The Springfield District Court shall continue to use and monitor the dedicated email address of: cmspringfielddc@jud.state.ma.us to better facilitate access to the Court. Attorneys are encouraged to use the suggested format in the subject line when emailing the clerk's office:

**Suggested Format:** Abbreviation, Docket No. and Scheduled or Suggested Date

**Examples:** PLEA 2123CR00000 August 12, 16, 17.

MTS 2123CR00000 August 12, 16, 17.

Contact with the Clerk Magistrate's office can be accomplished either through email (cmspringfielddc@jud.state.ma.us); telephone (413/ 748-8600); or in person as both the civil and criminal clerk's counters are open for business.

**NOTE:** Please do not contact any of the Assistant Clerk Magistrates or other clerk's office employees on their personal mobile devices (either by text or cell phone) for court business unless they have reached out to you. It is not a substitute for formally contacting the clerk's office.

## CR1 – ARRAIGNMENT SESSION NOTES:

- Duty day attorneys are expected to appear in person.
- Nonduty day attorneys may appear remotely on unification of counsel dates.
- Matters heard in this session shall be heard in person and include the following:
  - Arraignments.
  - Detention hearings/58As/Revocation hearings.
  - Warrant removals will be conducted in person unless the defendant is symptomatic.
  - Unrepresented litigant / *pro se* matters.
  - Unification of Counsel. If counsel has contact with their client, then that can be reported remotely, and a new pretrial date shall be given.

## CR2 – CRIMINAL DISPOSITION AND PROBATION MATTERS SESSION NOTES:

- The court shall permit tender of pleas involving no incarceration, non-evidentiary motions, assertion of privilege, and viability dates, to be heard remotely or **hybrid if counsel files a motion in advance**.
- Otherwise, all disposition hearings are in person events.
- All VOP submissions must be heard in person.
- All VOP final hearings that are evidentiary shall be conducted in person.

## CR3 - VIRTUAL PRETRIAL HEARINGS / DISCOVERY CONFERENCES SESSION NOTES:

- Daily Schedule:

8:30 AM	Custody Matters
9:00 AM	Pretrial Hearings A-L ( <b><u>NEW TIME</u></b> )
11:00 PM	Pretrial Hearings M-Z ( <b><u>NEW TIME</u></b> )

- First pretrial hearings may be continued administratively with an agreed date.
- Defendants represented by counsel are not required to appear.
- Discovery Motions will be heard in this session.
  - **NOTE:** At the session judge's discretion, discovery motions will only be heard if the parties certify they have conferenced the matter in advance of hearing.

**CR4 – 209A/258E/MENTAL HEALTH SESSION NOTES:**

- All 209A and 258e hearings shall be heard in person. Staggered scheduling shall continue.
- Parties shall appear remotely if they are symptomatic or tested positive for COVID19.
- All mental health hearings shall be heard virtually, hybrid, or in person as the circumstances dictate.
- CMVI Appeals may be heard in person or virtually.

**CR6 - VIRTUAL TRIAL READINESS / MOTIONS TO SUPPRESS SESSION NOTES:**

**Trial Readiness Notes – Friday at 11:00AM**

- Trial readiness hearings shall be heard **virtually** every Friday beginning at 11:00 a.m.
- *Motions in Limine*: Must be filed the Wednesday before the session.
- Pretrial Conference Report. Parties are directed to file with their *motions in limine* a joint pretrial conference report representing that all discovery is complete.
  - The form can be found by clicking on this link: <https://www.mass.gov/doc/pretrial-conference-report-district-court/download>.
- **NEW: Certificates of Compliance.** Both parties will be required to file Certificates of Compliance. The forms are found by clicking on these links:
  - **Defense:** <https://www.mass.gov/doc/defense-certificate-of-discovery-compliance-0/download>
  - **Prosecution:** <https://www.mass.gov/doc/prosecution-certificate-of-discovery-compliance-0/download>
- **Firm and Fair Trial Date:** Parties can expect that barring unforeseen circumstances, their matter will be tried on the trial date selected.

**Evidentiary Motion Hearing Notes – Monday through Thursday**

- Please be prompt – the court expects to begin this session at 9:00AM.
- All evidentiary motions shall be conducted in person.
- Nontestimonial 58As/Motions to Revoke Bail shall be heard in this session and may be heard remotely with prior approval and the assent of all parties.
- Testimonial 58A hearings shall be conducted in person.

**Civil Notes – Monday and Tuesday at 2:00 pm**

- Civil matters will continue be heard virtually.
- Emergency civil matters will be heard anytime.
- The court will make all efforts to conduct Summary Process trials in person.

**CR5 / CR11 CLERK MAGISTRATE MATTERS NOTES:**

Monday:	Show Cause Hearings (am),	E-file Applications (pm)
Tuesday:	Show Cause Hearings (am),	E-file Applications (pm)
Tuesday:	CMVI Hearings (am)	
Tuesday	Civil Case Management Conferences (pm)	
Wednesday	Show Cause Hearings (pm)	
Thursday:	Small Claims Hearings (am),	Small Claims Hearings (pm)
Thursday	CMVI Hearings	
Friday:	Small Claims Hearings (am),	Small Claims Hearings (pm)

## **CR9/CR10 JURY TRIALS NOTES**

- On the day of trial, parties are expected report to either CR9 or CR10 and be ready impanel at 9:00 AM.
- All audio-visual equipment, exhibits, or other media should be set up and ready before 9:00 AM the day of trial.
- Counsel can expect the Clerk's office to be in contact several days before the day of trial to determine status and provide further information about the trial. The court expects that counsel will respond promptly.

### **PUBLIC ACCESS and HEALTH AND SAFETY:**

Members of the public are permitted to attend all in-person hearings subject to building and safety requirements. As of the date of this memorandum, court users are required to wear a mask and may be subjected to safety screening at the front door. If any court user is sick or symptomatic, they should refrain from coming to court and contact the Clerk's Office immediately.

Unless prohibited by law or court order, members of the public may access virtual court hearings as they are happening.

During a virtual court hearing, members of the public are not permitted to speak, interrupt, or otherwise disrupt the hearing and must mute whatever device they are using to access the hearing. No person shall take any photographs or other digital images or make any recording or transmission by electronic means of a virtual court hearing, whether being held virtually or in person, without prior authorization from the First Justice or Magistrate in accordance with Supreme Judicial Court Rule 1:19 governing electronic access to the courts.

KVM/JSG/DJD  
SDC22-6