

TEMPORARY COURTROOM 4 PROTOCOL

This Protocol is issued in order to allow parties to conduct conferences with the Court pursuant to Supreme Court Executive Order No. 2020-09 and Superior Court Administrative Order 2020-5. As a result of these Orders, all pre-trial matters on the Courtroom 4 calendar have been continued to on or after May 18, 2020. However, in order to allow parties in both **criminal and civil** cases to conduct pre-trial conferences with the Court, the following procedures are established.

Counsel are encouraged to discuss potential resolutions in their pending cases. In criminal cases, if the parties reach a proposed resolution, they may submit the proposal to the Court by email to Courtroom4@courts.ri.gov for approval. The submission should include a short description of the case and the basis for the proposed disposition. Upon approval, a disposition date will be scheduled.

In civil cases, counsel should advise the Court if a matter has been settled and request a date for a stipulation to enter.

Counsel may also request a Webex conference to discuss potential resolutions or other issues that require timely assistance from the Court in both criminal and civil matters. Counsel may request video conferences by scheduling a conference on the Courtroom 4 Google calendar at least one day in advance of the requested time. Requests may be made for the time periods of 9:30 a.m. to 12:30 p.m., and 2:00 p.m. to 4:30 p.m. Counsel must provide the following information on the calendar request:

1. Names and email addresses of all counsel who are required for the conference;
2. Case name and number.

Once the matter is scheduled on the Google calendar, counsel may assume that the conference is scheduled for the time requested. At the appointed time, the Court will invite the parties to the WebEx conference. Counsel should be available for up to 45 minutes after the requested conference time.

This protocol is effective immediately and shall remain in effect until rescinded by the Court.

_____/s/
Luis M. Matos
Associate Justice