

**STATE OF RHODE ISLAND**

**DISTRICT COURT**

**ADMINISTRATIVE ORDER 2020-05**

**RE: PROTOCOL ON CRIMINAL CALENDARS**

**EFFECTIVE SEPTEMBER 8, 2020 TO DECEMBER 30, 2020**

The District Court will continue to keep the safety of the court personnel and court users a priority while we manage court hearings in each of the four divisions of District Court. Matters that can be handled via WebEx may still continue to be heard in an effort to minimize the number of persons gathered in courtrooms. All requests for remote hearings will require counsel to contact the judge in the appropriate division and calendar to discuss the scheduling of such matters. While still under the Covid-19 guidelines, in person matters will continue to be limited. Police Departments and Defense Counsel will continue to email dismissals, entries of appearance, motions, etc., to the following email addresses.

2 <sup>nd</sup> Division District Court	<a href="mailto:2ndDistrictCourtHelpDesk@courts.ri.gov">2ndDistrictCourtHelpDesk@courts.ri.gov</a>
3 <sup>rd</sup> Division District Court	<a href="mailto:3rdDistrictCourtHelpDesk@courts.ri.gov">3rdDistrictCourtHelpDesk@courts.ri.gov</a>
4 <sup>th</sup> Division District Court	<a href="mailto:4thDistrictCourtHelpDesk@courts.ri.gov">4thDistrictCourtHelpDesk@courts.ri.gov</a>
6 <sup>th</sup> Division District Court	<a href="mailto:6thDistrictCourtHelpDesk@courts.ri.gov">6thDistrictCourtHelpDesk@courts.ri.gov</a>

**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.

**Reopening Newport and Washington County –**

Effective September 8, 2020 both Newport and Washington County Courthouse will be reopening. These divisions do not yet have video capabilities to handle ACI matters. Defendants that are being held at the ACI shall be brought into court for all

hearings. Only for extreme purposes will the court conduct a WebEx hearing for defendants being held at the ACI.

### **Hearings –**

In-person hearings will be conducted; however, calendars will be staggered to ensure compliance with capacity limits established for courthouses and individual courtrooms to allow for appropriate distancing.

- **Arraignments**

Arraignments shall be heard in person, but cases shall be triaged as to the nature of the charges and will be scheduled for dates spread out over the next several months.

- **Howard Avenue – Covid-19 Arraignments**

Arraignments for defendants who are denied access into the courthouses will 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 only when scheduled by a judge. ACI Video Status Conferences will be scheduled only under exceptional circumstances and with prior authorization of the judge.

- **Pretrial/Trials**

Hearings that have been scheduled after September 8, 2020 will remain on the calendars unless otherwise rescheduled by the Court. The judge sitting on the calendar shall schedule hearings to a date and time based on capacity available.

- **Motions to Expunge**

Until further notice Motions to Expunge that are filed with the court shall be set down for a hearing. If the Attorney General's Office has no objection, neither

the Defendant nor Defendant's counsel need to appear for the hearing. If the Attorney General does have an objection the matter will pass off the calendar and the motion will need to be refiled for an in person hearing. Motions to expunge in Kent County will be heard in Courtroom 2E. Motions to expunge in Newport, Providence, and Washington County will be heard on the State Calendar.

- **Veterans Treatment Court**

Will continue to conduct hearings on Fridays in 3<sup>rd</sup> Division District Court.

- **Technical Violations**

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

### **WebEx Arraignments from Police Departments –**

Will be heard only under special circumstances by contacting the clerk's office to obtain permission from the judge.

### **Assignments –**

#### **2<sup>nd</sup> Division District Court –**

Associate Judge Colleen Hastings

[chastings@courts.ri.gov](mailto:chastings@courts.ri.gov)

(401) 841-8355

Monday – Arraignments; Civil Calendar

Tuesday – State Calendar

Tuesday – Friday – Arraignments, Pretrials and Trials

#### **3<sup>rd</sup> 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](mailto:mmccaffrey@courts.ri.gov)

(401) 822-6023

Monday, Tuesday, and Thursday – State Calendar

Wednesdays – Pretrials and Trials Calendar on Wednesday

**Courtroom 2C –**

Administrative Associate Judge Elaine Bucci

[ebucci@courts.ri.gov](mailto:ebucci@courts.ri.gov)

(401) 822-6019

Monday to Friday – Arraignments – Release to Appear; Lockups

**Courtroom 2E –**

Associate Judge Anthony Capraro

[acapraro@courts.ri.gov](mailto:acapraro@courts.ri.gov)

(401) 822-6025

Monday – Arraignments; Pretrials and Trials

Tuesday and Wednesday – Pretrials and Trials

Motions to Expunge; \* If the Attorney General's Office has no objection, neither the Defendant nor Defendant's counsel need to appear for the hearing.

**Courtroom 2D –**

Associate Judge Melissa DuBose

[mdubose@courts.ri.gov](mailto:mdubose@courts.ri.gov)

(401) 615-5411

Monday and Friday – Pretrials and Trials

Tuesday, Wednesday, and Thursday – Civil Cases

**4<sup>th</sup> Division District Court –**

Associate Judge James Caruolo

[jcaruolo@courts.ri.gov](mailto:jcaruolo@courts.ri.gov)

(401) 782-4130

Monday – Arraignments; Civil Calendar

Tuesday to Friday – Arraignments, Pretrials and Trials

Wednesday – State Calendar

**6<sup>th</sup> Division District Court –  
Courtroom 4C**

Associate Judge J. Terrance Houlihan  
[jthoulihan@courts.ri.gov](mailto:jthoulihan@courts.ri.gov)  
(401) 458-5217  
Monday to Thursday –Arraignments

**Courtroom 4E**

Magistrate Joseph Ippolito  
[jippolito@courts.ri.gov](mailto:jippolito@courts.ri.gov)  
(401) 458-3153  
Monday to Friday State Calendar; RISP Pretrials and Trials

**Courtroom 4F**

Associate Judge Pamela Pfeiffer  
[ppfeiffer@courts.ri.gov](mailto:ppfeiffer@courts.ri.gov)  
(401) 458-5211  
Tuesday, Wednesday and Thursday – Pretrials and Trials

**Courtroom 4G**

Associate Judge Stephen Isherwood  
[stephen.isherwood@courts.ri.gov](mailto:stephen.isherwood@courts.ri.gov)  
(401) 458-5210  
Monday, Tuesday, Wednesday and Friday – Pretrials and Trials

**Courtroom 3E**

ACI Video Arraignments

Entered as an Order of this Court on this 2nd day of September 2020.

Enter:

By Order:

/s/

/s/

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Jeanne E. LaFazia  
Chief Judge

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Stephen Waluk  
Administrator