

BARNSTABLE PROBATE AND FAMILY COURT

PROTOCOL FOR COURT OPERATIONS UNDER THE EXIGENT CIRCUMSTANCES CREATED BY COVID-19

The following amended protocols are implemented forthwith by Judge Arthur Ryley and Register Anastasia Welsh Perrino.

The Barnstable Probate and Family Court Covid-19 Emergency Telephone number is 508-375-6710. The Emergency Email Address is: *barnstableprobate@jud.state.ma.us*.

1. ***Access to the Court: Commencing April 6, 2020, and continuing to at least May 4, 2020, the Court is open for emergency matters, but the courthouse is closed to the public.*** There will be one Judge available from 8:30AM to 4:30PM Monday through Friday to hear emergency cases virtually (i.e. by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters. Emergency matters include: (1) those matters listed in Standing Order 2-20, E (1)-(10); (2) applications made for Restraining Orders pursuant to G. L. c. 209A/orders to vacate pursuant to G. L. c. 208, sec. 34B; (3) motions, upon a showing of exceptional/exigent circumstances, by a party whose trial or evidentiary hearing is postponed by Standing Order 2-20 who is seeking an exception from the Standing Order which shall be heard on the pleadings or telephonically (no exception shall be granted except with the approval of the assigned judge and the Chief Justice of the Probate and Family Court); and (4) applications made pursuant to extension of orders pursuant to Section F (1), (2), and (3) of Standing Order 2-20.

2. There will be a limited “skeleton” crew available each day. If a person arrives at the courthouse alleging they have an emergency situation, the person must call the following telephone number **508-375-6710**. The individual will be provided forms to fill out and they will be provided to the Emergency Judge who may rule on the matter administratively or mark the hearing for immediate telephonic or in person hearing in accordance with Trial Court Administrative Order 20-7.

3. All requests for Restraining Orders and requests for Vacate Orders are emergencies, which shall be heard telephonically, by video conference or in person in accordance with Trial Court Administrative Order 20-7 once the paperwork is complete. ***These cases are not screened.*** Our preference is to conduct these hearings by telephone if possible. Hearings on the return dates shall also be heard telephonically, by video conference or in person in accordance with Trial Court Administrative Order 20-7 unless otherwise determined by the assigned Judge.

4. The following types of cases are ***emergencies which may be filed and shall be heard by the Court*** unless the Court requires notice.

- a. *Petitions/motions seeking a Do Not Resuscitate/Do Not Intubate /Comfort Measures Only (DNR/DNI/CMO) order, authorization for medical treatment order, or order for antipsychotic medication;*
- b. *Petitions seeking appointment of temporary guardian or conservator;*
- c. *Petitions seeking pursuant to G. L. c. 19A, sec. 7 and G. L. c. 19C, sec. 20 - protective services;*
- d. *Health Care Proxy Actions;*
- e. *Petitions/Motions for appointment of Special Personal Representative;*
- f. *Petitions for Marriage without delay;*
- g. *Complaints for Dependency (SIJS) if the child will turn 21 prior to May1, 2020;*
- h. *All requests for Injunctive Relief;*
- i. *Motions for Temporary Orders where exceptional/exigent circumstances have been demonstrated; and*
- j. *All Contempt actions where exceptional/exigent circumstances have been demonstrated.*

If the Court is closed Temporarily by Executive Order then persons with emergencies may call 508-375-6710, or email the Court at barnstableprobate@jud.state.ma.us for further instructions. There will be one judge available Monday through Friday from 8:30am until 4:30 pm to handle any said emergency matters.

5. ***All other scheduled case events are continued to a date after May 4, 2020.*** Upon a showing of exigent circumstances a party whose trial or evidentiary hearing has been continued pursuant to this protocol may seek an exception from the rule by motion which shall be ruled upon administratively or by telephone hearing.

6. Except where matters are deemed essential and necessitate immediate court action, all parties shall file new matters by mail, email or E-filing where available. Filings will be docketed, but in no event shall be scheduled before May 5, 2020.

7. The Lawyer of the Day office has been closed effective March 18, 2020, but commencing March 31, 2020 there will be a lawyer available by telephone to provide legal advice and assistance in filling out paperwork. If you would like to speak with the Lawyer of the Day, please call the Register's Office at 508-375-6710. The Register's Office will request that a volunteer Lawyer of the Day call you.

8. **Extension of Orders:**

Treatment plans that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days. A party may, for good cause shown, seek to bring the matter forward earlier upon a demonstration of exigent circumstances. This request may be decided on the pleadings.

Temporary Orders for Appointment in guardianship and conservator cases that expire between March 18, 2020 and May 4, 2020 shall be extended administratively for 60 days. A party may, for good cause shown, seek to bring the matter forward earlier upon a demonstration of exigent circumstances. This request may be decided on the pleadings.

Sua Sponte custody orders to the Department of Children and Families that expire between March 18, 2020 and May 4, 2020 shall be extended 45 days from the expiration date unless a party seeks to bring the matter forward for good cause upon a demonstration of exigent circumstances.

9. Guardian ad Litem Reports:

In light of COVID-19, effective immediately, Standing Order 3-20 supersedes any provision of Probate and Family Court Standing Order 2-20 that may be in conflict, and is intended to provide guidance to the interpretation of the Standing Order 2-20.

Any guardian ad litem appointment made prior to March 18, 2020 shall be extended to May 18, 2020.

If a guardian ad litem report is due to be filed prior to May 18, 2020, the due date for the report shall be extended for a period of six week from the current due date, unless a Judge determines that the issue is time sensitive and sets a new date certain for the guardian ad litem report to be filed.

Any guardian ad litem evaluation or investigation that was started prior to March 18, 2020 shall be suspended until May 5, 2020, unless the guardian ad litem is able to conduct the evaluation or investigation by telephone or video conference.

If you have any questions about this notice please call Assistant Register Linda Larkin (508-375-6722) or JCM Mike Stevens (508-375-6718) or AJCM Lisa McKenzie (508-375-6709).

10. Parent Education Program Attendance - Temporary Amendment to COVID-19:

In light of COVID-19, effective immediately, and until further notice, the temporary amendment to Standing Order 2-16 supersedes Section H (1) of the Probate and Family Court Standing Order 2-20 and conflicting provisions of Probate and Family Court Standing Order "Parent Education Program Attendance".

All parties to a divorce action in which there are minor children continue to be obligated to attend and participate in an approved Parent Education Program. However, whenever practical, an approved parent education provider may facilitate a parent's "virtual" attendance at a parent education session by video conference. Parents may also satisfy attendance requirements by completing the 5-hour DVD or online program entitled "Kid Care for Co-Parents: An Educational Program for Divorcing Families." If there are any questions regarding attendance in, or enrollment in approved programs please call the Probation Department of the Court at **508-375-6734**.

11. Other Cancellations

- a. Any person who has been ordered to perform community service shall not have to perform such community service until after May 4, 2020.
- b. All “seek work” Orders are suspended until further Order of the Court.
- c. All “in-court” drug testing Orders are suspended until further Order of the Court.

BERKSHIRE PROBATE AND FAMILY COURT
OPERATIONS UNDER PROBATE AND FAMILY COURT STANDING
ORDER 2-20

The following protocols are implemented forthwith by First Justice Richard A. Simons, Register Francis B. Marinaro and Chief Probation Officer Amy A. Koenig to address access to the Court and temporary case management processes during the COVID-19 pandemic.

ACCESS TO THE COURT

Commencing April 6, 2020, and continuing to at least May 4, 2020, the Court is open for emergency matters, but the courthouse is closed to the public.

1. There will be a Judge on-call during the Court's regular business hours: Monday through Friday from 8:30 a.m. to 4:30 p.m. in order to hear emergency cases virtually (i.e. by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.
2. **Other** than the types of cases identified in Section E (1) through (8) of Standing Order 2-20¹, if someone believes s/he or his/her client has an emergency that fits within the parameters of Standing Order 2-20, that person should not come to the Court; but instead, should call the Registry at (413) 442-6941 for screening and remote processing of emergency pleadings. **THIS DOES NOT APPLY TO ANY INDIVIDUAL WHO IS IN IMMINENT FEAR OF PHYSICAL HARM CONSISTENT WITH THE STANDARDS FOR OBTAINING A RESTRAINING ORDER OR THOSE UNDER A VACATE ORDER.** In those cases, the person may enter the Court to complete the necessary pleadings. Hearings will be conducted by telephone.
3. If someone arrives at the courthouse alleging an emergency as specified in Standing Order 2-20, the signs posted instruct the person to call a telephone

¹ Standing Order 2-20, section- E (1) through (8) identifies the following matters as emergencies which **may** be filed and **shall** be heard, unless the Court requires notice: (a) Petitions/motions seeking a Do Not Resuscitate/Do Not Intubate/Comfort Measures Only order, authorization for medical treatment order, or order for antipsychotic medications; (b) Petitions seeking appointment of a temporary guardian or conservator; (c) Petitions pursuant to G.L. c. 19A, § 7 and G.L. c. 19C, § 20; (d) Health Care Proxy actions; (e) Petitions/Motions for Appointment of Special Personal Representative; (f) Petitions for Marriage without Delay; (g) Complaints for Dependency (SIJS) if the child will turn 21 prior to May 1, 2020; and (h) all requests for injunctive relief.

number for initial screening² by the Register, Assistant Register or Judicial Case Manager. The person will be required to wait outside of the courthouse, or in their vehicle, and will not be permitted into the building while they await the results of the emergency screen³.

- a. If the matter presented is determined to be an emergency⁴ requiring immediate judicial action, the individual will be provided with the necessary forms to be completed. After they are submitted, the forms will be reviewed by the Judge who will rule on the matter administratively, hold an immediate telephonic hearing, or provide other orders for hearing.
- b. If the matter presented is determined not to be an emergency, the individual and/or counsel will be sent home to complete forms and file them via e-filing or mail as in the ordinary course.
- c. All requests for Restraining Orders and requests for Vacate Orders are emergencies which shall be heard telephonically once the paperwork is complete. Hearings on the return dates shall be heard, in-person, unless directed otherwise by the Judge.

CASE MANAGEMENT PROTOCOLS

Commencing March 18, 2020 and until further notice, the following will be the protocol for all events currently scheduled or to be scheduled before the Court.

1. TRIALS

Trials scheduled to begin between March 18, 2020 and May 4, 2020 shall be continued. Counsel/parties will be contacted by the Court about rescheduling.

2. TRIALS IN PROGRESS

Trials now in progress shall be rescheduled. Parties may request a telephone conference on the next assigned trial date to determine future scheduling to conclude the trial.

3. PRE-TRIAL CONFERENCES, STATUS AND REVIEW CONFERENCES

All conferences already scheduled between March 18, 2020 and May 4, 2020 will be rescheduled, unless a telephonic conference or video conference hearing is requested and approved pursuant to these protocols.

² The types of cases identified in Footnote 1 will not be screened for filing. They will be screened for notice requirements.

³ See Footnote 2

⁴ See Footnote 2

Parties may jointly make a request to have the Probation Department conduct a dispute intervention session via telephone to resolve their case. If the parties are able to reach a final resolution, the matter will be brought before the Court for a telephonic hearing to reduce the case to a Judgment.

4. CONTEMPTS

- a. Outside of cases where there are exceptional or exigent circumstances as outlined in Standing Order 2-20, no summonses will be issued for newly filed Contempts with a return date prior to May 4, 2020.
- b. Contempts scheduled for hearing between March 18, 2020 and May 4, 2020 shall be rescheduled to the first available date after May 1, 2020.

5. MOTIONS

- a. No non-emergency motions will be scheduled before May 5, 2020, unless otherwise ordered by the Judge assigned to the case per the protocol in this memorandum.
- b. Non-emergency motions that have been scheduled for hearing prior to May 1, 2020, may be decided as follows:
 - i. On the pleadings pursuant to Rule 78, provided that:
 1. Both parties agree in writing to this process;
 2. The Court is provided with one (1) Motion package consisting of the following:
 - a. The Motion, with a separate Memorandum⁵ stating the reasons that the Motion should be allowed, the supportive Affidavit of the moving party; and
 - b. A Memorandum in opposition⁶ stating the reasons that the Motion should not be allowed, and the supporting Affidavit of the opposing party.
 3. Separately filed Memoranda and/or Affidavits shall not be considered. It is the obligation of the moving party to coordinate the filing of the one (1) permitted Motion package.

⁵ Motions and Memoranda may not exceed five (5) pages (double spaced) and affidavits may not exceed three (3) pages.

⁶ Memoranda in Opposition may not exceed five (5) pages (double spaced) and affidavits may not exceed three (3) pages.

- ii. By telephone or video conference, if necessary and practical as determined by the Court. Contact the Judicial Case Manager or Sessions Clerk assigned to the Judge for information on how the matter will proceed.
- iii. If not decided as set forth in paragraphs (i) and (ii) above, the matter will be remarked by the parties to a date after May 4, 2020.

6. EX PARTE EMERGENCY MOTIONS

- a. Ex parte Motions shall be screened administratively by the Court to determine whether an emergency exists⁷.
- b. If the matter is deemed to require an immediate hearing, the Court shall decide the time, place and manner of the hearing.

7. 209A ABUSE PREVENTION ORDERS

- a. All restraining order requests and requests for Orders to Vacate pursuant to G.L. c. 208, § 34B (including return dates when notice has not been accomplished) shall be heard by telephone or video conference.
- b. All emergency protection orders (G.L. c. 209A and G.L. c. 208, §34B) issued ex parte during the pendency of this Standing Order may only be extended after the Court conducts an in-person hearing.
- c. All emergency protection orders (G.L. c. 209A and G.L. c. 208, §34B) issued at a hearing after notice prior to March 16, 2020 that are due to expire on or after March 16, 2020 shall remain in effect until the matter is rescheduled and heard by the Court.

8. UNCONTESTED MATTERS

Matters that have been resolved by agreement may be scheduled for a telephone or video conference pursuant to these protocols.

9. THE USE OF PROBATION

The Probation Department stands ready to assist parties and counsel with Dispute Intervention Services telephonically. If parties jointly seek to engage in the Dispute Intervention process on any pending matter, both parties (and both attorneys, if the parties are represented) shall contact Chief Probation Officer Amy A. Koenig or Assistant Chief Probation Officer, Stephen Nickoski at (413) 443-9469 to schedule a telephonic dispute intervention.

⁷ See Footnote 2

REQUESTING HEARINGS

Commencing March 18, 2020 until further notice, a request for a non-emergency hearing by telephone conference or video conference, in which no other process has been outlined, must be emailed to the Sessions Clerk assigned to the Judge.

1. TELEPHONE CONFERENCE

A request for a telephonic hearing on a non-emergency matter already scheduled for hearing before May 5, 2020, shall be made via email to the Sessions Clerk stating in the subject line "Telephonic Hearing Request". You will receive an answer via email. If permitted, the telephonic hearing will be scheduled on a date and time available to the Court.

2. VIDEO CONFERENCE PROCEDURE

A request for a video conference hearing on a non-emergency matter already scheduled for hearing before May 5, 2020, shall be made via email to the Sessions Clerk stating in the subject line "Video Conference Hearing Request". The request shall include the case name, docket number and event type, valid email addresses and phone numbers for all participants, and a certification that the participants have a computer, tablet or phone with video capability and microphone/speakers, a working WIFI/internet connection, and the ability to download the "Real Presence" player (for which a link will be sent by email). If permitted, the video conference hearing will be scheduled on a date and time available to the Court.

EXTENSION OF ORDERS

1. Treatment plans that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days. Administrative extension of treatment plans shall be signed by the Magistrate or Judge. A party may seek to bring the matter forward for good cause upon a demonstration of exigent circumstances via email to the assigned Judge's Sessions Clerk. If such a request is made, it shall be forward to the assigned Judge who may act on the matter administratively, or mark it for a telephonic hearing.
2. Orders for Appointment in Guardianship and Conservator cases that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days. Administrative extension of these Orders shall be signed by the Judge. A party may seek to bring the matter forward for good cause upon a demonstration of exigent circumstances via email to the assigned Judge's Sessions Clerk. If such a request is made, it shall be forward to the assigned Judge who may act on the matter administratively, or mark it for a telephonic hearing.

3. *Sua sponte* custody orders that expire between March 18, 2020 and May 4, 2020 shall be extended 45 days from the expiration date unless a party seeks to bring the matter forward for good cause upon a demonstration of exigent circumstances via email to the assigned Judge's Sessions Clerk. If such a request is made, it shall be forward to the assigned Judge who may act on the matter administratively, or mark it for a telephonic hearing.
4. All orders that were issued prior to the Standing Order and after an adversarial hearing (or the opportunity for an adversarial hearing) that are due to expire prior to May 4, 2020, shall remain in effect until the matter is rescheduled and heard.

NEW FILINGS

Commencing March 18, 2020 until further notice, all filings must be made by e-filing or by mail. No filings shall be accepted in person unless otherwise provided for and in the manner provided under these protocols. No events shall be scheduled on any new filings prior to May 5, 2020.

PROGRAMS AND ORDERS

Commencing March 18, 2020 until further notice or expiration of Standing Order 2-20, the following have been suspended or canceled:

1. All in person Parent Education courses are suspended. Parties may complete their requirement of parent education by completing the 5 hour DVD or online program entitled *KidCare for Co-Parents: An Educational Program for Divorcing Families*. See temporary amendment to Standing Order 2-16.
2. Lawyer for the Day program is suspended until further Order of the Court.
3. Any person who has been ordered to perform community service shall not have to perform such community service until after May 4, 2020.
4. All "seek work" Orders are suspended until further Order.
5. Random drug screens supervised by Probation are suspended until further Order.
6. Conciliation sessions run by the Berkshire Bar are suspended until further Order.

7. *Enhancing Families Through Literature* is suspended until further Order.

/s/ Richard A. Simons
First Justice

/s/ Francis B. Marinaro
Register of Probate

/s/ Amy A. Koenig
Chief Probation Officer

/s/ Lisa M. McCormack, Esq.
Judicial Case Manager

DATED: April 9, 2020

Contact information:

Judge Simons' Sessions Clerk: Joan Oggiani can be reached at
joan.oggiani@jud.state.ma.us

Judge Dacyczyn's Session Clerk: Lisa Marcotte can be reached at
lisa.marcotte@jud.state.ma.us

Lisa McCormack, Judicial Case Manager can be reached at
lisa.mccormack@jud.state.ma.us

EMERGENCY PROTOCOL¹
BERKSHIRE PROBATE AND FAMILY COURT

I. REGISTRY

- a. With the agreement of the First Justice of the District Court, all 209A matters shall be referred to the District Court on-call Judge.
- b. The following emergency contact information shall be prominently placed on the entry door of the building.
 - i. Emergency phone number: (413) 442-6941, extension 7200.
Emergency email address: berkshireprobate@jud.state.ma.us
- c. Any member of the “Team”² shall access both the Registry phone messages and emails regularly throughout the closure to triage the emergencies as outlined in Standing Order 2-20.
- d. Whenever possible, a member of the Team shall work with the litigant or attorney to complete the appropriate paperwork online and email it to berkshireprobate@jud.state.ma.us or if available, to e-file the paperwork. If the person is unable to do this, the Team member shall ask the litigant to make the request in writing in an email and send it to berkshireprobate@jud.state.ma.us. In the event the person has no access to email, the Team member shall assist the litigant by filling out the necessary paperwork over the phone.
- e. The Team member shall ensure that the following information is gleaned from the litigant and/or Masscourts:
 - 1. Names, phone numbers, email addresses and residential addresses of both the moving party and the adverse party;
 - 2. Where appropriate identifying information in order to run a CARI: dates of birth, mother’s maiden name; social security numbers
 - 3. Docket number of any open or closed case involving the parties;

¹ To be implemented when the facility has been temporarily closed.

² The Team consists of Register Fran Marinaro, Asst Register Clem Ferris, JCM Lisa McCormack and Office Manager, Tony Patella. The Team will have its own system of rotating responsibilities.

4. If the case is open, what is the status of the case, including the last Order and the next scheduled date;
5. The terms and dates of any existing Order;
6. Whether or not there is an active 209A Order in existence between the parties; and
7. Whether or not DCF is involved with the family.

ii. The moving party shall be told to follow through with filing original documents for later filing and docketing.

- f. Team member shall determine procedurally, in conjunction with the Judge, whether the case shall go forward with or without notice. If the case is going to proceed without notice, the Team member shall contact Chief Probation Officer, Amy Koenig.
- g. If Probation is able to resolve the matter with an agreement and it would be beneficial to have the parties' agreement become an Order, Probation shall contact the Team member, who in turn will contact Judge Simons.
- h. Amy shall request from one of her colleagues that CARIs be run for the parties. If DCF is involved, Amy shall arrange with DCF to have the appropriate social worker available to testify in the emergency hearing. Amy shall ensure the CARI information and DCF contact information is forwarded to the Team member.
- i. Prior to any hearing, all information, including the moving parties' telephone number, the opposing parties' telephone number, DCF contact information, CARI information, and any pleadings/emails shall be forwarded to Judge Simons at richard.simons@jud.state.ma.us Judge Simons can be contacted by phone.
- j. If Judge Simons deems the matter to be an emergency requiring a hearing, all reasonable attempts shall be made to conduct a telephonic hearing. The Team member shall communicate the conference line number to the litigants, attorneys, Probation and DCF and instruct them to call at a designated time. Judge Simons shall ensure the hearing is recorded using the portable ZOOM H4nPro Recorder. This recording shall later be transferred to FTR when practical. Judge Simons shall administer an oath to all parties who testify.
- k. The Team member shall assist the Judge with processing any resulting Order. The Order shall be saved and distributed as an un-editable PDF

and the typed signature of the Judge shall suffice for the entry of the Order until such time as the Order may be signed and docketed.

- I. At no time shall the private contact information for any Registry, judicial or Probation staff be disclosed to any litigant, attorney or other individual.

II. EMERGENCY JUDGE

- a. In absence of unforeseen circumstances, Judge Richard A. Simons shall be the emergency judge for the Berkshire Division.

Dated: March 31, 2020

Bristol Probate and Family Court Protocol

Emergency Contact Information-

Email bristolprobate@jud.state.ma.us

Telephone- 508-977-6040 (leave voicemail)

Current operations while court is open

Since March 16, 2020, Bristol has been operating out of Taunton only. The courthouses in New Bedford and Fall River have been closed. Our Lobby staff has been divided into four teams, one for each Judge. Each team consists of the Judge, an Assistant Judicial Case Manager (AJCM), a Sessions Clerk, and a secretary (for 3 out of 4 teams as we only have 3 secretaries). Each team is scheduled to appear for work in Taunton one day out of four.* All staff have remote access to Zimbra email and have been instructed to check and respond to email at least once per hour during the court workday when they are at home. None of our Judicial Case Manager(JCM)/AJCM/Sessions Clerks have remote access to MassCourts. Only the First Justice has remote access to MassCourts.

Registry and Probation staff have also been divided into teams.

Commencing April 6, 2020, and continuing to at least May 4, 2020, Taunton is open for emergency matters, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e. by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.

If a person arrives at the courthouse, they are directed to speak to our staff by telephone to identify the type of case/whether it is a new case or a pending matter/which pleadings if any they need to file. If they need any forms from the Registry, our staff will bring them a packet of the pleadings they need. They then present their pleadings and an affidavit outlining the nature of the emergency under the Standing Order to Security at the front door. Our staff retrieve the packet and a judge reviews the pleadings to determine whether it falls under the Standing Order and whether they will be required to give notice. Matters under SO 2-20 E 1-8 shall be heard. All other matters shall be screened by the assigned Judge. If no notice is required, an immediate telephonic hearing will occur. In cases that require it, CARI records (including out of state) are being provided by Probation Department for cases that require same. In the event notice is required, the matter will be scheduled for telephonic hearing on the next date the list judge is sitting in Taunton or by the first available judge if a more immediate hearing is warranted. They will then be required to serve and give notice.

When pleadings are emailed, the same process occurs.

In addition to the emergency matters set forth in Standing Order 2-20, the Court is hearing other matters by telephonic hearing. The AJCM for each Team works with the Judge to determine which cases are amenable to hearing by telephone and those cases are scheduled for hearing, including uncontested divorces and agreements for judgment. Additionally, many matters are being handled administratively.

Operations in the event Taunton Trial Court building is closed

In the event the Taunton Trial Court building closes due to exposure, we will remotely operate out of the building in New Bedford (which is a stand-alone Probate and Family courthouse). We have been advised that no court officers would likely be made available due to their staffing issues, so the intention would be to use New Bedford for staff (Judge, AJCM/JCM, Chief Probation Officer (CPO)) only to operate quasi-remotely. No members of the public could be admitted to the building without a Court Officer. Cases would come to us via email (either email to staff or to the email above) or through the telephone number provided above.

We have determined that operating out of New Bedford would be preferable to remote operation insofar as we would have FTR and our Chief Probation Officer could run CARIs as needed.

We would continue to rotate our teams on a four day rotation.*

Operations in the event all court buildings are closed

All pleadings would come via email to the above address, through court personnel email addresses, or through E-filing.

The emailed pleadings would be reviewed by an AJCM and screened for either immediate hearing or hearing with notice.

Telephone inquiries would be made to the above number and messages answered by staff and referred to AJCM who shall then review matter with the assigned Judge.

If the assigned Judge deems the matter to be an emergency in accordance with Standing Order 2-20, all reasonable efforts shall be made to conduct a telephonic hearing. Absent exigent circumstances, the hearing shall be recorded. If possible, a telephonic hearing shall be arranged by one of the other Divisions and recorded on their FTR. Any other method of recording of the hearing shall later be transferred to FTR when practical. All parties shall be sworn in.

CARI's would be requested of CPO and scanned to hearing judge.

At no time shall the private contact information for any Judge, JCM/AJCM or other support staff be disclosed to any litigant, attorney or other individual.

*All staffing models and rotations assume all staff are physically able to work. Changes to staffing and rotations shall be made as needed.

The emergency contact number and email have been posted on the outside of the courthouses in Taunton, Fall River and New Bedford.

Protocols for Dukes Probate and Family Court due to Corona virus

Pending further Notice, and until at least May 4, 2020, due to the Corona virus outbreak:

1. The Register's Office will be open for business by telephone and email. The front door to the Courthouse is closed, but Registry staff will be in the office Monday - Friday from 8:30 a.m. to 4:30 p.m. to answer any questions or concerns you may have and to conduct business as best we can.
2. We will not have a Judge in Dukes until at least May 12, 2020. All emergencies should be called in so that next steps can be determined. Cases will be handled in accordance with Standing Order 2-20. Hearings will be set up in Bristol County and will be heard either by pleadings and responses only, or if deemed necessary, will be heard telephonically.
3. All court cases scheduled for April have been rescheduled to June.
4. The Courthouse is not accepting Fed-Ex or UPS packages. In the case of an original will, we will arrange with counsel, or pro se parties, to have the will and any other accompanying paperwork transferred via the back door. This will be done from a distance, safely, using a box. We will not touch the papers for at least 24 hours so the virus can dissipate. Off island counsel should call the Register's office and we can try to come up with an on island liaison who can accept Fed-Ex or UPS.
5. We will accept and fill copy requests from title examiners via email.

Phone#: 508-627-4703

email: daphne.devries@jud.state.ma.us

dated: April 9, 2020

Information on the Essex Probate & Family Court Operations

Below is information on how the Essex Probate and Family Court is conducting operations pursuant to Standing Order 2-20 from March 16, 2020 until at least May 4, 2020. Please share this message with your colleagues who may not be members of the bar association and who may not receive this directly.

1. LAWRENCE SESSION

Beginning Monday, March 30, 2020, the Lawrence Registry of the Essex Probate and Family Court will resume operations.

Beginning Tuesday, March 31st, the Lawrence session of the Essex Probate and Family Court will resume hearings pursuant to Standing Order 2-20 on Tuesdays, Wednesdays and Thursdays.

2. CONTINUANCE OF CASES

All matters with the exception of those set forth under Standing Order 2-20 are being continued and rescheduled as the Court's calendar permits. Notices are being mailed indicating the continuance of all cases.

Assented-to Motions to Continue are not needed. While we appreciate your efforts, such motions takes the staff's time to process (docketing and scanning and matching with the file).

When we are able to resume regular operations, these cases will be rescheduled in the chronological order in which they were previously scheduled so that the matters to be rescheduled will begin with those from March 16th and move to each day thereafter until all are scheduled.

3. FILING OF AND HEARINGS ON EMERGENCY MATTERS

Emergency motions and Contempt Complaints referenced in Standing Order 2-20, Section C (3), Section E (9) and (10), and Section F (1), (2), and (3) must be accompanied by an affidavit setting for the exceptional/exigent circumstances warranting action at this time. These pleadings are being screened by one of our Court's magistrates.

Pleadings referenced in Standing Order 2-20, Section B and Section E (1) – (8) have been deemed an emergency and may be filed and shall be heard unless notice is required.

All pleadings for emergency matters as set forth in Standing Order 2-20 are being filed, scanned and docketed before coming to the Courtroom.

No physical file is provided to the Courtroom. Instead, we are accessing the pleadings through MassCourts which is a more cumbersome process and appreciate your patience.

We are conducting telephonic hearings on such emergency matters. Currently, the Registry is obtaining the telephone number of the moving party and the courtroom is calling the number once the matter is ready to be heard.

To the extent possible, we are trying to reach all parties and counsel of record prior to the emergency hearing. We have the capability to facilitate a conference call from our end but the call is on a speakerphone which makes it more difficult to hear. If you are able to facilitate a conference call with all other parties and/or counsel, this would be a tremendous help as with only one number to call we can use For the Record which provides better acoustics.

4. FILING OF NON-EMERGENCY MATTERS

Non-emergency motions currently filed are not receiving hearing dates but will be scheduled once the Court has the staff to do so. Once we begin hearing additional matters, these motions will also be scheduled for hearing in the chronological order in which they were filed.

To the extent possible pleadings should be filed by e-filing or by emailing them to essexcorrespondences@jud.state.ma.us. Filings may still be submitted by mail.

SUBMISSION ON THE PLEADINGS

To the extent we are able, we are handling uncontested matters administratively (without a hearing).

If a stipulation for Temporary Orders or an Agreement for Judgment on a Complaint for Modification or a Contempt is filed, the Temporary Order or Judgment will enter administratively if all necessary papers are in order and the following is submitted:

1. A stipulation for temporary order or Agreement for Judgment signed by both Parties and counsel of record and updated financial statements, if the matter involves a financial matter;
2. For all unrepresented parties, an Affidavit that the party:
 - a. acknowledges they understand the issues presented
 - b. understands and agrees with all terms of the stipulation or agreement;

- c. understands that counsel represents the other Party only;
- d. understands they are waiving their right to an in-person hearing as to this matter only; and,
- e. if applicable, has submitted an accurate financial statement and has reviewed the party's financial statement.

5. ABUSE PREVENTION ORDERS

TEN DAY HEARINGS:

Abuse Prevention Orders ("209As") scheduled for hearing on the initial return date, are being handled each day. The parties and counsel of record, will be contacted in order to conduct a telephonic hearing. If we are unable to reach the parties and counsel of record or if service has not been made, the case is being continued for another 10 days.

ONE YEAR HEARINGS:

The 209As that had a hearing scheduled for a one year review are being scheduled to a specific date after May 1st.

6. SPECIAL IMMIGRATION JUVENILE STATUS CASES

All Special Immigration Juvenile Status cases which have hearings scheduled for the current day are being reviewed and if the child is turning 21 years old in the immediate future, those matters are being allowed administratively, if all of the pleadings are in order, and if not, a telephonic hearing is being scheduled.

7. ADOPTION CASES

The Registry is contacting all adoption cases scheduled for hearings since March 16, 2020 and will be working with the parties and/or counsel to determine when a hearing can be held.

8. FIDUCIARY CASES

Extension of fiduciary appointments and treatment plans pursuant to Standing Order 2-20 have and are being sent out. The fiduciary's copy has been certified.

For emergency hearings, having in writing the position of Respondent Counsel is helpful to assist with difficulties relaying information during the telephone hearings.

9. SUSPENSION OF DRUG SCREENS

The Probation Department has suspended drug screens through the Court. Each judge has received a list of all cases from Probation with such screens and we are each reviewing our cases where drug screens were ordered to determine on an individual basis what action may need to be taken.

10. SERVICE OF PROCESS/ MOTIONS FOR ALTERNATE SERVICE

If you believe you will be unable in the current circumstances to effectuate service in the traditional manner, you must file a Motion for Alternate Service that provides for and requests a specific alternate method of service which is reasonably calculated to notify the other parties (text, email, social media, overnight mail or other) and which meets due process requirement.

If you meet the standard for allowing alternate service, it would be helpful if you specifically detail the alternate service you request directly in the email so that we may simply allow your motion if the requested service meets the standard.

Essex Probate and Family Court
Protocol in the event of an Emergency Court Closure

1. Notification to the Public

If either the Salem or the Lawrence courthouse must close but the other courthouse is able to remain open, all efforts will be made to handle all cases from the other courthouse.

In the event one Court is closed, a sign will be posted on the front door of the courthouse indicating the telephone numbers for emergencies and the email for filing as follows:

- | | |
|--------------------------|--------------------------------------|
| a. SALEM | 978-740-4143 |
| b. LAWRENCE | 978-686-9692 |
| c. Email for both courts | essexcorrespondences@jud.state.ma.us |

The above telephone numbers will be monitored on a regular basis. Court staff will take calls/screen messages and arrange for emergency hearings as needed.

To the extent possible, the main telephone greeting for both Court locations shall be changed to indicate the emergency numbers as well as the email for filing. The courthouse that is open shall handle all cases for the courthouse that is closed by following the procedures set forth below. In the event both Courts are closed, the following procedures shall be followed.

2. Staff

All Essex Probate and Family Court Judges will serve as Emergency Judges on a rotating basis provided they are able to do so and provided a Trial Court phone is available (or calls to a Trial Court phone can be forwarded to the Judges by other means).

All AJCMs and/or Session's Clerks shall serve on a rotating basis to assist with the emergency matters.

The assignment of judicial staff shall be made by the First Justice and may change day to day.

The Registry staff team is scheduled by the Register in teams who are working one week at a time.

3. Abuse Prevention Orders

a. Between the hours of 4:30PM and 8:00 AM

Please contact your local police station and your request will be addressed by the after-hours/on-call judge through the Judicial Response system.

b. Between the hours of 8:00AM and 4:30PM

If you need an Emergency Restraining Order from the Probate and Family Court between the hours of 8:00AM and 4:30PM, you should call the emergency numbers listed in paragraph 1 above. If you need to leave a message, please speak slowly and clearly and leave a telephone number where you can be reached. Court staff will arrange for your hearing to be held as soon as possible.

4. All other Emergencies

Court staff will take calls for all other emergency matters and will arrange for hearing to be held as soon as possible. Court staff shall request necessary paperwork be forwarded to the email address for the court listed above.

5. Submission of Pleadings/ Initiating a New Case

All pleadings shall be submitted by email to the extent possible.

In exigent circumstances, paperwork may be submitted by text number given to the litigant and mailed thereafter or filled out by Court staff as necessary. Any pleading completed by the Court staff shall indicate that it was read to the litigant and that the litigant assented to having the pleading submitted on the litigant's behalf.

6. CARI record requests

The Chief Probation Officer shall coordinate with one or more Chief Probation Officer(s) from other counties to obtain CARI records as needed for any emergency hearings.

7. Conducting the Hearing

All Essex Probate and Family Court Judges will serve as Emergency Judges on a rotating basis provided they are able to do and provided a Trial Court phone is available.

All pleadings, any CARI and the litigant's telephone number shall be forwarded by email to the Judge conducting the hearing.

Court Staff may be conferenced in on the hearing using the Trial Court phone.

All hearings shall be held by telephone and recorded. All recordings shall be played into the Court's recording system, For the Record, as soon as possible. Any open and operational Probate and Family Court may assist in recording through FTR, if necessary.

Under no circumstances shall the private contact information of a Judge or Court staff be provided to a litigant or attorney.

The hearing shall proceed in normal fashion and all litigants shall be sworn in at the beginning of the hearing.

8. Issuance of Orders

To the extent possible, all Orders issued shall be prepared and signed by the Emergency Judge with an actual signature or, if not possible, with an electronic or typed signature. The Order shall be emailed by Court Staff to the litigant and docketed after an original signature has been affixed to the original order.

FRANKLIN PROBATE AND FAMILY COURT

COVID-19 Protocol

The Franklin Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters. In order to protect our community, we encourage you to email us at franklinprobate@jud.state.ma.us or call us at 413 775-7464 to speak to our staff who can assist you in determining how to file pleadings and other matters related to your emergency. Most emergency cases will be handled through a telephonic hearing.

This telephone number and email are checked regularly during regular court hours. If the Trial Court closes the Franklin Justice Center, we will continue to respond to your telephone and email inquiries and will continue to handle emergency matters.

The Court Service Center is closed to the public until at least May 4, 2020, however staff may be reached by telephone at 413 775 7483 or email at mary.klaes@jud.state.ma.us.

Hampden Division Protocol
Pursuant to Probate and Family Court Standing Order 2-20

GENERAL INFORMATION

1. The Hampden Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.
2. Pleadings shall be filed through (1) electronic filing, if available, (2) in person, in the event it is an emergency permitting an in person hearing, (3) regular mail, or (4) may be accepted through email or fax, given exigent circumstances.
3. Staffing shall be limited on all days the court is in session; to include at least one judge, one AJCM, one sessions clerk, registry staff and probation.
4. Hearings shall be conducted by videoconference, when available, or telephonically.
5. Judicial decisions shall be signed by the judge, docketed by the registry, and mailed or emailed or provided in person.

EMERGENCY MATTERS

The following shall be deemed emergencies and shall be handled pursuant to the Standing Order:

1. Restraining Orders Pursuant to G. L. c. 209A/Orders to Vacate Pursuant to G. L. c. 208, § 34B
2. Petitions/motions seeking a Do Not Resuscitate/Do Not Intubate/Comfort Measures Only (DNR/DNI/CMO) order, authorization for medical treatment order, or order for antipsychotic medication;
3. Petitions seeking appointment of a temporary guardian or conservator;
4. Petitions pursuant to G. L. c. 19A, § 7 and G. L. c. 19C, § 20 – protective services;
5. Health Care Proxy actions;
6. Petitions/Motions for Appointment of Special Personal Representative;
7. Petitions for marriage without delay;
8. Complaints for Dependency (SIJS) if the child will turn 21 prior to May 5, 2020;
9. All requests for injunctive relief;
10. Motions for temporary orders where exceptional/exigent circumstances have been demonstrated;
11. Contempt actions where exceptional/exigent circumstances have been demonstrated; as well as the following circumstances:
12. Upon a showing of exceptional/exigent circumstances, a party whose trial or evidentiary hearing is postponed by Standing Order 2-20 may seek an exception from Standing Order 2-20 by motion which shall be heard on the pleadings or telephonically. No exception shall be granted except with the approval of the assigned judge and the Chief Justice of the Probate and Family Court.
13. Sua sponte custody orders to the Department of Children and Families pursuant to G. L. c. 119A, § 23 (a) (3) that expire between March 18, 2020 and May 4, 2020 will be

administratively extended for 45 days from the expiration date. A party may, for good cause shown, seek to bring the matter forward earlier upon a demonstration of exigent circumstances. The request may be decided on the pleadings

14. Treatment plan orders that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days from the expiration date. A party may, for good cause shown, seek to bring the matter forward earlier upon a demonstration of exigent circumstances. The request may be decided on the pleadings.
15. Temporary orders of appointment in guardianship and conservator cases that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days from the expiration date. A party may, for good cause shown, seek to bring the matter forward earlier upon a demonstration of exigent circumstances. The request may be decided on the pleadings.

NON- EMERGENCY MATTERS

1. Non-emergency matters currently filed are not receiving hearing dates. Upon the Court resuming their regular sessions, these matters shall be scheduled for hearing in the order in which they were filed.
2. In the event parties have an agreement, these matters shall be reviewed for administrative allowance.
3. Attorneys may, if both parties agree, submit motions for consideration pursuant to Superior Court Rule 9A.

CASES CURRENTLY SCHEDULED

All matters with the exception of those set forth above under Standing Order 2-20 are being continued. Notices are being mailed indicating the continuance of these cases. Motions to Continue are not required.

1. Pre-trial Conferences- PTC shall be continued to a designated day in May for each judge. There shall be scheduled a “Blitz” day for each judge utilizing the services of members of the bar in the hopes of reducing the number of cases requiring trial dates.
2. Motions- Motions currently scheduled shall be reviewed by an AJCM. In the event there may be an emergency or other matter requiring the immediate attention of the court that matter shall be brought to the attention of the judge, who shall review and schedule for a telephonic hearing or videoconference. All other motions are subject to re-marking to a date in May. If the matter has been scheduled by the court (i.e. a review date), AJCM shall reschedule and mail notices.
3. Contempts- The Registry shall provide a citation return date in May for all new, non-emergency filings. Contempts currently filed and dates assigned, with a filed Return of Service, Answer or Appearance of Defendant shall be rescheduled by the Registry in May and Notice of Hearing mailed to both sides. If there is not a Return of Service filed and there has not been a filing of an Answer or Appearance of the Defendant, a new date shall not be scheduled until a return of service or answer or appearance of the Defendant is filed.
4. Case Management Conferences- CMC are currently being managed by the probation department and offered further dates for pre-trial conference in May.
5. Trials- Trials shall be rescheduled for a Settlement Conference Date in May.

UNCONTESTED MATTERS

1. Uncontested Matters currently scheduled that cannot be handled administratively, divorces under G. L. c. 208, § 1A, and adoptions shall be assigned an uncontested hearing date in May.
2. Other uncontested matters may be submitted for administrative consideration.

EMERGENCY PROTOCOL

HAMPDEN CLOSURE

EFFECTIVE 3/30/2020

1. All new 209A requests shall go to the on-call District Court judge, unless the request comes in on the emergency number set out below.
2. The Registry of Probate will offer a JRS phone number (857-972-3205) for all emergency call ins. The Registry number, 413-735-6043, is on the front door of the courthouse and with the local PD. The number shall be published on www.mass.gov/courts.
3. All paperwork shall be sent to the mailbox: hampdenprobate@jud.state.ma.us. This email address shall be available on the Registry call in line, on the front door of the courthouse and with the local PD. The address shall be published on www.mass.gov/courts.
4. Each day there shall be one assigned judge and AJCM to handle emergencies. This may change day to day. The assignments shall be made by the First Justice in the division.
5. The on call AJCM shall answer all emergency calls on the emergency number.

6. The AJCM shall screen the emergency in accordance Standing Order 2-20 and request necessary paperwork to be forwarded to the general email address for the court above.
7. Paperwork may, in exigent circumstances, also be submitted by text and mailed in later or filled out by court staff, if necessary.
8. The AJCM shall request CORI/CARI, if necessary. This request shall be submitted to the closest Probation Department of the Probate and Family Court, which is open and operational. At this time the request shall go to Hampshire.
9. The paperwork, CARI and the litigant's phone number shall be forwarded to the on-call judge.
10. The AJCM may conference in the on-call judge or the on-call judge shall, using the JRS phone, or an undisclosed number, contact the litigant. The on-call judge shall record the hearing using a portable recorder, zoom capabilities or their phone, if necessary. An open and operational Probate and Family Court may assist in recording with FTR, if necessary. Under no circumstances shall the personal contact information of a judge or AJCM be provided to a litigant or attorney.
11. All litigants shall be sworn.
12. Any orders issued shall be prepared by the AJCM on call, electronically signed, a typed signature for a judge may suffice,

mailed or emailed, and docketed when signed by the issuing judge.

13. The recorded hearing shall be played back to FTR when practicable.

HAMPSHIRE PROBATE AND FAMILY COURT OPERATIONS UNDER PROBATE AND FAMILY COURT STANDING ORDER 2-20

The following protocols are implemented forthwith by First Justice Linda S. Fidnick, Register Michael Carey, and Chief Probation Officer R.J. Waskiewicz to address access to the Court and temporary case management processes during the COVID-19 pandemic.

ACCESS TO THE COURT

Until further administrative orders are entered by the Office of the Chief and/or the Supreme Judicial Court, the Hampshire Division of the Probate and Family Court will be operating as described below.

The Hampshire Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.

1. **Judicial Availability:** There is a Judge available during the Court's regular business hours: Monday through Friday from 8:30 a.m. to 4:30 p.m. in order to hear emergency cases (as defined by Standing Order 2-20) by telephone or video conference.

2. **Emergencies:** If an emergency situation arises that falls within the parameters of Section E (1) - (8) of Standing Order 2-20, the lawyer or litigant should call the Registry at (413) 586-8500 for remote processing of emergency pleadings and further instructions. If someone believes that an emergency situation exists outside of the types of cases identified in Section E (1)-(8), but still within the parameters of Standing Order 2-20, that person should not come to the Court, but instead should call the Registry at the above number for screening and remote processing of emergency pleadings.

In emergency cases, after forms are submitted they will be reviewed by the JCM/AJCM and referred to the Judge who will rule on the matter

administratively, hold an immediate telephonic hearing, or provide other orders for hearing.

All restraining order requests and requests for Orders to Vacate pursuant to G.L. c. 208, § 34B (including return dates when notice has not been accomplished) are emergencies and shall, if practicable, be heard by telephone or video conference once the paperwork is complete.

If the matter presented is determined not to be an emergency, the individual and/or counsel will be advised to file original forms (if not already provided) via e-filing or mail as in the ordinary course.

3. Persons who arrive at the Courthouse: Two large signs are posted at the front entrance advising anyone who arrives in person to remain in the vehicle and to call the Registry, whose numbers are written on the sign. There are also frequently used forms on a table in the courthouse vestibule (e.g., complaints for contempt, Custody – Support Parenting Time, and for modification; motion for temporary orders for short order of notice.) The person answering the phone will provide guidance about completing the forms, send out any additional necessary forms, and, if appropriate, forward the call to the Judicial Case Manager or Assistant Judicial Case Manager for further assistance. The person will be required to wait outside of the courthouse, or in their vehicle, while they await further instructions.
4. Threat to Physical Safety: If the person indicates that he or she has been harmed or is in imminent fear of physical harm consistent with the standards for obtaining a restraining order or those under a vacate order, Courthouse security will be alerted, and additional safety measures will be implemented depending on the level of threat (e.g., constant monitoring through security cameras, the person being directed to park in an alternative secure location, Security physically present outside, or the person will be escorted into a secure place within the building).
5. Preferred use of Email in Emergency Cases: If feasible, individuals will be directed to complete online forms using the Mass.gov website and then email the form to hampshireprobate@jud.state.ma.us.
6. Necessity of filing Original Forms: All original forms must be physically filed, either by leaving at the door of the courthouse in a bin designated by Security, by mail, or by e-filing.

CASE MANAGEMENT PROTOCOLS

Commencing March 18, 2020 and until further notice, the following will be the protocol for all events currently scheduled or to be scheduled before the Court.

1. TRIALS

Trials scheduled to begin between March 18, 2020 and May 4, 2020 shall be continued. Counsel/parties will be contacted by the Court about rescheduling. Lawyers and parties are encouraged to explore alternate dispute resolution in the interim as many local mediators are employing electronic means of performing their services.

2. PRE-TRIAL CONFERENCES, STATUS AND REVIEW CONFERENCES

All conferences already scheduled between March 18, 2020 and May 4, 2020 will be rescheduled, unless a telephonic conference or video conference hearing is requested and approved pursuant to these protocols.

3. CONTEMPTS

a. Except for cases where there are exceptional or exigent circumstances as outlined in Standing Order 2-20, no summonses will be issued for newly filed Contempts with a return date prior to May 4, 2020.

b. Contempts scheduled for hearing between March 18, 2020 and May 4, 2020 shall be rescheduled to the first available date after May 4, 2020.

4. MOTIONS

a. No non-emergency motions will be scheduled before May 5, 2020, unless otherwise ordered by the Judge assigned to the case per the protocol in this memorandum.

b. Non-emergency motions that have been scheduled for hearing prior to May 5, 2020 will be rescheduled to a date after May 4, 2020.

c. Uncontested or procedural motions (e.g., to extend time for service; to waive publication in a name change petition) will be handled administratively.

d. Contested motions or motions that are time-sensitive may be heard before May 5, 2020 by telephone or video conference, if necessary and practical as determined by the

Court. Contact the Judicial Case Manager or Sessions Clerk assigned to the Judge for further information.

5. EX PARTE EMERGENCY MOTIONS

- a. If the matter is deemed to require an immediate hearing, the Court shall decide the time, place and manner of the hearing.
- b. All emergency protection orders (G.L. c. 209A and G.L. c. 208, §34B) issued at a hearing after notice prior to March 16, 2020 that are due to expire on or after March 16, 2020 shall remain in effect until the matter is rescheduled and heard by the Court.

6. UNCONTESTED MATTERS

Matters that have been resolved by agreement may be scheduled for a telephone or video conference pursuant to these protocols.

7. THE USE OF PROBATION

The Probation Department stands ready to assist parties and counsel with Dispute Intervention Services telephonically for all pending matters. If parties jointly seek to engage in the Dispute Intervention process on any new or pending matter, both parties (or both attorneys, if the parties are represented) shall contact Chief Probation Officer R.J. Waskiewicz or Assistant Chief Probation Officer, Jo-Ana Lopez at (413) 586-8503 to schedule a telephonic dispute intervention.

8. REQUESTING HEARINGS

Commencing March 18, 2020 until further notice, a request for a non-emergency hearing by telephone conference or video conference, in which no other process has been outlined, must be emailed to the A/JCM for consideration.

9. TELEPHONE CONFERENCES

A request for a telephonic hearing on a non-emergency matter already scheduled for hearing before May 5, 2020, shall be made via email to the A/JCM stating in the subject line "Telephonic Hearing Request". You will receive an answer via email. If permitted, the telephonic hearing will be scheduled on a date and time available to the Court.

10. VIDEO CONFERENCE PROCEDURE

A request for a video conference hearing on a non-emergency matter already scheduled for hearing before May 5, 2020, shall be made via email to the A/JCM stating in the subject line "Video Conference Hearing Request". The request shall include the case name, docket number and event type, valid email addresses and phone numbers for all participants, and a certification that the participants have a computer, tablet or phone with video capability and microphone/speakers, a working WIFI/internet connection, and the ability to download the "Real Presence" player (for which a link will be sent by email). If permitted, the video conference hearing will be scheduled on a date and time available to the Court.

11. EXTENSION OF ORDERS

1. Treatment plans that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days. Administrative extension of treatment plans shall be signed by the JCM or Judge. A party may seek to bring the matter forward for good cause upon a demonstration of exigent circumstances via email the A/JCM. If such a request is made, it shall be referred to the assigned Judge who may act on the matter administratively, or mark it for a telephonic hearing.

2. Orders for Appointment in Guardianship and Conservator cases that expire between March 18, 2020 and May 4, 2020 will be administratively extended for 60 days. Administrative extension of these Orders shall be signed by the Judge. A party may seek to bring the matter forward for good cause upon a demonstration of exigent circumstances via email to the A/JCM. If such a request is made, it shall be referred to the assigned Judge who may act on the matter administratively, or mark it for a telephonic hearing.

3. *Sua sponte* custody orders that expire between March 18, 2020 and May 4, 2020 shall be extended 45 days from the expiration date unless a party seeks to bring the matter forward for good cause upon a demonstration of exigent circumstances via email to the A/JCM. If such a request is made, it shall be referred to the assigned Judge who may act on the matter administratively, or mark it for a telephonic hearing.

4. All orders that were issued prior to the Standing Order and after an adversarial hearing (or the opportunity for an adversarial hearing) that are due to expire prior to May 4, 2020, shall remain in effect until the matter is rescheduled and heard.

12. NEW FILINGS

Commencing March 18, 2020 until further notice, all filings must be made by e-filing, by mail, or by dropping off at the Courthouse. CAVEAT: Filings made in person will be taken into the building but left untouched for 72 hours before any staff member opens them. No events shall be scheduled on any new filings prior to May 5, 2020.

13. PROGRAMS AND ORDERS

Commencing March 18, 2020 until further notice or expiration of Standing Order 2-20, the following have been suspended or canceled:

1. All **Parent Education** courses. Standing Order 2-16 has been temporarily amended and counsel and parties are encouraged to review it. Parties may complete the requirement for PACT or For The Children by completing the online course "KidCare for Co-Parents: An Education Program for Divorcing Families" www.parenteducationonline.com.
2. The **Lawyer for the Day** program is operating via telephone consult and on a limited basis. Individuals seeking assistance may contact Mark Ames (413-587-5229) for more information.
3. All "**seek work**" **Orders** remain in effect, but report reviews are conducted electronically until further Order.
4. Random **drug and alcohol screens** supervised by Probation are suspended until further Order.
5. **Mediation/Conciliation** sessions are operating electronically on a limited basis. Individuals seeking assistance may contact Mark Ames (413-587-5229) for more information.
6. **CHD Liaison Stephanie Delano, MSW, LCSW** is available to counsel families by telephone. She may be contacted at sdelano@chd.org or 413-537-0969.
7. **Family Resolution Specialty Court Cases:** All FRSC team meetings and Court Conferences scheduled between March 16th and May 4th will be rescheduled. Closer to May 1st, the Court will send FRSC teams Doodle Polls to reschedule conferences. Deborah Roth-Howe and Patrick Fleming, FRSC's Family Consultants, remain available to counsel parents by phone. They can be reached by email at deborah.rothhowe@jud.state.ma.us and patrick.fleming@jud.state.ma.us. FRSC mediators may perform virtual mediations. Please direct all other FRSC questions to Noelle Barrist Stern at noelle.stern@jud.state.ma.us.

COURT STAFFING

Until further notice or expiration of Standing Order 2-20, our Registry, Judicial, Probation and Security staff has been divided into two separate teams. The teams work in the building on an alternating week schedule so that the members of each teams are

never at the courthouse at the same time. The purpose of this is to reduce the likelihood that the entire Court would be required to shut down for 14 days if a staff member tests positive for COVID-19. Instead the Court would remain closed only for deep cleaning and re-open with the second team staffing all departments several days later. As a result, however, the Court is continually operating at half of the usual staffing levels. This adversely impacts our ability to schedule, hear and process cases within our customary timeframes. We ask for your patience as we try to protect the health and safety of the public, the bar, and the staff during these extraordinary times.

EMERGENCY PROTOCOL IN THE EVENT OF COURT CLOSURE

for the Hampshire Probate and Family Court

Registry telephone number: 413-586-8500

Email address: hampshireprobate@jud.state.ma.us

SafePlan Advocate telephone number: 413-266-9968

REGISTRY PROCEDURE:

1. All new 209A petitions shall go to the District Court on-call judge OR if the District Court nearest to the petitioner is also closed, the petitioner shall be referred to the local police in order to initiate the petition through the Judicial Response System.
2. Emergency Contact Information (the telephone number of the Registry (413-586-8500), the telephone number for Chloe, the SafePlan advocate (413-266-9968), and the court email address, hampshireprobate@jud.state.ma.us) shall be posted on the entry doors to our building. Michael Carey, Mark Ames and Rebecca Monroe shall access the Registry messages and emails regularly.
3. If a matter falls within the parameters of Standing Order 2-20 Section E (1)-(8) or falls outside of these parameters but seems to be urgent, the Registry person will contact either the JCM or the AJCM. . Whenever possible, the Registry staff person will work with the lawyer or litigant to fill out the appropriate paperwork online and email it to the court email address. If a self-represented person is not able to fill out the paperwork online, the caller will be asked to describe the situation and relief sought in an email. If the person does not have email, the Registry staff person will ask the person to state what the issue is, what they want the court to do, and how urgent it is, and transmit this information to the JCM/AJCM.
4. The email with or without attached filings shall be forwarded to the JCM/AJCM. If the person does not have email, the Registry person shall call the AJCM/JCM and explain the situation.
5. The Registry person will do his or her best to get the following information from the litigant:
 - a. Name, phone, email address, residential address of the petitioner and the respondent.
 - b. Docket number of any open or closed case.
 - c. Is it a Hampshire case, and if not in which division is the case filed.
 - d. If open, status of the case, including date of last order, and what is the next event.

- e. Terms, dates of any existing court order
 - f. Is there an active 209A and if so, which court issued it, and what are the terms
 - g. Whether DCF is involved
6. The petitioner will be told to mail originals to the Court for later filing and docketing.

JCM/AJCM AND PROBATION PROCEDURES

7. If and when Probation has received the technology to do remote Dispute Interventions (DI), the JCM/AJCM shall speak with the petitioner and review any emailed documents to determine if the case is appropriate for DI with Probation, and contact Probation to request one. Otherwise, the matter should be directed to a judge.
8. If Probation is able to resolve the matter with an agreement and it would be beneficial to have the parties' agreement become an Order, Probation shall contact the AJCM/JCM who will contact the Judge, and the agreement will be reported on the record via the bridge phone number. An order will go out at such time as the Registry is able to process it.
9. Also, if necessary for the case, either Probation or the JCM/AJCM will obtain the full name and date of birth of all necessary individuals and shall request that Probation find another Probation Office to run a CARI record to be shared with the Judge.
10. If the situation suggests that a 51A may need to be filed, the JCM/AJCM will also arrange for Probation to be on the line during any hearing.
11. Prior to any hearing, all information, including the Petitioner's telephone number, the Respondent's telephone number, DCF contact information, the CARI, and any pleadings/emails shall be forwarded to the Judge.
12. If an immediate hearing is required, all reasonable attempts shall be made to conduct a telephonic hearing. The AJCM/JCM shall arrange for litigants/attorneys/Probation/DCF to call the bridge number at a specified time. Absent exigent circumstances, the hearing shall be recorded. If possible, a telephonic hearing shall be arranged by one of the other Divisions and recorded on their FTR. Any other method of recording of the hearing shall later be transferred to FTR when practical. All participants shall be sworn in.
13. The JCM/AJCM shall assist the Judge with the processing of any resulting Order. The Order shall be saved and distributed as an un-editable PDF, and the typed signature of the Judge shall suffice for the entry of the Order until such time as the Order may be signed and docketed.

14. At no time shall the private contact information for any Justice, JCM/ AJCM or other support staff be disclosed to any litigant, attorney or other individual.

Update on the Middlesex Probate & Family Court Operations

UPDATED PROTOCOL FOR EMERGENCY AND NON-EMERGENCY MATTERS

DATED APRIL 11, 2020

The Middlesex Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters. We continue to seek to balance several priorities: access to the Court by the citizens of Middlesex County, the health and safety of all those who enter, and the logistical and procedural limitations and challenges due to a reduced workforce and the use of off-site and remote technology by the judicial and registry staff. The Registry is open to receive pleadings and other filings by first class mail and by E-filing (www.efilema.com) on non-emergency matters, which will be filed and scheduled in the normal course or as specifically designated below. The Registry and the Court are staffed to receive, review, and, as appropriate, schedule and hear emergency matters. Although we are operating with limited staff, court phones are operational and employee emails are being monitored, however a designated phone line has been established to handle any emergency filing and emergency hearing situations. The phone number is 617-768-5906. Additionally, a designated email address has been established to handle non-emergency inquiries that are not being resolved through other provisions in this protocol. That email is middlesexprobate@jud.state.ma.us. The following is updated information relative to these operations and shall act as a supplement to or a replacement of certain items in the protocols issued on March 20, 2020 and are effective until further protocols are published.

1. IF YOU SEEK AN EMERGENCY HEARING BECAUSE YOU HAVE AN EMERGENCY PURSUANT TO STANDING ORDER 2-20, SECTION B AND SECTION E(1)-(8)

The matters delineated above have been deemed emergencies AND *shall* receive a hearing upon the completed filing of the required pleadings and documents, unless notice is required. If you have an emergency which falls within this section, please call the designated COVID-19 emergency phone number 617 768-5906 to speak with the registry representative on duty who will receive the nature of the emergency and direct you on the procedure to file the pleadings

[i.e., pleadings required, other documents required, method of transmittal]. We will be accepting filings for these matters by electronic mail to a designated COVID-19 emergency e-mail address which will be provided to you by the registry representative. When the registry has received all required documents, completed and conforming, the registry representative will file, scan, docket, and transmit them to the emergency judge of the day. No physical file is provided to the courtroom. The emergency judge will utilize the documents that you have provided to the Court and MassCourts to review the case. The emergency judge's clerk/AJCM will then contact you to conduct an emergency telephonic hearing.

2. IF YOU SEEK AN EMERGENCY HEARING BECAUSE YOU HAVE AN EMERGENCY PURSUANT TO STANDING ORDER 2-20, SECTION C(3), SECTION E(9)-(10) AND F(1), (2) and (3) OR YOU THINK YOU HAVE AN EMERGENCY THAT IS NOT SPECIFICALLY LISTED IN STANDING ORDER 2-20

You should call the designated COVID-19 emergency phone number 617 768-5906 to speak with the registry representative on duty for information on how to proceed in accordance with Standing Order 2-20. You may be asked to explain how your situation is exceptional/exigent. Again, no physical file is provided to the courtroom. The emergency judge will utilize the documents that you have provided to the Court and MassCourts to review the case and assess the emergency. After the emergency judge reviews the motion and affidavit, the emergency judge's clerk/AJCM will contact you to inform you as to the Court's determination whether an emergency telephonic hearing will be conducted or when an in-person hearing is warranted. If a hearing is scheduled, it will most likely be telephonic.

For more information on pending SIJS cases see Section 4 below.

3. SCHEDULING HEARINGS ON PENDING MATTERS

Each judge is accepting and reviewing requests for telephonic hearings on non-emergency matters. If you wish to have a telephonic hearing on a motion, contempt, pretrial, status conference or review hearing that is already scheduled, please contact the judicial representative (AJCM/Sessions Clerk) for the judge assigned to your case by email (See below). If you do not receive a timely acknowledgement of your email, use the court-designated email address middlesexprobate@jud.state.ma.us to follow up on the initial inquiry. Please note that it is at the discretion of each judge whether the matter will be given a telephonic hearing, and the conditions for same, including, for example, the

filing of a short memorandum, financial statements, and an affidavit waiving an in-person hearing.

Further, each judge is reviewing their daily session lists on an ongoing basis to determine which cases should be continued and which cases could benefit from a telephonic hearing. You may receive notices of reassignment in the mail, or, you may be contacted to have your case submit to a telephonic hearing. If you receive a rescheduling order and wish to have a telephonic hearing prior to the hearing date, please follow the procedure in the preceding paragraph. All scheduling decisions are at the discretion of the assigned judge. Please note that any case that had been scheduled and reserved a motion time through the scheduling desk, but had not filed a hard copy of the motion, will be removed from the list and will not be rescheduled by the Court. Counsel or the moving party can file and reschedule the motion for a future date through the scheduling department.

We have also set up a second telephonic session for non-emergency matters to allow Judges to conduct more telephonic hearings, including, if necessary, remotely.

4. SUBMISSION ON THE PLEADINGS

Again, all non-emergency pleadings should be submitted through regular mail or E-filing, (www.efilema.com), if permitted.

All submissions should be made to the Registry for proper initiation, filing and submission to the appropriate judge.

To the extent we are able, we are handling uncontested matters, submitted jointly, and with an affidavit waiving an in-person hearing administratively (without any hearing).

If a stipulation for Temporary Orders on a Motion or Contempt, or an Agreement for Judgment on a 1B Divorce, Complaint for Modification or a Contempt is filed, the Temporary Order or Judgment will be forwarded to the assigned judge for review. If all necessary papers are in order and the following are submitted:

1. A stipulation for Temporary Order or Agreement for Judgment signed by both Parties and counsel of record and updated financial statements, if the matter involves a financial matter;
2. For all unrepresented parties, an Affidavit that the party:
 - a. acknowledges they understand the issues presented;

- b. understands and agrees with all terms of the stipulation or agreement;
- c. understands that counsel represents the other Party only;
- d. understands they are waiving their right to an in-person hearing as to this matter only; and,
- e. if applicable, has submitted an accurate financial statement and has reviewed the opposing party's financial statement and believes it to be true and accurate.

Upon receipt and review, the judge will enter an order/judgment administratively, or contact you to inform you that a hearing is required.

All matters that are permitted by law or standing order to be allowed administratively (for example, an Informal Probate Petition), will be reviewed, approved or denied by a magistrate and any subsequent letters, copies or notices will issue as is customary.

5. SPECIAL IMMIGRATION JUVENILE STATUS CASES

All Special Immigration Juvenile Status cases which have hearings scheduled are being reviewed and if the child is turning 21 years old in the immediate future, those matters are being allowed administratively, if all of the pleadings are in order, and if not, a telephonic hearing or expedited hearing is being scheduled.

6. ADOPTION CASES

The Registry is contacting all adoption cases scheduled for hearings since March 16, 2020 and will be working with the parties and/or counsel to determine when a hearing can be held. Parties may request, in writing, that an adoption be allowed administratively. An in-court ceremony to commemorate the adoption may be scheduled for a later date.

7. SUSPENSION OF DRUG SCREENS

The Probation Department has suspended drug screens through the Court. Each judge has received a list of all cases from Probation with such screens and each judge is each reviewing the cases where drug screens were ordered to determine on an individual basis what action needs to be taken.

8. SERVICE OF PROCESS/MOTIONS FOR ALTERNATE SERVICE

If you believe you will be unable in the current circumstances to effectuate service in the traditional manner, you *must* file a Motion for Alternate Service that provides for and requests a specific alternate method of service which is

reasonably calculated to notify the other parties (text, email, social media, overnight mail or other) and which meets due process requirements. These motions may be emailed to the session clerk for each judge for allowance. Please note that only motions will be acted on; emails requesting this relief will not be brought to the judge until a signed motion is provided.

Also refer to order dated March 30, 2020 concerning service in cases under Rule 5(b) of the Massachusetts Rules of Civil Procedure and Probate and Family Court Standing Order 4-20 regarding Rule 5(b) of the Massachusetts Rules of Domestic Relations Procedure.

9. COPIES

All Letters or Appointment and Certified Copies will continue to be processed by regular means. You may call 617-768-5905 for more information on how to make a request.

10. OFF-SITE RECORDS

Records requests from our archive location may still be made. You may email middlesexfilerequest@jud.state.ma.us. When the folders are received they will be scanned and emailed to you at the address used to make your initial request. Any fees for copies provided in this manner must be paid by permitting a credit card charge to be made by court cashier over the phone.

Procedures if the Court is Temporarily Closed by the Executive Office

If the Court is temporarily closed for any reason during the COVID 19 pandemic, messages can be left on 617-768-5906. This line shall be monitored on an hourly basis during regular business hours during a closure. Messages shall be directed to the appropriate party for a response.

Email inquiries can be forwarded to middlesexprobate@jud.state.ma.us.

Emergency Filings can be forwarded to the Court at middlesexprobate@jud.state.ma.us or to the Sessions Clerk/ AJCM working with the Judge to whom the matter is assigned.

JUDICIAL CONTACT LIST FOR HEARING REQUESTS

JUDGE	AJCM/Session Clerk	EMAIL ADDRESS
Judge Allen	Colin McKinnon	colin.mckinnon@jud.state.ma.us
Judge Barbar	Joanne O'Donnell	joanne.odonnell@jud.state.ma.us
Judge Burchill	Renee Khan	renee.khan@jud.state.ma.us
Judge Cafazzo	Colin McKinnon	colin.mckinnon@jud.state.ma.us
Judge Gargas	Krishna Butaney	krishna.butaney@jud.state.ma.us
Judge McSweeny	Lisa Casey	lisa.casey@jud.state.ma.us
Judge Monks	Alison McCrone	alison.mccrone@jud.state.ma.us
Judge Tetreau	Renee Khan	renee.khan@jud.state.ma.us

MIDDLESEX PROBATE AND FAMILY COURT
EMERGENCY PROTOCOLS QUICK REFERENCE GUIDE

In-person access to the Court is now prohibited under all circumstances unless specifically authorized by the First Justice.

Methods for filing and for hearings:

Emergencies: Call 617-768-5906 for immediate assistance and filing instructions

Non-Emergencies: E-file (www.efilema.com), if permitted or regular mail

General Inquiries: **Call**
Domestic Relations/Change of Name - 617-768-5950
Estates/Guardianship/Conservator/Trust - 617-768-5858
Copy - 617-768-5905
Adoption/SIJS - 617-768-5919
Email
middlesexprobate@jud.state.ma.us (Please note this email address is **NOT** for emergencies or filing pleadings as it is monitored by employees working remotely, unless the Court is temporarily closed by the Executive Office).

Storage Requests: **Email**
middlesex.filerequest@jud.state.ma.us

Scheduling: For motions dates after May 4, 2020, call 617-768-5919
Notice of Hearings/Summonses for non-emergencies will be sent out by mail with dates after May 4, 2020.

Uncontested: **Allowed administratively**
By magistrate, when permitted by statute or standing order
By Court, if submitted jointly, with affidavit and all required filings

Pending Cases: Rescheduled by Court, notice received in the mail or check the attorney portal or www.masscourts.org for updates

For telephonic hearings/video conferences, email a request to the assigned judge's AJCM.

All within discretion of the judge.

NANTUCKET PROBATE & FAMILY COURT COVID-19 PROTOCOL

1. The Nantucket Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.

2. Individuals and/or attorneys shall direct all inquiries to the Register's Office at 508-228-2669 or by email to:

Susan.Beamish@jud.state.ma.us or
Sarah.Maxwell@jud.state.ma.us

The Register or her designee, in consultation with the First Justice, shall review pleadings to determine whether a matter is an emergency in accordance with Standing Order 2-20, and, if so, how the matter shall proceed (whether in person, by telephone or video conference or on the pleadings).

In the event access to the courthouse is restricted to both the public and employees, voice mail and email shall be monitored remotely.

3. All new filings shall be made by email (to either address above) or by mail to:

Nantucket Probate & Family Court
16 Broad Street, 2nd Floor
P.O. Box 1116
Nantucket, MA 02554

4. All non-emergency matters shall be scheduled for hearing after May 4, 2020.
5. All 209A Abuse Prevention Orders shall be managed through the Nantucket District Court in accordance with its protocols. In the event of an emergency an individual shall contact the Nantucket Police Department directly.
6. For additional details, please refer online to the Probate and Family Court Standing Order 2-20 at Mass.gov.

Hon. Denise L. Meagher, First Justice

Susan Beamish, Register

NORFOLK PROBATE AND FAMILY COURT PROTOCOLS COVID-19

The Norfolk Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.

All non-emergency scheduled motions, pre-trials and contempts are being continued to a date after May 4, 2020.

Trials, whether ongoing or yet to begin, and uncontested divorces are not being heard and are not being rescheduled at this time. Trials and uncontested divorces will be dealt with separately as set out below.

Our Sessions Clerks, AJCM, JCM, Magistrates and Judges are working tirelessly to move everything with the exception of trials and uncontested divorces to dates in May and June if possible. Some emergency matters are being handled administratively and/or by phone conference. (See Standing Order 2-20 re: specific cases).

We are presently approving Adoption matters administratively and offering to schedule ceremonies for a future date.

Although we are presently considering holding uncontested Divorce Hearings by phone, for cases in which all paperwork has been submitted and has been approved, once we reopen, all day uncontested Divorce Hearing Sessions will be scheduled, where one Judge will hold at least 15-20 hearings per day once per month.

Once we have a date certain for opening we will look at setting dates for trials that were in progress prior to this emergency situation.

In regard to trials that have not yet started, we are strongly urging Attorneys and Litigants to reach out to ADR organizations in an effort to try to resolve all or at least part of the issues presented to reduce the days/times needed for trial. For cases that are not settled, dependent upon whether or not access to the courthouse is at full or limited capacity, we plan to hold Blitz Sessions, where a number of trials that have not yet begun will be brought in each day to see if the team can assist people in coming to partial or full resolutions, limiting or eliminating their time for trial. The feasibility for this will depend on whether or not we are able to open fully or have to do so on a limited basis to avoid a reoccurrence of the virus.

If two counsel or one counsel and a pro se litigant are involved in a Divorce, Modification, 209C or Contempt matter and a full agreement for Temporary Orders or an Agreement for Judgment on a Modification or a Contempt is reached, it will be processed if it is memorialized in writing, signed by both Parties and both Attorneys or one Attorney and signed by the pro se litigant who has also filed an affidavit, acknowledging that they understand the issues presented, that they understand and agree with all terms of the agreement, that their financial statement is accurate, that they understand that counsel represents the other Party only and that they understand they are waiving their right to an in-person hearing as to this matter only. The Agreement and any supporting documentation such as financial statements can be scanned and emailed to the respective Judge's Secretary (See Below) and said matter will be handled administratively. Judgment shall enter and be mailed to each side. The respective secretary will respond that your packet has been received and forwarded to the Judge. If you do not receive said response please contact the Judicial Secretary again by email.

Judge Cronan: olivia.george@jud.state.ma.us

Judge Gorman and Judge Peterson: dianne.rowland@jud.state.ma.us

Judge Phelan and Judge Langlois: tracy.morin@jud.state.ma.us

Judge Moriarty (FLS session): barbara.francois@jud.state.ma.us

Ex Parte/Emergency Motions: Emergency matters set for in Section "E" (1)-(8) of Standing Order 2-20 shall be allowed to be filed and heard without screening unless notice is required. Other Ex Parte Motions shall be screened administratively by the Court to determine whether an emergency exists.

If you have a matter, other than a matter set out in Section "E" (1)-(8) of Standing Order 2-20 that you believe is an emergency, you must email to michael.barbadoro@jud.state.ma.us a copy of your motion, an affidavit setting out "exceptional exigent circumstances" warranting action at this time and providing us with contact information for both sides (phone and email). The emails are being reviewed by Register Patrick McDermott, First Assistant Register Michael Barbadoro, JCM Kim LaDue, and our AJCMs, Attorney Gamberoni, Attorney Hannon and Attorney Maggiacomo. If your case is an emergency requiring hearing, a time will be scheduled. If an order enters, it will be emailed to each side.

For all non-emergency matters, we are requesting that you e-file, which is limited to certain matters and/or mail your filings to the Court. The US Post Office continues to work and delivers mail to the courthouse each day.

The Probation Department is attempting to perform their investigations by phone and/or FaceTime. Everything is status quo with drug/alcohol testing. Please insure that all Parties are in compliance.

Emergency Protocol for the Norfolk Probate and Family Court During Temporary Closure by the Executive Office

1. All initial 209A matters shall be brought to the local District Court that is still operational or to the attention of the assigned Judicial Response Service, “JRS”, Justice. In the event a Probate and Family Court matter is brought to the attention of the JRS Justice, he/she shall contact our JCM, Kim LaDue or First Assistant Michael Barbadoro who will then contact the assigned Probate and Family Court Justice.
2. All continuance or modification issues of a 209A issued by this Court shall be brought to the attention of the JCM or First Assistant Register for our Court.
3. Emergency Contact Information as set out below shall also be posted on the entry doors of our building and shall be available on the voice greeting to the Registry telephone number.

Emergency Contacts:

781-830-1278

michael.barbadoro@jud.state.ma.us

4. If required, the JCM and/or First Assistant shall request that a CARI record be run by our Probation Department to be shared with the assigned Justice. The First Justice of Bristol County Probate and Family Court, Katherine Field, has also offered the assistance of their Probation Department in the event it is needed.
5. All information, including the Petitioner’s telephone number, shall be forwarded to the assigned Justice. If the assigned Justice is unavailable for any reason, the matter shall be brought to the attention of the assigned emergency Justice for that day.
6. If the Court is closed all reasonable efforts shall be made to conduct a telephonic hearing. Absent exigent circumstances, the hearing shall be recorded. If possible, a telephonic hearing shall be arranged by one of the other Divisions and recorded on their FTR. Any other method of recording of the hearing shall later be transferred to FTR when practical. All parties shall be sworn in.
7. The JCM and/or First Assistant Register shall assist the assigned Justice with the processing of any resulting Order. A typed-written signature of the assigned Justice shall suffice for the entry of the Order until such time as the Order may be signed and docketed.

8. At no time shall the private contact information for any Justice, JCM, First Assistant or other support staff be disclosed to any litigant, attorney or other individual

Patricia A. Gorman, First Justice

Emergency Contacts:

781-830-1278

michael.barbadoro@jud.state.ma.us

Plymouth County Probate and Family Court
Temporary Case Management Protocol

The Plymouth Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.

Trials:

Trials scheduled to begin between March 18, 2020 and May 4, 2020 shall be continued.

Counsel/parties will be contacted by the Court about rescheduling.

Trials in Progress:

Trials now in progress shall be conferenced telephonically on the next assigned trial date to determine future scheduling to conclude the trial.

Pre-Trial Conferences, Status Conferences, Case Management Conferences, Settlement Conferences:

1. No Pre-Trial, Status, Case Management or Settlement Conferences will be scheduled until after May 4, 2020.
2. Conferences already scheduled before May 5, 2020 will be rescheduled unless a telephone conference or videoconference hearing is requested and approved as provided herein.

Contempts:

1. No summonses will be issued for newly filed Contempts that are returnable before May 5, 2020, except as noted below in accordance with Standing Order 2-20.
2. Contempts scheduled for hearing between March 18, 2020 and May 4, 2020 shall be rescheduled to the first available date after May 4, 2020.
3. All terms and conditions of existing Orders shall remain in effect.
4. Contempts submitted as emergencies shall be screened administratively by the Court to determine whether an emergency exists.
5. If the matter is deemed to require an immediate hearing, the Court will decide the time, place and manner of the hearing.

Motions:

1. No non-emergency motions will be scheduled before May 5, 2020.
2. Non-Emergency Motions that have been scheduled for hearing before May 5, 2020, will be decided as follows:
 - A. On the pleadings pursuant to Rule 78, provided that:
 - i. both parties agree in writing to this process.
 - ii. the Court is provided with one (1) Motion Package consisting of the following:
 - a. the Motion, with a separate Memorandum stating the reasons that the Motion should be allowed, the supportive Affidavit of the moving party.
 - b. a Memorandum in opposition stating the reasons that the Motion should not be allowed, and the supportive Affidavit of the opposing party.
 - iii. Separately filed Memoranda and/or affidavits will not be considered. It is the obligation of the moving party to coordinate the filing of the one (1) permitted Motion Package.
 - B. By telephone or videoconference, if necessary and practical, as determined by the Court. Contact the AJCM or Sessions Clerk assisting the Judge before whom the matter is scheduled for information on how the matter will proceed.
 - C. If not decided as set forth in Paragraphs 1 or 2 above, the matter will be remarked by the parties to a date after May 4, 2020.

Ex Parte/Emergency Motions:

1. Emergency matters set forth in Section "E" (1)-(8) shall be allowed to be filed and heard without a screening unless notice is required. Other Ex Parte Motions shall be screened administratively by the Court to determine whether an emergency exists.
2. If the matter is deemed to require an immediate hearing, the Court will decide the time, place and manner of the hearing.

209A Abuse Prevention Orders:

209A Abuse Prevention Orders shall be handled pursuant to Standing Order 2-20.

Uncontested Matters:

Scheduled matters that are uncontested may be resolved administratively, or by telephone or videoconference pursuant to the separate protocol for same.

Telephone Conference:

A request for a telephonic hearing on a non-emergency matter already scheduled for hearing before May 5, 2020 shall be made in writing addressed to the AJCM or Sessions Clerk assisting the Judge before whom the case has been scheduled stating in the subject line "Telephonic Hearing Request". If permitted, the telephonic hearing will be scheduled on a date and time available to the Court.

Video Conference Procedure:

A request for a videoconference hearing before May 5, 2020 on any matter already scheduled shall be made in writing addressed to the AJCM or Sessions Clerk assisting the Judge before whom the case has been scheduled stating in the subject line "Videoconference Hearing Request". The request shall include the case name, docket number and event type, valid email addresses and phone numbers for all participants, and a certification that the participants have a computer, tablet or phone with video capability and microphone/speakers, a working WIFI/ internet connection, and the ability to download the real presence player (for which a link will be sent by email). If permitted, the videoconference hearing will be scheduled on a date and time available to the Court.

Procedures if the Court is Temporarily Closed:

If the Court is temporarily closed for any reason during the Covid 19 pandemic, messages can be left on 508-747-8522. This line shall be monitored on an hourly basis during regular business hours during a closure. Messages shall be directed to the appropriate party for a response.

Email inquiries can be forwarded to plymouthprobate@jud.state.ma.us

Emergency Filings if the Court is Temporarily Closed:

Emergency filings can be forwarded to the Court at plymouthprobate@jud.state.ma.us or to the Sessions Clerk/AJCM working with the Judge to whom the matter is assigned.

Emergency Filings if the Register's Office is Open:

Emergency filings can be submitted by contacting the Register's Office in Plymouth or Brockton by telephone. Registry Staff and employees of the Court Service Center will assist in the preparation of pleadings. The telephone number in Plymouth is 508-747-6204 and in Brockton 508-897-5400.

Suffolk Probate and Family Court

The Suffolk Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.

Please be advised that:

(1) There will be no in-person hearing on any matter that does not qualify as an emergency pursuant to Standing Order 2-20 until May 5, 2020 at the earliest.

(2) A request for a telephonic hearing on a non-emergency matter shall be made in writing addressed to the Judicial Case Manager, Patrick Yoyo stating in the subject line “Telephonic Hearing Request”. If permitted, the telephonic hearing will be scheduled on a date and time available to the Court. The email for these matters is: Suffolkquestions@jud.state.ma.us.

(3) A request for a telephonic hearing on an emergency matter shall be made in writing addressed to the Judicial Case Manager, Patrick Yoyo stating in the subject line “Emergency Hearing Request”. JCM Yoyo can also be reached at 617-788-8398. If permitted the hearing will be scheduled as soon as possible. The email for these matters is: Suffolkquestions@jud.state.ma.us.

(4) A request for a videoconference hearing before May 5, 2020 on any matter already scheduled shall be made in writing addressed to Suffolkquestions@jud.state.ma.us stating in the subject line “Videoconference Hearing Request”. The request shall include the case name, docket number and event type, valid email addresses and phone numbers for all participants, and a certification that the participants have a computer, tablet or phone with video capability and microphone/speakers, a working WIFI/ internet connection, and the ability to download the realpresence player (for which a link will be sent by email). If permitted, the videoconference hearing will be scheduled on a date and time available to the Court.

(5) Parties and counsel may submit by mail joint motions with stipulations for temporary orders in any pending action at any time. The assigned Judge will review the stipulations for allowance as a temporary order. Please mail original signed pleading and accompanying Stipulation to the attention of JCM Patrick Yoyo.

(6) Due to the fluid situation of this crisis, rescheduled hearing dates have yet to be established for the matters previously scheduled for hearing during the partial closure of the court. These matters will be rescheduled in due course following further guidance from the Supreme Judicial Court and Chief Justice Casey.

Thank you for your understanding and cooperation during this difficult time.

Brian J. Dunn,
First Justice

EMERGENCY PROTOCOL

IN EVENT OF BROOKE COURTHOUSE CLOSURE

ALL Probate & Family Court Matters

1. If you have a non-209A/Restraining Order emergency, you must contact the court by email at:

suffolkquestions@jud.state.ma.us

In that email explain your emergency matter and attach any and all needed pleadings or information. **You must include a phone number where you can be reached.** The First Justice of the Court or his designee will determine when/if your matter will be heard by telephone, **please place the docket number of the case and the word Emergency in the subject line.** If you do not have a docket number, please note “New Case” in the subject line.

2. If you need an Emergency 209A/Restraining Order from the Probate and Family Court between the hours of 8:30 and 4:30 you may call 617-788-8300 and leave a message and a hearing with an on-call judge will be arranged.

3. You may also obtain an Emergency 209A/Restraining Order by going to your local Division of the Boston Municipal Court located at:

Brighton Division (presently housed in the Brookline District Court), 360 Washington St., Brookline,

Charlestown Division, 3 City Square, Charlestown

Dorchester Division, 510 Washington St., Dorchester

East Boston Division, 37 Meridian Street., East Boston

Roxbury Division, 85 Warren Street, Roxbury

South Boston Division, 535 East Broadway, South Boston

West Roxbury Division, 445 Arborway, Jamaica Plain

or

Chelsea District Court, 120 Broadway, Chelsea, MA 02150

After 4:30 pm, please go to your local police station and your request will be addressed by the after-hours on-call judge.

**GUIDELINES FOR IMPLEMENTATION
OF STANDING ORDER 2-20
IN THE WORCESTER PROBATE AND FAMILY COURT**

Pursuant to Standing Order 2-20 and the SJC's recent order regarding limiting access to the courthouses, the following procedures should be followed regarding matters at the Worcester Probate and Family Court. At the end of this memo are contact telephone number and email of each Judge's secretary, sessions clerk, JCM and AJCM, as well as some information regarding which employee you should contact depending on the nature of the communication or question. All of the employees are on a limited work schedule but many have remote access to email. Every effort is being made to respond to questions as soon as possible. Information will be updated and forthcoming as more directives come from Chief Casey and as the WPFC continues to navigate this new and uncharted territory.

The Worcester Probate and Family Court is open to hear emergency cases in accordance with Probate and Family Court Standing Order 2-20, but the courthouse is closed to the public. Emergency matters will be conducted virtually (i.e., by telephone, videoconference, email, or comparable means, or through the electronic filing system) without the physical presence of the parties, counsel, or other members of the public.

1. There will be a judge available during the Court's regular business hours: Monday through Friday from 8:30 a.m. to 4:30 p.m. to hear emergency cases by telephone or video conference. No in-person matters shall be conducted unless the First Justice determines that virtual resolution of the matter is not practicable or would be inconsistent with the protection of constitutional rights. Entry into a courthouse will be permitted only to those persons necessary to resolve such matters.
2. For the emergency matters identified in Section B (restraining orders and orders to vacate), the person should call (508)831-2216 to complete the necessary pleadings. Hearings will be conducted by telephone. Hearings on the return dates shall be heard, in-person, unless directed otherwise by the Judge.
3. For the emergency matters identified in Section E (1) - (8) of Standing Order 2-20, pleadings may be filed by email, and by e-filing if it is available. There is a designated person each day of the week that the person/attorney should call whose names, emails and phone numbers are listed in the following paragraph. These matters shall be heard, unless notice is required. No screening is required.

Litigants and attorneys may email the staff below for assistance.

4. For the emergency matters identified in Section C (3), Section E (9) and (10), and Section F (1), (2), and (3) of Standing Order 2-20, litigants and attorneys should email the staff below with a motion and supporting affidavit explaining the nature of the exceptional/exigent circumstances. The affidavit shall set forth, with specificity, the nature of the emergency, as well as what efforts have been made to resolve the matter with the opposing party or their counsel prior to the contacting the court. Contact telephone numbers and email addresses (if any) for all counsel and parties shall be set forth in the email correspondence. If the case requires the filing of a new complaint, the pleadings shall be simultaneously filed pursuant to the protocol directed by the Register and the motion and supporting affidavit of emergency should also be emailed to the on call ACJM / JCM below so they may be reviewed as soon as possible by Court. The parties and counsel will be then be notified as to how the Court will proceed. Please note no telephonic hearing will be conducted until all pleadings are filed with the Court.

Monday: fionnuala.girard@jud.state.ma.us (508)831-2223

Tuesday: Jeanne.angers@jud.state.ma.us (508)831-2203

Wednesday: Alicia.doherty@jud.state.ma.us (508)831-2241

Thursday: Kathleen.brown@jud.state.ma.us (508)831-2208

Friday: susan.walton@jud.state.ma.us (508)831-2254

a. If the matter presented is determined to be an emergency requiring immediate judicial action, the individual will be provided with the necessary forms to be completed. After they are submitted, the forms will be reviewed by the Judge who will rule on the matter administratively, hold an immediate telephonic hearing, or provide other orders for hearing.

b. If the matter presented is determined not to be an emergency, the individual and/or counsel will be instructed to complete forms and file them via e-filing or mail as in the ordinary course.

Hearings previously scheduled between March 18-May 4, 2020: Matters previously scheduled for hearing between March 18 and May 4, 2020 will not be heard unless those matters are deemed an emergency pursuant to Standing Order 2-20, or if the assigned judge has determined that the hearing shall go forward. The hearing may be scheduled by the court to occur telephonically or pursuant to Rule 78. Please review the contact information at the end of this memo for any inquiry

relating to the scheduling of your matter. The Court will contact you to schedule and coordinate a telephonic hearing if an emergency hearing is required.

Stipulations: Parties and counsel may submit by mail joint motions with stipulations for temporary orders in any pending action at any time. The assigned Judge will review the stipulations for allowance as a temporary order. Please mail original signed pleading and accompanying Stipulation to the attention of the assigned Judge's secretary.

1A Hearings: These matters will not be heard until at least May 5th. The court will send notice of your new hearing date. If a party or counsel has a circumstance they believe warrants a hearing prior to May 5th, they may email the AJCM or JCM assigned to the Judge. The Judge will then review the request and determine whether a telephonic hearing is appropriate.

Pretrial Conferences and Status Conferences / Trials:

PreTrial Conferences/Status Conferences and Trials scheduled to have occurred between March 18 and May 4, 2020 will not proceed to hearing on the originally scheduled date. These matters will be re-scheduled by the court to a date after May 4, 2020. New hearing notices with re-scheduled hearing dates will be mailed in due course.

Trials and Evidentiary Hearings: Please see Standing Order 2-20, Section C.

GENERAL INFORMATION:

- **Rescheduling of matters postponed pursuant to Standing Order 2-20:** Due to the volume of cases that will need to be rescheduled, not all matters may be scheduled on the date the court resumes normal business. Accordingly, beginning May 5, 2020*, parties (if pro se) or counsel may call the Registry Docket clerk assigned to each judge (see below) to obtain a new hearing date for motions and Contempts. These matters will be re-scheduled in consideration of their original hearing dates with priority to matters awaiting re-hearing the longest in time.
- **Marking new non-emergency motions:** No new non-emergency motions may be marked for hearing at this time. This is because priority will be given to matters that were postponed and the number of cases per day necessarily must be limited to a manageable number. Beginning May 5th*, parties may call the Registry to obtain a date for hearing in consideration of

the anticipated volume of cases to be scheduled or re-scheduled once the court is restored to unrestricted access.

- **Joint motions for temporary orders with written stipulations:** During the implementation of SO 2-20, parties and counsel may, at any time, submit a Joint Motion and stipulation for consideration by the assigned Judge. Originals shall be sent to the designated Judicial Assistant for review by the Judge. The motion may be allowed and the stipulation incorporated into an order however, the assigned Judge may require a hearing telephonically or in person in which case counsel and parties will be notified as to when that hearing will occur.
- **Emergency Court Closure by the Executive Office:** During a full court closure there are no on-site Judges or support staff. If you are requesting a restraining order (209A), contact the AJCM listed above who will assist you with your request. Other emergency pleadings should be emailed to the staff as listed above, or e-filed, where available. Questions should be emailed to the “on call” AJCM for that particular day. Where a hearing on an emergency matter is held, the ability to record telephonic hearings is limited to hand-held devices and other electronic means. Once the court reopens, the hearing will be downloaded to FTR.

During an emergency closure, all scheduled non-emergency telephonic hearings will, unless notified by an AJCM, be postponed until the court reopens, preferably on the assigned Judge’s designated on-site day which generally coincides with their motion day. Upon the court re-opening, if not sooner, you will be contacted by an AJCM to set up the new date and time of the telephonic hearing with every effort made to schedule it within the first 48 hours of the court re-opening.

- **Employee designations:** The following people should be contacted regarding your case according to assigned Judge. Please direct your email to the top person and cc everyone else. Anticipating shortages in staff you will need to email or call multiple people as indicated below depending on the nature of the request or inquiry. Please note that the Staff of the WPFC are all committed to servicing the needs of the public and bar as efficiently as possible. However, to protect the health, safety and well-being of the Judges and staff and pursuant to SO 2-20, we are working on a skeleton staff as well as remotely (as much as possible given various technological issues). Accordingly, processing of orders and responses to questions may be more

delayed than normal. We appreciate your patience.

A. Joint Motions and stipulations should be sent via regular mail (unless an emergency) to the designated *Judicial Assistant* who will deliver to the Judge for incorporation into a temporary order if approved. It is suggested the stipulation include the effective date in light of the fact that staffing at the Court is limited and there will be a longer than typical time for processing the order.

B. Rescheduling motions and contempts: Beginning May 5 (subject to change), motions and contempts may be rescheduled by calling the designated *Docket Clerk* to obtain an available date.

C. Questions regarding status conferences, pretrials, trials and 1As should be directed to the Judge's *Sessions Clerk*.

D. Questions regarding guardianship of incapacitated persons shall be directed to *AJCM Jeanne Angers and cc to Kathleen Brown*.

E. Questions regarding coordinating a telephonic hearing (that the Judge has directed take place) and status of orders may be directed to the *Sessions Clerk* for your Judge or the *AJCM* for your Judge.

F. Questions regarding E-filing and docketing issues as well as probate matters shall be directed to the Registry or the designated *AJCM / JCM*.

*** Date subject to change**

Lobby Contact Information

Judge Keamy Case:

AJCM: Susan.walton@jud.state.ma.us (508)831-2254
Sessions Clerk: Sharon.kelley@jud.state.ma.us (508)831-2234
Judicial Assistant: Eleanor.bianca@jud.state.ma.us (508)831-2206
Docket Clerk: Jackie (508)831-2217

Judge Bailey Case:

AJCM: Fionnuala.girard@jud.state.ma.us (508)831-2223
Sessions Clerk: Christian.kobel@jud.state.ma.us (508)831-2235
Judicial Assistant: Moira.Dacey@jud.state.ma.us (508)831-2215
Docket Clerk: Tina (508)831-2207

Judge Sushchyk:

AJCM: Alicia.doherty@jud.state.ma.us (508)831-2241
Sessions Clerk: Amy.sliwoski@jud.state.ma.us (508)831-2251
Judicial Assistant: martha.hidenfelter@jud.state.ma.us (508)831-2233
Docket Clerk: Anna (508)831-2226

Judge Melia:

AJCM: Fionnuala.girard@jud.state.ma.us (508)831-2223
Sessions Clerk: Ann.porcaro@jud.state.ma.us (508)831-2249
Judicial Assistant: Moira.Dacey@jud.state.ma.us (508)831-2215
Docket Clerk: Tatsuka (508)831-2224

Judge Tierney:

AJCM: Susan.walton@jud.state.ma.us (508)831-2254
Sessions Clerk: Kelly.amaral@jud.state.ma.us (508)831-2211
Judicial Assistant: Eleanor.bianca@jud.state.ma.us (508)831-2206
Docket Clerk: Kim (508)831-2228

Judge German

AJCM: Alicia.doherty@jud.state.ma.us (508)831-2241
Sessions Clerk: Lana.simmons@jud.state.ma.us (508)831-2202
Judicial Assistant: martha.hidenfelter@jud.state.ma.us (508)831-2233
Docket Clerk: Lee (508)831-2212

Other Helpful Numbers:

Judicial Case Manager
kathleen.brown@jud.state.ma.us (508)831-2208

Head Administrative Assistant / Judicial Assistant:
Elaine.henderson@jud.state.ma.us (508)831-2231
AJCM (Guardianship of IPs)