



Paul C. Dawley  
Chief Justice

# Trial Court of the Commonwealth District Court Department

Administrative Office  
Edward W. Brooke Courthouse  
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Boston, MA 02114-4703

TRANSMITTAL NO.	1278
Last Transmittal No. to:	
First Justices	1277
Other Judges	1277
Clerk-Magistrates	1277
Assistant Clerk-Magistrates	1277
CPOs	1277

## MEMORANDUM

TO: District Court Judges, Clerk-Magistrates, Assistant Clerk-Magistrates, and Chief Probation Officers

FROM: Hon. Paul C. Dawley, Chief Justice

DATE: March 13, 2020

SUBJECT: **District Court Standing Order on Court Operations**

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1. **District Court Standing Order 1-20: Court Operations Under the Exigent Circumstances Created by COVID-19.** Attached is a Standing Order intended to maintain critical court operations while reducing court business to lessen exposure to the COVID-19 (coronavirus) pandemic for all court personnel and the public. The Order shall be implemented immediately.

In addition, attached is an Order issued today by the Supreme Judicial Court postponing all new jury trials, and directing that all criminal and civil jury trials be continued to a date no earlier than April 21, 2020, with a narrow exception under extraordinary circumstances. Also attached is a second Order issued today by the Supreme Judicial Court precluding access to state courthouses and state facilities by persons who may be at risk of transmitting the virus to others, and the procedures such persons should follow to reschedule their court appearance.

With limited exceptions, the District Court Standing Order requires that all criminal and civil cases scheduled for any court event between March 18, 2020 and May 1, 2020 be continued to a future date, not less than 60 days from the date of the scheduled event. For any cases scheduled on March 16 or March 17, parties who do not appear should not be defaulted and their cases should be continued to a future date consistent with the procedures outlined in the District Court Standing Order. MassCourts docketing procedures will be available to courts on Monday, March 16<sup>th</sup> along with a business user's guide.

Limited cases will continue to be heard by the court during this time period as outlined in section II and III of the Order.

All court events involving criminal defendants who are held in custody shall be conducted by videoconferencing with the exception of all bench trials, evidentiary motions (including probable cause hearings for which there will be an evidentiary hearing),

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dangerousness hearings, and guilty pleas or admissions to sufficient facts which shall continue to be conducted in court.

In person payments of fines and fees will not be accepted in the court. Parties are encouraged to pay all fines and fees on line, and if that is not possible, any payments due are deferred until May 31, 2020, and may be paid in court beginning May 4, 2020.

Any emergency motions should be brought to a judge's attention. To the extent possible, courts should consider the use of videoconferencing and telephonic conferencing to address any emergency matters. Courts must ensure that all videoconferencing and telephonic conferences be recorded by FTR.

2. **Videoconferencing.** Attached to this transmittal is a list of videoconferencing contacts for correctional facilities including a central number for the Department of Corrections. If you have not already been using videoconferencing for defendants in custody you should be in contact with the person listed at the facility to coordinate scheduling. If you need any assistance with either the scheduling or the operation or setup of equipment, please be in touch with your regional Field Coordinator or directly with Assistant Deputy Court Administrator Joseph Jackson at AODC (617-788-8819 or cell 617-312-2978). Also attached for your convenience is a listing of local contacts of court personnel in each district court who coordinate the use of videoconferencing in their respective courts.

If you have any questions regarding this Standing Order, please do not hesitate to contact this Office.

**District Court Standing Order 1-20:  
Court Operations Under the Exigent Circumstances Created by COVID-19 (coronavirus)**

Due to the extreme risk of person to person transmission caused by the 2019 novel Coronavirus "COVID-19", which has been declared a pandemic by the World Health Organization and which has occasioned the declaration of a State of Emergency in the Commonwealth of Massachusetts, Executive Order No. 591: Declaration of a State of Emergency to Respond to COVID-19;

It is hereby ORDERED, pursuant to my authority as set forth in G.L. c. 211B, § 10, that the Massachusetts' District Courts remain open to conduct the critical criminal and civil business of the Commonwealth subject to the following temporary, emergency conditions, effective March 18, 2020:

**I. Jury Trials**

The holding of jury trials shall be governed by the attached Supreme Judicial Court Order Regarding Empanelment of Juries, In re COVID-19 (Coronavirus) Pandemic, OJ-144 (March 13, 2020), which provides that all criminal and civil jury trials scheduled to commence in Massachusetts state courts between March 13, 2020 and April 17, 2020, shall be continued to a date no earlier than April 21, 2020. The Order Regarding Empanelment of Juries provides that, upon a showing of exceptional circumstances, a criminal defendant whose trial is postponed by the Order may seek an exception by motion directed to the Trial Court, but that any such exception shall not be granted except with the approval of the Trial Court Department Chief Justice after consultation with the Jury Commissioner.

The Supreme Judicial Court's Order Regarding Empanelment of Juries does not affect any case in which a jury has already been empaneled or where a jury has been selected for empanelment; such cases shall proceed through verdict.

**II. Criminal Matters**

- A. Subject to the exceptions set forth below in section II.B.(i)-(viii), all criminal matters scheduled for an event between March 18, 2020 and May 1, 2020 for a person who is not in custody shall be CONTINUED to the first business day no less than 60 days from the date of the scheduled event or to a date by agreement of the parties and the respective Clerk's Office not before May 4, 2020. Counsel or parties should contact the Clerk's Office by telephone to schedule an event that has been continued.

Show cause hearings scheduled between March 18, 2020 and May 1, 2020 shall be CONTINUED to a date set by the Clerk-Magistrate not before May 4, 2020. Show cause hearings on all applications for complaints filed between March 18, 2020 and May 1,

2020 shall be scheduled to take place on a date set by the Clerk-Magistrate not before May 4, 2020.

Summons arraignments on complaints issued between March 18, 2020 and May 1, 2020 shall be CONTINUED to the first business day no less than 60 days from the date of the scheduled event or to a date by agreement of the parties and the respective Clerk's Office not before May 4, 2020.

- B. The continuances ordered in section II.A. shall not apply to the following events, which shall be conducted as described herein:
- (i) Arraignment of a person in custody on a new complaint or a warrant shall be conducted in the normal course, unless the person is in the custody of a Sheriff or the Department of Corrections, in which case the arraignment shall be conducted by videoconference. Unless the arraigned person remains in custody, all subsequent events shall be scheduled to a date not before May 4, 2020.
  - (ii) Arraignment of a person arrested on a new complaint or a warrant and released on bail shall be conducted in the normal course, unless the official admitting the arrested person determines, in their discretion, to recognize the person's appearance for a date after May 1, 2020. Unless the arraigned person remains in custody, all subsequent events shall be scheduled to a date not before May 4, 2020.
  - (iii) All bench trials, evidentiary motions (including probable cause hearings for which there will be an evidentiary hearing), dangerousness hearings, and guilty pleas or admissions to sufficient facts for a person in custody may be held in court as scheduled.
  - (iv) Default/warrant removals should be processed in the normal course.
  - (v) Motions to revoke bail or conditions of release should be conducted in the normal course, including by videoconference when the person is in custody.
  - (vi) Warrants may be requested in the normal course. Probation violation hearings may be scheduled in the normal course or, if previously scheduled, conducted in court as scheduled, except that a probation violation hearing for a person in custody shall be conducted by videoconference.
  - (vii) Specialty court sessions may be held in court as scheduled.
  - (viii) All non-evidentiary events scheduled for a person in custody shall be conducted as scheduled by videoconference.
- C. Persons who have been assessed fees, fines, or court costs, including probation supervision fees, in a criminal matter that are due between March 18, 2020 and May 1, 2020 may pay their fee or fine online through the e-pay portal that is accessible at [www.masscourts.org](http://www.masscourts.org). If a person is unable to pay such fee or fine through the e-pay portal, the requirement that such fee or fine be paid during that time frame is deferred until May 4, 2020 and Courts shall extend payment due dates to May 31, 2020. The deferral of such payment shall not operate to extend a person's probation.

### III. Civil Matters

- A. Subject to the following exceptions, all civil matters scheduled for an in-court event between March 18, 2020 and May 1, 2020 shall be CONTINUED to the first business day no less than 60 days from the date of the scheduled event or to a date by agreement of the parties and the respective Clerk's Office not before May 4, 2020. Counsel and parties should not mark any motion for a hearing between March 18, 2020 and May 1, 2020. With the Court's approval, the parties may agree to conduct an event during this timeframe by telephonic conference call.

All new civil matters filed between March 18, 2020 and May 1, 2020, shall be entered, but no in-court event shall be scheduled between March 18, 2020 and May 1, 2020. With the Court's approval, the parties may agree to conduct an event scheduled during this time by telephonic conference call.

- B. The continuances ordered in section III.A. shall not apply to the following events, which shall be conducted as described herein:
- (i) Applications for an abuse prevention order pursuant to G.L. c. 209A shall be conducted in the normal course, including by videoconference where necessary.
  - (ii) Applications for a harassment prevention order pursuant to G.L. c. 258F shall be conducted in the normal course, including by videoconference where necessary.
  - (iii) Petitions for Extreme Risk Protection Orders pursuant to G.L. c. 140, 131R et seq. shall be conducted in the normal course, including by videoconference where necessary.
  - (iv) Petitioners for civil commitment pursuant to G.L. c. 123, § 35 shall be conducted in the normal course, including by videoconference where necessary.
  - (v) Hearings pursuant to G.L. c. 123 shall be held in court (which includes a facility or hospital as set forth in G.L. c. 123, § 5) or by videoconference in the normal course.


### IV. Scope of Order

All District Courts remain open. The public is encouraged to continue utilizing the Court's services subject to all applicable public health guidelines.

Pursuant to Mass. R. Crim. P. 36, I find that the basis for this Order necessitating these temporary, emergency conditions and continuances outweigh the best interests of the public and the defendant in a speedy trial. Therefore, the time periods of such continuances shall be excluded from speedy trial computations under Mass. R. Crim. P. 36.

To maintain consistency among the Divisions of the District Court, this Order shall supersede any administrative or scheduling protocols previously instituted by a Division of the District Court in response to the COVID-19 Virus.

Implementation of this Order shall begin immediately. This Order shall be in effect from March 18, 2020, until the close of the Court's business on May 1, 2020. The provisions of this Order are subject to amendment and extension.

  
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Hon. Paul C. Dawley  
Chief Justice of the District Court  
Promulgated: March 13, 2020

## District Court Video Conferencing Contacts

Court Name	Primary Court Contact	Phone Number	Secondary Contact	Secondary Contact: Phone Number	Bridge #
<b>Barnstable County</b>					
Barnstable	Marcia Lopez	508-375-6780	Crystle Logan	508-375-6777	776778
Falmouth	John Nagle	781-317-7525	Edward B. Teague	508-495-1500	771500
Orleans	Dolores V. Bowman	508-225-4700 X148	Marion Brodeick	508-255-4700	774700
<b>Berkshire County</b>					
Great Barrington (Southern Berkshire)	Diane C. Fogarty	413-528-3520 X109	Thomas Bartini	413-528-3520	773520
North Adams (Northern Berkshire)	Renee Sherman	413-346-2462	Traci Flynn	413-346-2401	775339
Pittsfield	Shannon M. Crouse	413-499-0558	Kate E. Gleason	413-499-0558	777489
<b>Bristol County</b>					
Attleboro	Virginia Richardson	508-222-5900 X313	Ana Jardim	508-222-5900	775900
Fall River (Justice Center)	Catherine C. Fitzgerald	508-491-3206	Sandra Casimiro and Nicole Kitchen	508-491-3225	773200
New Bedford	James B. Sheerin	774-766-8287	Fred DeCubellis	508-999-9700 X371	779700
Taunton	Danille LaVoie	508-977-6124	Paul Raposa	508-977-6000	774649
<b>Dukes County</b>					
Edgartown	Patrick T. Flynn	508-627-4770	Liza Williamson	508-627-4770	773751
<b>Essex County</b>					
Gloucester	Melissa Teixeira	978-283-2620 X3007	Margaret Crateau	978-283-2620	772620
Haverhill	Thomas O. Sholds Jr.	978-521-7399	Katherine A. Lauranzano	978-521-7371	777300
Lawrence	Tom Nellson	978-687-7184	Judy Danehy	978-687-7184 X2422	777184
Lynn	Lisa M. D'Urso	781-586-7308	Nielsen Garcia	781-586-7269	771313
Newburyport/ Ipswich	Lawrence A. Thoreson	978-499-6821	Theresa Page	978-499-6832	772652
Peabody	Ann M. Dawley	978-532-3100 X304	Rosalind Faretra	978-532-3100	773100
Salem	Brian Costa	978-825-3067	Kyle Ahearn	978-825-3098	771167
<b>Franklin County</b>					
Greenfield	Tammy S. Raymond	413-775-7428	Stephen Sloan	413-775-7430	775533

Court Name	Primary Court Contact	Phone Number	Secondary Contact	Secondary Contact: Phone Number	Bridge #
Orange	Marianne Kissane-Fichter	978-544-8277 X214	Joella Fortier	(978) 544-8277	778277
<b>Hampden County</b>					
Chicopee	Anabel Vargas	413-598-0099 X242	Frederick R. Baran	413-598-0099	770099
Holyoke	Azizah P. Yasin	413-493-0253	Michael R. Wallace or Patricia Gagnon	413-493-0233 or 413-493-0230	779710
Palmer	Courtney Mattingly	413-283-1010	Angelique Crevier	413-283-8916	778916
Springfield	Hector Zavala	413-748-8657	Susanne Hicks Moultrie	413-748-8646	776000
Westfield	Judith G. Chlaskawa	413-568-8946 X2012	Mary Laskowski & Jordyn Desmond	X2029 & X2011	778946
<b>Hampshire County</b>					
Belchertown (Eastern Hampshire)	Carriann O'Connor	413-213-7645	Randall Smith	413-213-7651	777666
Northampton	Darren Alston	413-584-7400 X253	Jennifer Burger or Alex Collazo	413-584-7400 X249 or X236	777400
<b>Middlesex County</b>					
Ayer	Elaine Strout Clements	978-772-2100 X218	Tanya Safonchik or Debora P. Mickle	978-772-2100 X215 or 213	772480
Cambridge	Ana P. Ledo-Arruda	781-306-2737	Daniel Kallenberg	781-306-2740	772710
Concord	Helen Cappetta	978-369-0500	Carlos Rojas	978-369-0500	770500
Framingham/ Natick	Lyndsay R. Chenard	508-620-3212	Kira Fitton	508-620-3213	770049
Lowell	Lawrence Bean	978-442-3233	Joanna Maletti	978-442-3228	774101
Malden	Michael O'Malley	781-322-7500 X2191409	Marybeth Brady	781-322-7500	777500
Marlborough	James Fahey	508-485-3700	Elizabeth Sacco	508-485-3700 X201	773700
Newton	Lawrence Okstein	617-244-3600 X208	Angela Helberg	617-244-3600	773600
Somerville	Marisa Parsons Fermano	617-666-8000 X2213792	Brittany Powers	617-666-8000 X2213715	773573
Waltham	Ashley Fiandaca	781-894-4500	Joseph Galvin	781-894-4500	774500
Woburn	Aisling Morrissey	781-935-4000 X228	Deborah R. Earl	781-935-4000 X236	774000
<b>Nantucket County</b>					
Nantucket	Barbara Mendez	508-228-0460			770460
<b>Norfolk County</b>					



Court Name	Primary Court Contact	Phone Number	Secondary Contact	Secondary Contact: Phone Number	Bridge #
Brookline	Lincoln Pearl	617-735-8100 X2158120	Kristin O'Hara	617-735-8100	774660
Dedham	Danielle Ryan Tierney	781-467-7334	Beth Cook	781-467-7300	774777
Quincy	Tiffany Brennan	617-984-4137	Carleny Jimenez	617-984-4114	771650
Stoughton	Damon Borrelli	781-344-2131	Linda Siegel	781-344-2131 X217	770055
Wrentham	Jodi Lazarus	508-384-3106	Ashley MacDougall	508-384-3106 X237	773106
<b>Plymouth County</b>					
Brockton	Michael Darche	508-897-2796	Andrew Prioli	508-897-8000	778000
Hingham	Caroline Field	781-749-7000 X201	Paul Fulham	781-749-7000	777000
Plymouth	Adam J. Baler	508-747-8445	Rhea Harkins	508-747-8400	778430
Wareham	Anthony Viola	508-273-1658	Cindy Goodman	508-273-1617	776060
<b>Suffolk County</b>					
Chelsea	Elliot Posada	617-660-9360 or -9351	Jake McKinnon	617-660-9200	779200
<b>Worcester County</b>					
Clinton	Kara Moran	978-368-7811 X234	Patricia Bowser	978-368-7811 X236	777811
Dudley	Vera Larson	508-943-7123 X133	Christopher Hart	508-943-7123 X199	777123
Fitchburg	Denise Vasko	978-345-2111 X219	Rachael Vailton	978-345-2111 X219	772111
East Brookfield	Charles King	508-885-6305	Kimberly A. Bousquet	508-885-6305	776305
Gardner- Winchendon	Trishul Moodley	978-632-2373 X124	Jodie Chatigny	978-632-2373	772373
Leominster	Jennifer L. Tierney	978-537-3722 X119	Sheila M. Carter	978-537-3722 X105	773722
Milford	Thomas C. Carrigan	508-473-1260 X100	Kimberly Laronga	508-473-1260 X107	771260
Uxbridge	Sharon Larange	508-278-2454 X120	Amy Law	508-278-2454 X120	772454
Westborough	Kathleen S. Hallice	508-366-8266 X132	Jennifer Tondel	508-366-8266	778266
Worcester	Darlene Perro	508-831-2040	Konstantina (Connie) Panagiotou	508-831-2038	772010

## Video Conference Facility Contacts\*

*For the most updated contact information please go to the District Court Page on the Courtyard*

### IT & Trial Court Contacts

Pedro Vargas W (617) 878-0705 [pedro.vargas@jud.state.ma.us](mailto:pedro.vargas@jud.state.ma.us)

C (617)407-4993

Bob DiRico (617)878-0749 [bob.dirico@jud.state.ma.us](mailto:bob.dirico@jud.state.ma.us)

### District Court Contacts

Ellen Shapiro (617)788-8822 [ellen.shapiro@jud.state.ma.us](mailto:ellen.shapiro@jud.state.ma.us)

Joseph Jackson (617)788-8819 [joseph.jackson@jud.state.ma.us](mailto:joseph.jackson@jud.state.ma.us)

**Any and all requests for DOC Conferences including Framingham State sentences only-  
initiate with:**

### DOC Contact

Amy I. Wojcechowicz 781-468-6338 [amy.i.wojcechowicz@doc.state.ma.us](mailto:amy.i.wojcechowicz@doc.state.ma.us)

## SHERIFFS CONTACTS

### Barnstable Sheriff Contact

Lt. Pamela Brad (508)563-4371

Deputy David Dahill (508)563-4372

### Berkshire Sheriff Contact

Cpt. Thomas Raymond (413)443-7220 X1129 [Thomas.raymond@sdb.state.ma.us](mailto:Thomas.raymond@sdb.state.ma.us)

Noelle Skowron 413-443-7220 x 1211 [Noelle.Skowron@sdb.state.ma.us](mailto:Noelle.Skowron@sdb.state.ma.us)

Jason Breault (back up only) (413)281-0977

### Bristol Sheriff Contact

Kenneth Souza (508)995-6400 X2315 [kenneth.souza@bcso-ma.org](mailto:kenneth.souza@bcso-ma.org)

### Essex Sheriff Contact

Deputy Kim Murtagh (978)750-1900 X3722 [Kmurtagh@essexsheriff.org](mailto:Kmurtagh@essexsheriff.org)

### Hampden Sheriff Contact

Shift Supervisor 413 858-0223

Back up- Beth Hanna 413-858-0222

### Chicopee Woman's Jail

Carolyn Calderigi (413)730-6991 [carolyn.calderigi@sdh.state.ma.us](mailto:carolyn.calderigi@sdh.state.ma.us)

### Video Conference Facility Contacts\*

*For the most updated contact information please go to the District Court Page on the Courtyard*

Classification Director, Western Mass. Reg. Women's Correctional Center  
Chicopee Women's Jail (413)730-6839 or 6840  
Fax (413)730-6991

#### Middlesex Sheriff Contacts

George Balian 978-932-3494 [gbalian@sdm.state.ma.us](mailto:gbalian@sdm.state.ma.us)  
Supervisor  
Kevin Slattery (978)932-3120 [kslattery@sdm.state.ma.us](mailto:kslattery@sdm.state.ma.us)

**Franklin Sheriff Contact 413-774-4014**  
Lt. Carme 413-559-8353  
Sgnt. Yurion 413-768-8648

#### Norfolk Sheriff Contacts

Brian Klier (781)329-3705 [bklier@norfolksheriffma.org](mailto:bklier@norfolksheriffma.org)

#### Plymouth Sheriff Contact

Tony Deboe (508)830-6200 X6287  
Booking Department (508)830-6200 X6246

#### Worcester Sheriff Contact

Jennifer O'Day (508)854-1900 X1873

#### Suffolk Sheriff Contact

Stacy Brown

Video Conference Coordinator Cell: 617-257-8667- call or text  
[sbrown@scsdma.org](mailto:sbrown@scsdma.org) Work: 617-635-1000 x2058

In case of emergency call

Supervisor Sylvia Thomas, Assistant Deputy Superintendent  
Security and Operations, Social Services, Education, Women's Programs and Video Conference  
Cell: 857-265-6600, Work: 617-704-6547

Fax: 617-704-6558

[stthomas@scsdma.org](mailto:stthomas@scsdma.org)

Video Conference Desk: 617-704-6598; FAX: 617-704-6564