

May Scheduling Guidelines

1. Per Superior Court Standing Order 6-20; and after consultation with the Clerk of Courts, we are going to be opening the First Session and the Civil sessions to handle more matters.
2. For criminal pretrial hearings, or evented status to set dates, the Commonwealth and defense counsel shall prepare and email file the Pre-trial Conference report with proposed dates one day prior to the scheduled date of the pretrial hearing. The proposed dates may be adopted and ordered by the court without hearing. If a hearing is necessary or requested it shall be scheduled telephonically with counsel by the clerk's office and shall be heard in the First Session.
3. For all criminal non-evidentiary dispositive motions, non-evidentiary motions to suppress, discovery motions, motions for buccal swab, and the like; the motions and all supporting papers shall be emailed to the clerk's office general email address. The opposing party shall have 7 calendar days to file a written response. Once fully briefed, the matter shall be electronically assigned to a judge for handling. The judge shall schedule and hold a hearing via telephone or zoom. The hearing shall be remotely recorded on FTR.
4. In the event that any motion is agreed (such as for example discovery motions or motions to travel), it shall so state conspicuously in the caption and may be acted upon without a hearing.
5. Ex parte motions for funds shall be electronically filed and acted upon by the judge on duty without a hearing.
6. All other matters, including bails, motions to withdraw, appointment of counsel, warrant applications, pleas, VOP submissions and the like shall be handled by the assigned First Session judge on the scheduled date, with assistance from the backup judge in the courthouse.
7. For all scheduled civil events, the civil judges shall handle their respective sessions: Ferrara (Cullinan) and Hodge (Cignoli). The civil events shall presumptively be done remotely via telephone or Zoom.
8. Civil 9As and any emergency filings hard copy filed shall be handled by the assigned judges in the courthouse on any given day. Any 9A or emergency matters that are filed by email shall be electronically forwarded to the appropriate civil session judge.
9. All events are to be recorded on FTR. If done remotely the clerk's office shall arrange for the hand held FTR device and a monitor to be virtually present for the hearing for purposes of creating a record.