

SUFFOLK COUNTY PROBATE & FAMILY COURT

Disclaimer: The following is offered of an informational summary of court operations based on our interpretation of data provided by the Court and other sources. This summary should not be relied upon as it provides general information and may not include the most accurate or up to date procedures at this time.

IMPORTANT NOTE: All courts, including Suffolk PFC, are constantly adjusting their procedures during the coronavirus crisis. Please contact the Court for up to date information.

For specific questions about Suffolk PFC operations, please contact the Court by email at suffolkquestions@jud.state.ma.us and/or by phone (617) 788-8300.

- i. On March 24, 2020, First Justice Dunn issued a letter to the Members of the Bar, which echoes the message of Probate and Family Court **Standing Order 2-20**; namely, access to the courts is limited to emergency situations only.
- ii. Until at least **April 6, 2020**, there will not no in-person hearing on any matter that does not qualify as an emergency as defined by **Standing Order 2-20**.
- iii. Requests for Hearings (Telephone)
 - *Emergency Matter* (not yet scheduled before April 30, 2020):
 - a. Make the request in writing addressed to Judicial Case Manager, Patrick Yoyo at suffolkquestions@jud.state.ma.us;
 - b. In the subject line write, “**Emergency Hearing Request**;”
 - c. Staff can then be reached via telephone at (617) 788-8300; and
 - d. If hearing is permitted, it will be scheduled ASAP by the Court.
 - *Non-Emergency Matter* (already scheduled before April 30, 2020):
 - a. Make the request in writing addressed to Judicial Case Manage at suffolkquestions@jud.state.ma.us;
 - b. In the subject line write, “**Telephonic Hearing Request**;” and
 - c. If hearing is permitted, it will be scheduled ASAP by the Court.
- iv. Requests for Hearings (Video conference)
 - *Matters scheduled for hearing before April 30, 2020*:
 - a. Made the request in writing to Suffolkquestions@jud.state.ma.us
 - b. In the subject line write, “**Video Conference Hearing Request**;”
 - c. Request shall include the case name, docket number, event type, valid email addresses and phone numbers for all participants, and a certification that the

participants have a computer, table or phone with video capability and microphone/speakers with a working WIFI/Internet connection and the ability to download the “realpresence” player (link will be sent via email); and

d. If hearing is permitted, it will be scheduled ASAP by the Court.

v. Joint Motions / Stipulations

- Parties and counsel may submit by **mail** joint motions with stipulations for temporary orders in any pending action.
- **Mail** the original signed pleading and accompanying stipulation to the attention of JCM Patrick Yoyo.
- Assigned Judge will review the stipulations for allowance.