

**IN THE SUPERIOR COURT OF THE VIRGIN ISLANDS
DIVISION OF ST. THOMAS AND ST. JOHN**

IN THE MATTER OF THE ESTATE OF:)	
)	PROBATE NO. ST-19-PB-80
JEFFREY E. EPSTEIN,)	
)	ACTION FOR TESTATE
deceased.)	ADMINISTRATION
)	

ORDER FOR SUBMISSION OF ELECTRONIC COURTESY COPIES

WHEREAS Jeffrey E. Epstein died, testate, on August 10, 2019, in New York, New York, and was domiciled in and a resident of St. Thomas, U.S. Virgin Islands at the time of his death; and

WHEREAS, on August 15, 2019, Petitioners, Darren K. Indyke and Richard D. Kahn, filed a Petition for Probate and for Letters Testamentary for the admission of the Last Will and Testament of Jeffrey E. Epstein dated August 8, 2019, to probate and for the issuance of Letters Testamentary to them as the co-executors nominated therein; and

WHEREAS, on September 6, 2019, the Court admitted said Will to probate administration and issued Letters Testamentary to Darren K. Indyke and Richard D. Kahn; and

WHEREAS multiple attorneys have entered notices of appearance as the legal representatives of the decedent's estate or of claimants against the decedent's estate; and

WHEREAS numerous lawsuits have been filed against the decedent's estate in this and other U.S. jurisdictions, with litigation also possibly pending in foreign jurisdictions; and

WHEREAS, since the commencement of the probate administration, documents (i.e., pleading, motion, exhibit, or other form of written communication or memorialization) have been filed on almost a daily basis, and these documents are often voluminous with exhibits and other

attachments, with the Court not anticipating any decrease in the number or length of the filings;
and

WHEREAS, due to the allegations surrounding the decedent's life and his death and the estimated value of the decedent's estate exceeding 500 million dollars, the probate administration of the decedent's estate has garnered much national and international attention; and

WHEREAS the parties and counsel, the media, and the general public seek ready access to all documents filed in the probate administration of the decedent's estate; and

WHEREAS, to ensure such ready access to the documents filed in these public proceedings by facilitating ease in upload the documents to the Court's website, the Court has deemed it necessary, pursuant to Rule 1-3(a) of the Virgin Islands Rules of Civil Procedure, and in anticipation of the soon-to-be-implemented electronic filing system, to establish a procedure for the mandatory submission of electronic courtesy copies. Accordingly, it is hereby

ORDERED that, effective with all filings on or after March 20, 2020, all parties represented by counsel who have entered an appearance **SHALL SUBMIT** an electronic courtesy copy to the Court via **ProbateCourtesyCopy@vicourts.org** of any document they file conventionally with the Clerk of the Court. The submission of the electronic courtesy copies shall be prescribed by the following:

- (a) The subject line of each e-mail shall provide the case name, case number, and title of the document, all of which may be shortened if such abbreviation would not cause confusion.
- (b) The electronic courtesy copy shall be submitted no later than 11:59 p.m. on the same day the document is filed conventionally with the Clerk of the Court.

- (c) In **NO** instance shall a courtesy copy be e-mailed to the Court before the document has been conventionally filed with the Clerk of the Court, or before it has been served on the other parties,
- (d) Multiple documents filed on the same day may be emailed together, but the total size of all attachments in a single e-mail should not exceed 25 megabytes.
- (e) Each electronic courtesy copy shall be identical to the document filed conventionally with the Clerk of the Court, except that the electronic courtesy copy may be signed with an electronic signature (i.e., “/s/ John Doe, Esq.”) and need not bear a Superior Court date-stamp.
- (f) Each electronic courtesy copy shall be in PDF form, and the parties are encouraged to format each PDF document so that it is text-searchable.
- (g) Parties are advised that the Court may request the submission of electronic courtesy copies of documents that were filed before March 20, 2020; and it is

ORDERED that the parties **SHALL NOT ENGAGE** in *ex parte* communication with the Court when submitting the electronic courtesy copies via **ProbateCourtesyCopy@vicourts.org**; and it is further

ORDERED that this Order shall be directed to counsel of record.

Dated: March 13th, 2020

ATTEST:
TAMARA CHARLES
Clerk of the Court

By: E. Hodge
EDOTCIA THOMAS-HODGE
Court Clerk Supervisor 3 / 13 / 2020



CAROLYN P. HERMON-PERCELL
Magistrate Judge of the Superior Court of the Virgin Islands

CERTIFIED A TRUE COPY
DATE 3/16/2020
TAMARA CHARLES
CLERK OF THE COURT
BY T. Charles
COURT CLERK