

IN THE SUPERIOR COURT OF THE VIRGIN ISLANDS
District of St. Croix

In Re:

Case Number: **SX-2020-MC-00023**

Action: **Miscellaneous**

**EMERGENCY PROCEDURES &
SCHEDULES PURSUANT TO
PRECAUTIONARY MEASURES IN
RESPONSE TO CORONA VIRUS
DISEASE 2019 (COVID-19)**

**NOTICE of ENTRY
of
ORDER AS TO EMERGENCY PROCEDURE AND
SCHEDULES**

To: Justices, Supreme Court

Judges & Magistrate Judges, Superior Court

Judges & Magistrate Judges, District Court

Honorable Albert Bryan, Governor, V.I.

Honorable Novelle Francis, Pres. 33rd Leg.

Nesha R. Christian-Henrickson, Esq., Pres.,
V. I. Bar Association

Hinda Carbon, Exec. Dir., V.I. Bar Assoc.,

Regina C. Petersen, Admin. Of Courts

Veronica J. Handy, Esq., Clerk of Supreme
Court

Tamara Charles, Clerk of Superior Court

Glenda L. Lake, Esq., Clerk of District Court

Samuel L. Joseph, Esq., Interim Chief,
Territorial Public Defender

Denise N. George, Esq., Attorney General
Judicial Branch

Please take notice that on **MARCH 27, 2020**
a(n) **ORDER AS TO EMERGENCY PROCEDURE AND SCHEDULES**
dated _____ was/were entered
by the Clerk in the above-titled matter.

Dated: March 27, 2020

Tamara Charles
Clerk of the Court

By:



Judith M. Ward-Hall
Court Clerk Supervisor

**IN THE SUPERIOR COURT OF THE VIRGIN ISLANDS
DIVISIONS OF ST. CROIX, ST. THOMAS AND ST. JOHN**

IN RE:

**EMERGENCY PROCEDURES &
SCHEDULES PURSUANT TO
PRECAUTIONARY MEASURES IN
RESPONSE TO CORONA VIRUS
DISEASE 2019 (COVID-19)**

SX-2020-MC-00023

ORDER AS TO EMERGENCY PROCEDURES AND SCHEDULES

PURSUANT TO Admin Order No. 2020-0004 of the Supreme Court, the following modifications to the Superior Court's operations will be implemented as of Friday, March 27, 2020 at 5:00 p.m., until further notice. It is hereby

ORDERED that the Superior Court, the Police Department, the Bureau of Corrections, the Office of the Territorial Public Defender, and the Office of the Attorney General shall conduct remote hearings for Advice of Rights and Arraignments for those detained. It is further

ORDERED that at the start of the Advice of Rights hearing, a Bureau of Corrections Officer shall make the proper identification of detainees for all remote Advice of Rights and Arraignments. It is further

ORDERED that Advice of Rights will take place on Mondays, Wednesdays, and Fridays at 10:00 a.m. It is further

ORDERED that the Probable Cause information shall be submitted to the Court no later than one hour before the time set for Advice of Rights by email to remoteaorstx@vicourts.org or remoteaorstt@vicourts.org. It is further

ORDERED that the Police Department shall make certain that the Probable Cause information is submitted in a timely manner. It is further

ORDERED that any individual who is arrested but not detained, shall be given a date to appear for Advice of Rights, as determined by the Clerk of the Court, within ten (10) days. It is further

ORDERED that at Advice of Rights and Arraignment hearings, the Office of the Territorial Public Defender shall represent one hundred percent (100%) of the people arrested unless a person has obtained a private attorney. The Office of the Territorial Public Defender shall distribute their contact information (including, but not limited to, the name of a contact person and their corresponding information) to the various Police Stations. This information shall be made available to all persons who have been arrested. It is further

ORDERED that Arraignments will be heard on staggered schedules commencing at 10:00 a.m., as follows:

Division of St. Thomas and St. John

Arraignments for **detainees** shall proceed as previously scheduled on Thursdays by remote hearing.

Previously scheduled Arraignments for **non-detainees** will be rescheduled as follows:

March 26, 2020 continued to April 16, 2020

April 2, 2020 continued to April 23, 2020

April 9, 2020 continued to April 30, 2020

Division of St. Croix

Arraignments for **detainees** shall proceed as previously scheduled on Wednesdays by remote hearing.

Previously scheduled Arraignments for **non-detainees** will be rescheduled as follows:

March 25, 2020 continued to April 15, 2020

April 1, 2020 continued to April 22, 2020

April 8, 2020 continued to April 29, 2020

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It is further

ORDERED that all existing Temporary Restraining Orders shall be extended for twenty (20) days. It is further

ORDERED that all new Temporary Restraining Orders shall be extended to twenty-five (25) days. It is further

ORDERED that Advice of Rights for Juveniles will be scheduled every Wednesday commencing at 10:00 a.m., on a staggered schedule and pursuant to an established remote hearing protocol. It is further

ORDERED that Emergency Abuse and Neglect cases shall be scheduled with the approval of the Presiding Judge and conducted pursuant to the remote hearing protocol. In-person contact is strongly discouraged and must be approved by the Presiding Judge. It is further

ORDERED that in cases of Emergency Abuse and Neglect petitions and Advice of Rights for juveniles, all counsel shall appear by remote access. It is further

ORDERED that all other emergency hearings shall be conducted only upon approval of the Presiding Judge. It is further

ORDERED that Police Officers shall directly contact the Judicial Officer assigned to warrants for any given week. Judicial Officers shall follow the telephonic warrant process which requires a recording or a written record of the information provided by the Police Officer. Upon the warrant being issued or granted telephonically, the Judicial Officer shall contact the Criminal Division Supervisor to provide the details needed for the Clerks to assign a case number. The Police Officer shall subsequently contact the Criminal Division Supervisor in their respective district to arrange for the submission of the physical warrant in a sealed envelope. A case number will not be required at the time of the telephonic issuance. It is further

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ORDERED that the Police Department shall advise the Court of any new filings for Domestic Violence, Stalking and/or Harassment petitions by contacting the phone numbers provided by the Court. It is further

ORDERED that Judicial Officers and their chambers staff work remotely from home and may come to the Court when deemed necessary. Judicial Officers should be available to address emergency matters as directed by the Presiding Judge. It is further

ORDERED that the Clerks' Offices in both districts shall be staffed by only the minimum number of support staff required to facilitate the essential and emergency hearings authorized to proceed during this emergency. All Court filings in both districts, will be received electronically as follows:

Advice of Rights and Arraignment filings: remoteaorstx@vicourts.org
remoteaorstt@vicourts.org

Complex Litigation filings: CLDCourtesyCopy@vicourts.org

All other filings: superiorcourtefile@vicourts.org

Any conventional filings shall be deposited into the drop boxes located at the exterior of the entrance at all Court buildings. Any payments to open new cases may also be made by certified check or money orders deposited into the drop boxes. The Clerk's Office shall maintain staggered staff schedules to ensure prompt processing of any emergency pleadings filed with the Court by utilizing these methods. It is further

ORDERED that social distancing protocols as well as other safety procedures recommended by the CDC and Department of Health be strictly observed for all matters heard or

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otherwise handled by the Superior Court of the Virgin Islands.

DONE and so ORDERED this 27th **, day of March, 2020.**

ATTEST:

Tamara Charles
Clerk of the Court


Harold W.L. Willocks
Presiding Judge of the Superior Court

By: 

Court Clerk Supervisor

Dated: 3/27/2020

Copies to:

Justices of the Supreme Court
Judges & Magistrate Judges of the Superior Court
Judges & Magistrate Judges of the District Court
The Honorable Albert Bryan, Governor of the Virgin Islands
The Honorable Novelle Francis, President, 33rd Legislature
Nesha R. Christian-Hendrickson, Esq., President, V.I. Bar Association
Hinda Carbon, Executive Director, VI. Bar Association
Regina D. Petersen, Administrator of Courts
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