

**20.000 NOTICE OF LITIGATION**

Whenever the Trial Court, its Departments, Divisions or personnel are named as defendants in a lawsuit or administrative agency complaint arising out of Trial Court business, copies of all materials received in connection with those matters shall be forwarded immediately to the respective Departmental Administrative Office and the Court Administrator.

This policy should be made known to all persons likely to receive such materials.

**20.100 Allegations of Criminal Conduct**

In order to ensure that allegations of criminal conduct by Trial Court employees are investigated in a coordinated manner, department heads are to inform the Departmental Administrative Office, the Commissioner of Probation, or Jury Commissioner (as appropriate) and the Court Administrator of allegations that come to their attention.

**20.200 Litigation Involving Court Personnel**

All Trial Court employees are required to notify their immediate manager if they are arrested, charged with a crime, or are the subject of an order pursuant to G.L. c. 209A. Trial court managers who become aware of an arrest, a criminal complaint, a 209A order, or criminal misbehavior in the workplace by a Trial Court employee or other manager, have an affirmative obligation to report such information to their Departmental Administrative Office, the Commissioner of Probation, or Jury Commissioner (as appropriate) and the Court Administrator. Employees are also required to comply with additional Departmental policies as applicable.