

Land Court Standing Order 7-20: Updated Emergency Measures in Response to Coronavirus Outbreak

I. Introduction

To address the effects of the emergency outbreak of the novel Coronavirus (COVID-19) on the Land Court Department's operations, the court's ability to deliver justice, and on the litigation of cases pending in the court, and to minimize health risks to members of the public and the bar, as well as on the justices, officials, and all other employees of the court, the Land Court Department issues the following Standing Order, to continue in effect until further order of the court. This Standing Order is issued in compliance with the Order, issued by the Supreme Judicial Court, "In re: COVID-19 (Coronavirus) Pandemic: Third Updated Order Regarding Court Operations under the Exigent Circumstances Created by the COVID-19 (Coronavirus) Pandemic," issued June 24, 2020 and effective July 1, 2020 (June 24 SJC Order).

II. Prior Orders

Effective July 1, 2020, this Order shall repeal and replace Land Court Standing Order 6-20 "Updated & Restated Emergency Measures in Response to Coronavirus Outbreak," issued by the court on May 27, 2020 and made effective June 1, 2020.¹

III. In-Person Access by the Public to the Recorder's Office at the Suffolk County Courthouse

Until July 13, 2020 the Land Court's Recorder's Office at the Suffolk County Courthouse is closed to in-person access by the public, except when expressly ordered by the court where entry is required to address emergency matters that cannot be resolved virtually (i.e. by telephone, videoconference, email, or comparable means) because it is not practicable or would be inconsistent with the protection of constitutional rights.

Starting on July 13, 2020, the Land Court's Recorder's Office at the Suffolk County Courthouse will reopen to in-person access by the public for certain limited purposes as provided in this Standing Order and any notices published by the Land Court to the "Court System Response to COVID-19" webpage (<https://www.mass.gov/guides/court-system-response-to-covid-19>) (COVID-19 webpage).

In-person access to the Land Court's Recorder's Office at the Suffolk County Courthouse by the public shall be conducted in accordance with all health and safety guidelines

¹ Land Court Standing Order 6-20 repealed and replaced Land Court Standing Order 5-20 "Updated Emergency Measures in Response to Coronavirus Outbreak," issued by the court on April 30, 2020 and made effective May 4, 2020. Land Court Standing Order 5-20 repealed and replaced Land Court Standing Order 4-20 ("Emergency Measures in Response to Coronavirus Outbreak (Restated)" issued by the court on April 1, 2020 and made effective April 6, 2020. Land Court Standing Order 4-20 repealed and replaced Land Court Standing Order 2-20 "Emergency Measures in Response to Coronavirus Outbreak," issued by the court on March 13, 2020, and Land Court Standing Order 3-20 "Supplement to Emergency Measures in Response to Coronavirus Outbreak," issued by the court on March 17, 2020.

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established by the Trial Court. The Recorder may establish protocols regarding the manner and conduct of in-person business in the Land Court's Recorder's Office to implement the health and safety guidelines established by the Trial Court, and will publish notice of such protocols to the Land Court's webpage and the judiciary's COVID-19 webpage. Such protocols may include, for example, establishing limited hours for conducting on-site non-emergency business with the Recorder's Office by appointment, providing a designated drop-off location for filings in the courthouse lobby, and providing for case filings to be made by email, and business to be conducted by phone email, or virtual means. The Recorder may update and revise such protocols from time to time as health and safety guidelines and standards evolve and develop, by publishing a notice of such updates and revisions to the Land Court's webpage and the judiciary's COVID-19 webpage.

IV. Gradual Resumption of In-Person Proceedings

Until July 13, 2020, the Land Court shall continue to address emergency and non-emergency business and matters virtually (i.e., by telephone, videoconference, email, or comparable means), except when expressly ordered by the court where such business in emergency matters cannot be accomplished virtually.

Starting on July 13, 2020, the Land Court shall begin, in two initial phases, to conduct in-person proceedings in emergency and certain non-emergency matters. In-person proceedings will be scheduled by the court in non-emergency matters only as the staffing and other resources of the court permit, in light of health and safety guidelines, and only upon a determination that it would be ineffective, impracticable, or greatly inefficient to conduct the matter virtually, or that a virtual proceeding would be inconsistent with the protection of constitutional rights. The first phase of additional in-person proceedings will begin on July 13, 2020, and the court will endeavor to increase the number of in-person proceedings it will be able to conduct in a second phase beginning on August 10, 2020, as conditions permit.

To the greatest extent possible, during both phases one and two of the court's gradual resumption of business, the Land Court will continue to handle emergency and non-emergency matters and conduct proceedings virtually, as provided in this Order and the Additional Directives and Procedures attached to this Order. Until conditions improve and the court by notice announces otherwise, all court events other than bench trials and evidentiary hearings, such as (by way of example) hearings on dispositive and non-dispositive motions, motions for preliminary injunctions and for lis pendens, case management conferences, status conferences, pre-trial conferences, etc., will be held virtually, unless otherwise ordered by the court after making the determinations set forth in the preceding paragraph.

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V. Virtual Emergency and Non-emergency Business

The Land Court Recorder's Office shall continue to conduct emergency and non-emergency court business, i.e. to accept the filing of pleadings and other documents, to schedule and facilitate court events (both virtually and in person, where required), to issue orders, to answer questions from attorneys, litigants, and the general public, and to conduct other necessary business of the Land Court. Except where an in-person proceeding or event is scheduled by the court in accordance with this Order and any notices published to the judiciary's COVID-19 webpage pursuant to this Order, all such business will be conducted virtually as set forth in the Additional Directives and Procedures attached to this Order.

Below is a non-exhaustive description of the categories of non-emergency court business that the Land Court will continue to advance during the first two phases of the court's gradual resumption of on-site business where it is practicable to do so, in view of (a) limited court staffing, (b) technological constraints, (c) the need to prioritize emergency or other matters, or (d) legal constraints, such as the moratorium on evictions and foreclosures signed into law by the Governor of the Commonwealth on April 20, 2020, see St. 2020, c. 65.

Categories of Land Court Matters:

A. Cases Assigned to a Judge and New Miscellaneous (MISC) Cases

Each Land Court Justice to whom a case has been assigned, or another Land Court Justice designated to do so by the Chief Justice of the Land Court, may advance a non-emergency case or matter to be processed and handled remotely if, in their judgment, it is practicable to do so in view of limited court staffing, technological constraints, and the need to prioritize emergency matters, and where doing so is consistent with the protection of constitutional rights. The determination to advance a non-emergency matter or case will be made by the court in its discretion. Any party, in a properly-supported motion showing good cause to do so, may request the court to advance a case or matter.

Notwithstanding prior practice, all proceedings, hearings, and events in advanced cases and matters will be scheduled by the court with notice of the event date and time, and with information on how to participate virtually or otherwise, sent to all relevant parties. Until further notice, the procedures for marking up, by counsel or parties, of motions for hearing by a Land Court Justice to whom a case has been assigned (see Land Court Rule 5) are suspended, and all matters will be assigned by the court a date and time for hearing, either on the court's own initiative or in response to a request from a party or parties.

To the greatest extent possible, the Land Court will continue to expand its capacity for processing a greater quantity of judicially-assigned cases and matters remotely (and in person, if necessary and consistent with this Order) during phases one and two of the

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court's gradual resumption of business, as the adequacy of on-site staffing improves and as health, safety, and operational conditions permit.

Any Land Court Justice may schedule a case or matter for a bench trial (or other evidentiary hearing) to be held virtually. Any Land Court Justice may schedule a case or matter for a bench trial to be held in whole or in part in person, on a specified date not earlier than July 13, 2020, if in their judgment it is safe and practicable to do so in view of limited court staffing, technological constraints, the ability to comply with all health and safety guidelines, and the need to prioritize emergency matters. Only a limited number of in-person bench trials will be able to be conducted during the time this Order is in effect, but the court will endeavor to increase the number of in-person bench trials it conducts as the adequacy of on-site staffing improves and as health, safety, and operational conditions permit.

B. Tax Lien Foreclosure (TL) Cases

A Land Court Justice, the Recorder, or the Deputy Recorder may advance a non-emergency Tax Lien case or matter to be processed and handled remotely if, in their judgment, it is practicable to do so in view of limited court staffing, technological constraints, and the need to prioritize emergency matters, and where doing so is consistent with the protection of constitutional rights. The determination to advance a non-emergency matter or case will be made by the court in its discretion. Any party, in a properly-supported motion showing good cause to do so, may request the court to advance a case or matter.

To the greatest extent possible, the Land Court will continue to expand its capacity for processing a greater quantity of Tax Lien cases and matters remotely (and in person, if necessary and consistent with this Order) during phases one and two of the court's gradual resumption of business, as the adequacy of on-site staffing improves and as health, safety, and operational conditions permit.

A Land Court Justice, the Recorder, or the Deputy Recorder may schedule a Tax Lien case or matter for a bench trial (or other evidentiary hearing) to be held virtually. The court may schedule a case or matter for a bench trial to be held in whole or in part in person, on a specified date not earlier than July 13, 2020, if in the court's judgment it is safe and practicable to do so in view of limited court staffing, technological constraints, the ability to comply with all health and safety guidelines, and the need to prioritize emergency matters. Only a limited number of in-person bench trials in Tax Lien cases will be able to be conducted during the time this Order is in effect, but the court will endeavor to increase the number of in-person bench trials it conducts as the adequacy of on-site staffing improves and as health, safety, and operational conditions permit.

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C. Cases to Determine the Military Status of a Mortgagor; Servicemembers (SM) Cases

This section V(C) governs the Land Court's processing of cases brought to obtain a judicial determination of the military status of mortgagors, known as Servicemembers, or "SM" cases. Until further notice, eFiling through the eFilema.com website for Land Court Servicemembers cases remains unavailable to the public and attorneys. (This does not affect eFiling in any other Trial Court department or in the appellate courts.)

1. Urgent Servicemembers (SM) Cases

Filers may seek to advance an urgent Servicemembers case or matter to be processed and handled remotely upon an adequate showing of circumstances requiring the prompt determination of the military status of the mortgagor and upon demonstration, by affidavit or otherwise, that the case or matter falls within an exemption from the federal and state moratoria on certain foreclosures and related actions. A request to advance a Servicemembers case on the grounds that it is urgent shall be submitted to the court electronically by email using the court's emergency email address (LandCourt.Emergency@jud.state.ma.us). Servicemembers cases that are exempt from the moratoria and are shown to be urgent, will be given priority over the court's processing of other Servicemembers cases.

2. Non-urgent Servicemembers (SM) Cases

The Land Court will endeavor to address non-urgent Servicemembers cases that are exempt from the state and federal moratoria on certain foreclosures and related actions, but only to the extent available court staffing and other resources permit, and with priority given to those cases qualifying as urgent. The Land Court will also process dismissals filed in any pending Servicemembers cases.

Filers may submit a dismissal in any pending Servicemembers case (including cases originally submitted via eFiling) via hard-copy paper filing by mail or delivery service.

With the exception of dismissals, to advance a new or pending Servicemembers case, the filer must demonstrate, by affidavit asserting sufficient facts, that the case or matter falls within an exemption from all applicable state or federal moratoria as in effect from time to time, including, without limitation,

- Chapter 65 of the Acts of 2020, "An Act Providing for a Moratorium on Evictions and Foreclosures During The COVID-19 Emergency," including any lawful extensions thereof;
- Section 4022 of the federal CARES Act, Public L. No. 116-136, 134 Stat. 281 (Mar. 27, 2020), including any lawful extensions thereof; and
- any state or federal executive or administrative orders, notices, or letters imposing a foreclosure moratorium, including any lawful extensions thereof.

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The Land Court has provided on its website a form Affidavit of Inapplicability of State and Federal Moratoria. Filers may complete and file this affidavit with the court to demonstrate that there is no applicable moratorium or other legal impediment to the filing and processing of the particular Servicemembers case.

Cases or matters that fall within an exemption from the state or federal moratoria must be submitted to the court, along with the required affidavit, and any accompanying or supporting papers, via hard-copy paper filing by mail or delivery service. Filers also will be required to follow any guidelines or directives announced by the Recorder's Office (to be posted to the Land Court's web site), which may include a request to refile hard copies of documents previously filed through e-filing (in already pending cases).

If, upon review, the court determines that the facts alleged in the affidavit are facially insufficient to demonstrate that an exemption from each of the applicable foreclosure moratoria applies to the case or matter, the filer will be notified, and the court will refrain from further advancement or processing of the case until both the foreclosure moratoria are no longer in effect, and also additional staffing and resources become available, in light of health, safety, and operational conditions.

Filers are discouraged from submitting any routine Servicemembers cases or filings (with the exception of dismissals) that do not fall within an exemption to the applicable state and federal moratoria, as the court will be unable to act on such cases until the moratoria no longer are in effect and additional staffing and resources become available, in light of health, safety, and operational conditions.

D. Title Examination Department Matters (Registered Land Document Approvals and Subsequent (SBQ) Cases)

The Land Court Title Examination Department will continue to process remotely *emergency or urgent* requests for approvals of registered land documents consistent with the Chief Title Examiner's Memorandum setting forth an [Interim Procedure for Remote Approvals](#), issued March 25, 2020, or as may be described in an updated Memorandum to be published to the Land Court webpage and the judiciary's COVID-19 webpage.

The Land Court Title Examination Department will continue to process remotely *emergency or urgent* requests regarding Subsequent to Registration (SBQ) cases and Condominium document approvals consistent with the Chief Title Examiner's Memorandum setting forth [Interim Procedures for the Remote Processing of Subsequent Cases & Condominium Documents](#), issued April 10, 2020, or as may be described in an updated Memorandum to be published to the Land Court webpage and the judiciary's COVID-19 webpage.

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During phases one and two of the court's gradual resumption of business, the Land Court Chief Title Examiner may develop plans for the resumption and advancement of non-emergency and routine registered land business in the Land Court, as additional on-site staffing and resources become available, in light of health, safety, and operational conditions, and the court will publish any updated procedures for the conduct of such business to the Land Court's webpage and the judiciary's COVID-19 webpage.

During phases one and two of the court's gradual resumption of on-site business, any person who has a demonstrated need to conduct in-person business with the Land Court's Title Examination Department must make an appointment with the Title Examination Department (LandCourt.Title@jud.state.ma.us). Drop-in visits to the courthouse should not be made, as many staff members will be working remotely and building access and elevator limitations (e.g. maximum occupancy limits) and security and safety screening will be in place, which could cause significant delays in access to the Land Court's facilities in the courthouse.

E. Survey Department Matters

All non-emergency matters including subdivisions of registered land (PFR submittals), approval of instrument/deed lot descriptions or print order requests for the Survey Department will be processed in order of receipt. Those matters considered as emergency or urgent by the submitter should be identified to the Survey Department by email (LandCourt.Survey@jud.state.ma.us) for prioritization consideration.

All Survey Department matters shall be submitted, as appropriate, to the attention of the Survey Department by email (LandCourt.Survey@jud.state.ma.us) or by mail or commercial delivery service addressed to the Land Court. Original (mylar) subdivision plans required to be filed with the Survey Department must be submitted by mail or commercial delivery service. The court will not sign for deliveries at this time.

During phases one and two of the court's gradual resumption of on-site business, any person who has a demonstrated need to conduct in-person business with the Land Court's Survey Department must make an appointment with the Survey Department by email (LandCourt.Survey@jud.state.ma.us). Drop-in visits to the courthouse should not be made, as many staff members will be working remotely and building access and elevator limitations (e.g. maximum occupancy limits) and security and safety screening will be in place, which could cause significant delays in access to the Land Court's facilities in the courthouse.

VI. What Constitutes an Emergency Matter

Emergency matters in the Land Court are those in which a significant risk of irreparable and serious harm to a party is imminent, should the court not act, and encompasses temporary restraining orders, preliminary injunctions, and urgent requests for judicial endorsement of memoranda of lis pendens.

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VII. Trials and Evidentiary Hearings

During the two initial phases of reopening (beginning on July 13, 2020, and August 10, 2020, respectively), the Land Court will resume the scheduling of trials and evidentiary hearings, as set forth in this Order. Trials and evidentiary hearings may be conducted virtually in the discretion of the Land Court Justice to whom the case has been assigned.

Unless the Land Court Justice to whom the case has been assigned expressly authorizes a trial or evidentiary hearing to be held virtually (after affording all parties an opportunity to be heard on the question) at an earlier date, all Land Court trials (and other evidentiary hearings) scheduled to take place between March 13, 2020 and July 13, 2020 are hereby continued generally to a date no earlier than July 13, 2020. The continuance of the trial in each individual case will run to a specific later date to be determined by the court.

The July 13, 2020 date may be extended from time to time for good cause by order issued by the Chief Justice of the Land Court with the approval of the Chief Justice of the Trial Court.

VIII. Court Events Conducted Virtually by Telephone or Videoconference

During the two initial phases of reopening (beginning on July 13, 2020, and August 10, 2020, respectively), unless otherwise ordered by the court, all scheduled court events and proceedings shall be conducted virtually by telephone conference call or by videoconference, as the court may direct. The Recorder's Office will provide all persons participating in the event with appropriate notice, and instructions on how to take part telephonically or by videoconference. The court will make reasonable accommodations to allow those facing difficulty participating in a court event by videoconference; the court, for example, may allow participation by telephone in lieu of videoconference. The court may direct that filings in connection with a court event being held telephonically or by videoconference be made and served in a particular manner (including by electronic means), by a particular time or times, or in a particular sequence, and consistent with the SJC's Order, "In re: COVID-19 (Coronavirus) Pandemic Regarding Email Service in Cases Under Rule 5(b) of Mass. Rules of Civil Procedure," entered March 30, 2020.

IX. Contingency Plan If Courthouse Not Accessible to Court Personnel

Should the Land Court offices not be accessible to any court staff, the Trial Court will issue a notice of closure and the Land Court will issue a notice, and publish such notice to the Land Court webpage and the judiciary's COVID-19 webpage, that the Land Court will conduct all business virtually until courthouse access for sufficient court staff is restored. The notice may call for the suspension of some or all non-emergency business, if and to the extent the court determines that the lack of access for sufficient staff inhibits

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the court's ability to handle non-emergency business. The court, operating remotely, will continue to hear and act on emergency matters, as defined in this Order. The court's telephone voicemail box and emergency email address will be available where those in need of immediate action by the court on an urgent emergency matter can leave for the court messages to that effect. During court business hours (8:30 a.m. to 4:30 p.m.) the Recorder's Office will monitor as closely as feasible the messages left, and endeavor to provide a response as timely as practical. If indicated, the court will direct filings in connection with the urgent emergency matter be made by email or other means, will in most circumstances act without further hearing on those submissions and, in exceptional cases, will if possible conduct a telephonic or videoconference hearing in connection with that urgent emergency matter.

X. Additional Directives and Procedures of the Land Court for the Conduct of Emergency and Virtual Court Business

All counsel and parties shall adhere to the Additional Directives and Procedures of the Land Court for the Conduct of Emergency and Virtual Court Business attached to this Order.

XI. Further Orders; Effective Date

The Court may issue further Orders regarding this matter as necessary to address the circumstances arising from this pandemic.

This Order is effective July 1, 2020 and shall remain in effect until further order of the court.

Adopted June 24, 2020; effective July 1, 2020. Amendment adopted August 14, 2020; effective August 17, 2020.

/s/ Gordon H. Piper

Gordon H. Piper
Chief Justice of the Land Court

Additional Directives and Procedures of the Land Court for the Conduct of In-Person and Virtual Court Business

Effective immediately, pursuant to **Standing Order 7-20**, the Land Court is implementing the following directives and instructions applicable to all proceedings and all cases pending or to be filed in the Land Court, until further notice.

I. Procedures for Emergency Matters and Filings

The Land Court Recorder's Office is open for business, filings, and requests from the public and bar; however, in light of the gradual resumption of court business during the initial phases of reopening, and the necessary limitations and conditions on access to the courthouse to protect health and safety, where appropriate, such business should be handled remotely by following the procedures outlined below.

A. Pending Cases Assigned to a Judge

For emergency matters or filings that relate to a case that is already pending in the Land Court, the submitter must email the Sessions Clerk for the Judge to whom the case is assigned. Sessions Clerk contact information for each Judge is listed below.

The Sessions Clerk will instruct the submitter on next steps, which will include emailing copies of the request and all supporting documents (all filings) to the Sessions Clerk for the Judge's review. The Sessions Clerk may advise the submitter that the Judge has ordered that the filings or any responses must be served by email to other parties involved in the case.

If indicated, the Sessions Clerk may schedule an emergency telephone conference call or videoconference with the Judge. If so, the submitter and any other relevant parties will be instructed on how to participate. If the Judge takes action on the emergency request, the submitter and any other relevant parties will receive the Judge's order and notice electronically by email from the Sessions Clerk.

If the submitter of an emergency matter does not receive a response to the initial message to the Sessions Clerk after having waited for at least a two-hour period during court business hours (8:30 a.m. and 4:30 p.m.), the submitter should, during those hours, call the Land Court's main telephone number (617-788-7470) and speak with a staff member, access the Land Court's emergency voicemail box, or send an email message to the Land Court's emergency email address (LandCourt.Emergency@jud.state.ma.us). The submitter should state that they have an emergency matter in a pending case, that they have already notified the Sessions Clerk for the Judge to whom the case is assigned of the emergency matter by email, but have not yet received a response, and the time that the message was sent. The responding staff member will take the submitter's contact information and attempt to contact the Sessions Clerk and Judge to whom the case is assigned. If that Judge and his or her Sessions Clerk cannot be reached, the Sessions Clerk for the Judge assigned to hear emergency matters for the day will be contacted to handle the emergency request. The Sessions Clerk for the Judge assigned to hear emergency matters for the day will then contact the submitter with further instructions.

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B. New Case Initiations; Unassigned Cases

For an emergency matter or request that does not involve a pending case, or that is not assigned to a Judge, the submitter should call the Land Court's main phone number (617-788-7470) during court business hours (8:30 a.m. and 4:30 p.m.), and speak with a staff member, leave a message in the Land Court's emergency voicemail box, or send an email message to the Land Court's emergency email address (LandCourt.Emergency@jud.state.ma.us). The submitter should state that they have an emergency matter or request in connection with either a new Land Court case that has not yet been filed or a case which has not already been assigned to a particular judge. The responding staff member will take the submitter's contact information and contact the Sessions Clerk for the Judge assigned to hear emergency matters in unassigned cases for the day who will review the emergency request. The Sessions Clerk will instruct the submitter on next steps, which will include emailing copies of the request and all supporting documents (all filings) to the Sessions Clerk for the Judge's review.

If indicated, the Sessions Clerk may schedule an emergency telephone conference call or videoconference with the Judge. If so, the submitter and any other relevant parties will be instructed on how to participate. If the Judge takes action on the emergency request, the submitter and any other relevant parties will receive the Judge's order and notice electronically by email from the Sessions Clerk.

A new case will also have to be opened on the Land Court's docketing system, which requires the submitter to send all of the filings required for opening a new case (for example, the signed Complaint and a Civil Action Cover Sheet). The submitter will be instructed to send these documents by email to the Sessions Clerk for immediate processing.

For all court filings submitted by email, the signed originals of the filings must thereafter be sent to the Land Court by mail, along with applicable filing fees, with a notation that the filings were previously submitted by email. However, **in no event shall counsel or a party send any irreplaceable original or executed documents to the court by mail or delivery** until emergency procedures are no longer in place and the court issues a notice to that effect. All signed pleadings must still be submitted to the court. Counsel and parties must keep copies of all filings and documents submitted to the court for future reference. The case or matter may be subject to dismissal if signed pleadings and filing fees are not timely received by the court.

II. Procedures for Non-Emergency Cases or Matters Advanced by the Court

The Land Court Recorder's Office is open for business, filings, and requests from the public and bar; however, in light of the gradual resumption of court business during the initial phases of reopening, and the necessary limitations and conditions on access to the

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courthouse to protect health and safety, where appropriate, such business should be handled remotely by following the procedures outlined below.

Where routine business with the Recorder's Office cannot be handled effectively through remote procedures (e.g. case file research, etc.), the requestor may contact the Recorder's Office (Main phone number: (617) 788-7470) to schedule an appointment accommodation. Drop-in visits to the courthouse should not be made, except where an emergency exists, as building access and elevator limitations (e.g. maximum occupancy limits) and security and safety screening will be in place, which could cause significant delays in access to the Land Court Recorder's Office.

A. Pending Cases

For all pending cases assigned to a judge, unless expressly ordered otherwise, the submission of all filings shall be made by emailing a scanned copy thereof to the Sessions Clerk for the Judge to whom the case is assigned or, if related to a Tax Lien case, to the Case Coordinator for the Tax Session. Email contact information for the Land Court is listed below. All email filings simultaneously shall be served by email on all other parties.

In addition to emailing any filing, a paper copy of the filing also shall be sent to the court promptly, with an indication that the same filing also has been made by email, and shall include a certificate of service on all parties. However, **in no event shall counsel or a party send any irreplaceable original or executed documents to the court by mail or delivery** until emergency procedures are no longer in place and the court issues a notice to that effect. All signed pleadings must still be submitted to the court. Counsel and parties must keep copies of all filings and documents submitted to the court for future reference. For all filings submitted by email, the date of email receipt will be used as the filing date, provided the email is received during regular court business hours (8:30 a.m. to 4:30 p.m.), otherwise the filing date will be the next date the court is open (virtually or otherwise) for regular business hours.

If indicated, the Sessions Clerk or Case Coordinator may schedule a hearing with the Judge, Recorder, or Deputy Recorder. If so, all relevant parties will be instructed on how to participate. If the court issues any notices, orders, or decisions in relation to the matter or case, the parties and counsel will receive notice of such court actions electronically by email from the Sessions Clerk or Case Coordinator.

B. New Case Initiations

No new non-emergency case initiation filings can be made by email (see above for procedures for *emergency* case initiations). New case initiation filings may only be submitted by mail or delivery (preferred) or in person (where an emergency exists), along with appropriate filing fees, and in accordance with applicable court rules and procedures. However, **in no event shall counsel or a party send any irreplaceable original or executed documents to the court by mail or delivery** until emergency procedures are

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no longer in place and the court issues a notice to that effect. All signed pleadings must still be submitted to the court. Counsel and parties must keep copies of all filings and documents submitted to the court for future reference.

The eFiling Pilot program for filing new Servicemembers cases through efilema.com has been suspended until further notice.

III. Land Court Contact Information

Recorder's Office Contact Information		
Address	Phone	Online Information
Land Court Recorder's Office 3 Pemberton Square Boston, MA 02108	Main: (617) 788-7470	https://www.mass.gov/orgs/land-court Land Court docket information: https://www.masscourts.org/eservices/

Judge/Session/Department	Contact information
Chief Justice Piper	Mary Armstrong, Sessions Clerk Mary.Armstrong@jud.state.ma.us
Justice Long	Corey Pontes, Sessions Clerk Corey.Pontes@jud.state.ma.us
Justice Foster	Lia Marino, Sessions Clerk Lia.Marino@jud.state.ma.us
Justice Speicher	Emily Rosa, Sessions Clerk Emily.Rosa@jud.state.ma.us
Justice Vhay	Jennifer Masello, Sessions Clerk Jennifer.Masello@jud.state.ma.us
Justice Rubin	Jennifer Noonan, Sessions Clerk Jennifer.Noonan@jud.state.ma.us
Justice Roberts	Kathleen Hayes, Sessions Clerk Kathleen.Hayes@jud.state.ma.us

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Judge/Session/Department	Contact information
Tax Session	Panoraia Naseli, Case Coordinator Panoraia.Naseli@jud.state.ma.us
Survey Department	Stephen LaMonica, Chief Surveyor LandCourt.Survey@jud.state.ma.us
Title Examination Department	Christina Geaney, Chief Title Examiner Land Court.Title@jud.state.ma.us