

## MEMORANDUM

To: All Parties  
From: Omar Hernández, Senior Judge  
Re: **Status Conferences during the Health Emergency Crisis**  
Date: April 16, 2020

The Commonwealth's Stay at Home Order has prevented the DIA from conducting Hearings during this emergency health crisis. In an effort to address this issue, the DIA will begin conducting Status Conferences pursuant to the following protocol.

- The parties must send a written request to the judge via email and indicate the reasons why a Status Conference is necessary and what the parties hope to accomplish during the Status Conference.
- The parties must attach any motions or relevant documents supporting the request so the judges may review and prepare ahead of time.
- Upon reviewing the request, the judge will determine if a Status Conference is necessary and schedule a date and time for the conference call or WebEx meeting.
- If the parties merely want to report on the status of a case and believe that a conference call or WebEx meeting is not required, they can simply submit a written update to the judge via a direct email.