



Trial Court of the Commonwealth District Court Department

Administrative Office
Edward W. Brooke Courthouse
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Boston, MA 02114-4703

Paul C. Dawley
Chief Justice

TRANSMITTAL NO.	1243
Last Transmittal No. to:	
First Justices	1242
Other Judges	1242
Clerk-Magistrates	1242
Assistant Clerk-Magistrates	1242
CPOs	1242

MEMORANDUM

TO: District Court Judges, Clerk-Magistrates, Assistant Clerk-Magistrates, and Chief Probation Officers

FROM: Hon. Paul C. Dawley, Chief Justice

DATE: August 23, 2018

SUBJECT: **1. Housing Court Expansion**
2. Re-Opening of Haverhill District Court
3. Trial Court Cultural Appreciation Week
4. New Supreme Judicial Court Rule 1.11: Rule Relative to the Disposal of Court Papers and Records
5. Amendments to Trial Court Rule XIV Uniform Rules on Public Access to Court Records: Rule 5: Remote Access to Court Records
6. New Supreme Judicial Court Rule 1:25 – Massachusetts Rules of Electronic Filing
7. Massachusetts Substance Use Helpline
8. Department of Mental Health Information and Contact Resources

1. Housing Court Expansion. Chief Justice Timothy Sullivan of the Housing Court has informed me that the Metro South Division of the Housing Court will be open for business beginning August 13, 2018. This division includes each of the municipalities within the jurisdictions of the Brockton, Dedham, Quincy, Stoughton and Wrentham District Courts. The Metro South Division will hold sessions in both Plymouth and Norfolk Counties, beginning on August 20, 2018.

As noted in Transmittal No. 1211 (regarding the expansion of the Housing Court and process to transfer cases to the Housing Court), as a temporary measure until the Metro South Division became operational, the District Courts located in Norfolk County agreed to continue to process and hear any cases where parties sought to transfer their matters to the Housing Court, and thereby conducted sessions of the Housing Court. Every judge sitting in a District Court located in Norfolk County was designated as a Housing Court judge, and staff were designated as Housing Court staff. Matters already being processed by the District Court, sitting as a Housing Court, should continue to handle those matters until completion.

As of August 13, 2018, any new transfers should be sent directly to the new Metro South Division of the Housing Court. The address for all filings is Metro South Division of the Housing Court, George N. Covett Court House, 215 Main Street, Suite 160, Brockton, MA

02303. The telephone number is 508-894-4170. Thank you for your attention to this matter and for your support in assisting the Housing Court while it worked to create this new division.

2. Re-Opening of Haverhill District Court. Effective Monday, September 10, 2018, the Haverhill District Court is scheduled to re-open after extensive renovations have been completed. The move is scheduled to begin on Friday, September 7, 2018 and will continue over the weekend. All current phone and fax numbers for Haverhill District Court will remain the same. I want to thank everyone involved in this move for making the transition as seamless as possible.

3. Trial Court Cultural Appreciation Week. The Trial Court is celebrating Cultural Appreciation Week during the week of September 24-28, 2018. There are many local events being planned across the state, including the following regional celebrations:

9/24/18: 9:00am – Pittsfield
1:00pm – Springfield
9/25/18: 11:30am – Brockton
9/26/18: 11:30am – Worcester
9/27/18: 10:00am – Malden
1:00pm – Middlesex Superior/Woburn
9/28/18: 11:30am – Boston (Brooke Courthouse)

I encourage all judges, Clerk Magistrates and staff to participate in these events.

4. New Supreme Judicial Court Rule 1.11: Rule Relative to the Disposal of Court Papers and Records. On October 1, 2018, current Supreme Judicial Court Rule 1.11, which governs the disposal of court records and papers, will be struck and replaced with new rules regarding the disposal of case records. The new rule 1.11 has been expanded to include case papers or records that have been filed or deposited in paper or electronic form.

As pertaining to the District Court, the new rules mandate:

- All case records in cases decided by the Supreme Judicial Court shall be permanently retained, as shall records, acknowledgements, and agreements filed to establish paternity pursuant to G.L. c. 209C.
- Cases not required to be retained permanently may be destroyed ten years after final disposition of the case provided that: a sample, as established by an Order issued by the Supreme Judicial Court, has been retained; the clerk certifies that dockets for case records to be destroyed contain essential information from the case record; public notice is given at least thirty days before the destruction of the case records; and the Chief Justice of the District Court and the First Justice of the division where the records are stored order the destruction of the case records.