



***Welcome to Judge Parisi's Procedure Memo and List of Court Dates. You have reached this page via Berks County's Website. Please see the following pages for the memo and schedule. Thank you.***

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**MEMORANDUM**

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**TO:** ATTORNEYS AND STAFF  
**FROM:** JUDGE PARISI  
**SUBJECT:** SCHEDULING PROCEDURES  
**DATE:** 11/1/2016

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Pursuant to the current scheduling procedures, the following is a guideline for attorneys in handling certain practices in Judge Parisi's Courtroom.

Initially, it is noted that at Arraignment, or from Court Administration, if Arraignment is waived, defendants will receive a Notice assigning them a Case Disposition/ Trial Listing Date. If the case has not been disposed of prior to this date and time, it will be disposed of that day or will be assigned a Trial Date.

Guilty Pleas/Sentences, ARD's, etc. should be heard before the Case Disposition Date by contacting Chambers at [DSCHNECK@COUNTYOFBERKS.COM](mailto:DSCHNECK@COUNTYOFBERKS.COM) or 610-478-6208. A list of possible dates will be available at Arraignment and also posted on the County's website at [http://www.co.berks.pa.us/Dept/Courts/Documents/parisi\\_schedule.pdf](http://www.co.berks.pa.us/Dept/Courts/Documents/parisi_schedule.pdf). It should be noted that these dates are only potential dates and must be confirmed with Chambers at the earliest possible date or at least two (2) business days prior to the preferred hearing date. Attorneys are responsible for informing their clients of the new hearing date as no orders will be filed for these requested hearings. **Attorneys must discuss their plans with opposing counsel before contacting Chambers.**

**Guilty Pleas and Sentences:** In addition to Miscellaneous Court Days, if prearranged with Chambers, Guilty Plea/Sentence Hearings may be heard on any Trial Day at 9:00am, before the start of Trial. Attorneys must be prepared to begin the hearings on time. Colloquy and all paperwork must be reviewed with clients prior to 9:00am. If attorneys are not ready to begin at the scheduled time, the Guilty Plea/Sentence will not take place that day.

**Pre-Sentence Investigation Reports (PSI's):** Please keep in mind that the Adult Probation office normally needs about two weeks to prepare a PSI. Attorneys must take notice of this and contact Chambers if a PSI is necessary or desired. Judge Parisi does not normally require a PSI for Misdemeanor charges unless there is a question on the Prior Record Score or the sentencing guidelines would indicate that a state sentence is probable.

**ARD's:** Only approved ARD's will be listed for ARD Hearings.

**OPT's** must be timely filed, in accordance with the Rules of Criminal Procedure. If waiting for outstanding discovery, a motion for such should be included within the Omnibus Pretrial Motion. Please communicate with the appropriate ADA to choose an agreeable date(s) from the attached list. If the OPT will take longer than 30 minutes, please inquire with Chambers, as a different date may have to be assigned. In any case, attorneys must contact Chambers for a definitive date before including a hearing date in their motion.

Pretrials will be given approximately thirty minutes for completion. Three pretrial hearings will be listed at 1:30 p.m. and one will be listed at 3:00 p.m. on Pretrial Dates. Counsel should be prepared to begin testimony at the designated time. Pretrials not completed in the designated time period will be relisted for another date.

**Miscellaneous hearings** will be treated in the same fashion as OPT hearings. Contact Chambers prior to filing an order/motion to obtain a date certain.

**JURY TRIALS:** As there is no significant backlog in jury trials, a listing for Jury Trial may be requested by either side at any time after Arraignment. There is no need to wait for the Case Disposition date to request a Jury Trial date. Generally a case will be given at least one "Back-up" date, where there is a "Primary" Jury Trial scheduled ahead on the same date. If the "Primary" Trial does not go for some reason, a Back-up for that date will be selected. Counsel should be prepared to proceed on a Back-up date. If a Primary Trial is not going to proceed, for instance, if it will be a plea, counsel should inform opposing counsel and the Judge's staff.

A Primary Trial means that the case is clearly going to Trial on that date. A Primary date will not be changed absent true exigent circumstances.

NO PLEA BARGAINS WILL BE ACCEPTED ON THE DATE OF TRIAL FOR A PRIMARY TRIAL UNLESS NOTICE WAS PROVIDED TO THE JUDGE'S STAFF AT LEAST TWO BUSINESS DAYS PRIOR TO TRIAL. IDEALLY THE PLEA SHOULD BE TENDERED PRIOR TO THE SCHEDULED TRIAL DATE.

**Bench Trials** may be scheduled before the Case Disposition Date by contacting Chambers.

**POSSIBLE DATES FOR JUDGE PARISI'S COURTROOM**

**(UPDATED 11/1/16)**

PLEASE CONTACT JUDGE PARISI'S CHAMBERS TO CONFIRM A DATE.

EMAIL: [DSchneck@countyofberks.com](mailto:DSchneck@countyofberks.com) or PHONE: 610-478-6208

**ARD, GUILTY PLEA, & SENTENCE**

11/7 at 2:00PM  
11/9 at 9:30AM  
11/10 at 9:30AM  
11/14 at 9:30AM

11/29 at 9:30AM  
11/30 at 1:30PM (no interpreters)  
12/1 at 1:30PM  
12/2 at 9:30AM

**OPT**

JAN. 9, 2017; PM SESSION  
FEB. 13, 2017; PM SESSION

FEB. 27, 2017; PM SESSION  
MARCH 20, 2017; PM SESSION