

TO ALL TOWN AND VILLAGE COURTS:

Please see the attached state wide Memo from Judge Marks regarding updated protocols in relation to the Coronavirus public health emergency.

Outside New York City, special court parts are being established within each county (at the courthouses listed in the attached Appendix A) wherein essential court matters will be consolidated. In addition to these protocols, the following is specific to town and village courts:

Effective Monday, March 16, 2020 at 5pm, OCA will be postponing all non-essential functions of town and village courts until further notice. Thus, all court activity should be suspended effective 5pm Monday evening.

All essential operations will be consolidated into one special court part within each county to be designated by the District Administrative Judge. During regular business hours, all town and village court matters that are deemed to be of an essential nature, e.g.: arraignments and applications for orders of protection, will be handled within the special court part within the county.

Preliminary protocols regarding after-hour proceedings: Those matters that are deemed essential (e.g.: immediate arraignments and the issuance of orders of protection) may be handled within the town or village court facility. At such essential proceeding, judges should continue to do their best to obtain attorneys at first appearance. If no attorney is available to represent the defendant at such essential proceeding, the judge must make a record of their efforts to obtain same proceed with the arraignment. If an order of protection is issued, it should be entered into the WebDVS system as soon as possible.

If a Centralized Arraignment Part exists within a county, that plan should continue to be followed.

All pending criminal matters wherein a defendant is not incarcerated, should be adjourned for no less than 45 days. Any matter where a defendant is in custody, should be adjourned for 30 days.

All pending civil matters should be adjourned for no less than 45 days.

These protocols and plans are being facilitated through your judicial district and more guidance will be forthcoming. If you have any questions relating to these protocols, please reach out to your Special Counsel, Supervising Judge or District Administrative Judge.

Please know this guidance is subject to change, so we ask that you access your Outlook emails on a regular basis.

Best regards during this challenging time,

Nancy M. Sunukjian

Director - Office of Justice Court Support
Special Counsel to the DCAJ
NYS Office of Court Administration

State of New York,
Unified Court System



Lawrence K. Marks
Chief Administrative Judge

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MEMORANDUM

March 15, 2020

To: All Judicial and Non-Judicial Personnel of the Unified Court System

From: Lawrence K. Marks *LM*

Re: Updated Protocols

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In light of further recent developments in the coronavirus public health emergency in New York State, please be advised of the following updated operational protocols for the trial courts of the Unified Court System, as well as all other UCS offices.

- **Effective 5 p.m. on Monday, March 16, we will be postponing all non-essential functions of the courts until further notice. All essential functions will continue, as described below.**
- **Pending Trials:** Pending criminal and civil trials will continue to conclusion. Consistent with our directive of March 13, no other criminal or civil trials shall commence until further notice.
- **Special Parts:** Outside of New York City, special court parts will be established in individual jurisdictions (at the courthouses listed in Attachment A) where essential matters will be consolidated; inside New York City, courthouses will remain open to handle essential matters:

Supreme Court: Essential applications as the court may allow, e.g., Mental Hygiene Law applications, civil commitments, and guardianships.

Civil matters in courts
other than Supreme Court: Essential applications as the court may allow.

Effective Monday, March 16, all eviction proceedings and pending eviction orders shall be suspended statewide until further notice.

NYC Housing Court: Essential applications as the court may allow, e.g., landlord lockouts, serious housing code violations, and repair orders.

Criminal (superior court) matters: Essential applications as the court may allow.

Effective Monday, March 16, felony matters wherein the defendant is not in custody shall be administratively adjourned until further notice. Felony matters in which defendants are in custody will either be administratively adjourned or be conducted remotely by video in New York City and in jurisdictions outside of New York City that have technology available to do so.

Criminal (lower court): Arraignments, and essential applications as the court may allow, e.g., applications for orders of protection.

Arraignments shall be conducted through video remote appearances in New York City and to the fullest extent possible throughout the State.

In New York City, the Red Hook Community Court and the Midtown Community Court have been designated as arraignment sites where persons believed to be at medical risk related to the coronavirus will appear remotely by video.

Family Court: Essential matters as the court may allow, e.g., issues related to child protection proceedings, juvenile delinquency proceedings, family offenses, and support orders.

Surrogate's Court: Essential applications as the court may allow.

Court of Claims: Essential applications as the court may allow.

Please note that, in addressing essential applications, judges will exercise judicial discretion in a manner designed to **minimize court appearance and traffic in the courts.**

- Dedicated 800 Number: The Court System will be establishing an emergency telephone number, available 24/7, for all questions from the public relating to court operations during the coronavirus public health emergency.
- Judicial Assignments: Judges should check with their Administrative or Supervising Judge for information on their assignment under these updated protocols.
- Staff Assignments: Nonjudicial employees should check with their supervisor for information on their assignment under the updated protocols. **Unless you are expressly notified that you must report to work, do not report to work on Tuesday, March 17.** (Staff remaining home pursuant to this directive shall designate such time as excused leave for payroll purposes.) Staff not required to report to work on Tuesday shall remain available for potential future work assignments going forward.

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These initiatives are part of our continuing and evolving efforts to assure the operation of the courts in the safest possible manner for the public and our employees in this time of medical emergency. Please consult your Administrative or Supervising Judge for further details on these proposals.

Thank you for your continuing cooperation and support in these efforts.

Courts Outside NYC

County/City

Designated Court/Location for Emergency Proceedings

3rd District

Albany County Courthouse & Judicial Center
Albany County Family Court
Albany City Court
Cohoes City Court
Watervliet City Court

Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
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Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207

Columbia County
Hudson City Court

Columbia County Courthouse, 401 Union Street, Hudson
Columbia County Courthouse, 401 Union Street, Hudson

Greene County

Greene County Courthouse, 320 Main Street, Catskill

Rensselaer County Courthouse
Rensselaer County Family Court
Rensselaer City
Troy City

Rensselaer County Courthouse, 80 Second Street, Troy
Rensselaer County Courthouse, 80 Second Street, Troy
Rensselaer County Courthouse, 80 Second Street, Troy
Rensselaer County Courthouse, 80 Second Street, Troy

Schoharie County

Schoharie County Courthouse, 290 Main Street, Schoharie

Sullivan County Courthouse
Sullivan County Family Court

Sullivan County Courthouse, 414 Broadway, Monticello
Sullivan County Courthouse, 414 Broadway, Monticello

Ulster County Courthouse
Ulster County Family
Kingston City Court

Ulster County Courthouse, 285 Wall Street, Kingston
Ulster County Courthouse, 285 Wall Street, Kingston
Ulster County Courthouse, 285 Wall Street, Kingston

4th District

Clinton Co. Supreme/County/Family/Surrogate
Plattsburgh City Court

Clinton County Courthouse, Clinton County Office Building, 137 Margaret Street, Plattsburgh
Clinton County Courthouse, Clinton County Office Building, 137 Margaret Street, Plattsburgh

Essex Co. Supreme/County/Family/Surrogate

Essex County Courthouse, 7559 Court Street, Elizabethtown

Franklin Co. Supreme/County/Family/Surrogate

Franklin County Courthouse, 355 West Main Street, Malone

Fulton Co. Family Court
Fulton Co. Supreme/County/Surrogate
Gloversville City Court
Johnstown City Court

Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown

Hamilton County Courthouse
Indian Lake Court Offices

Hamilton County Courthouse, 102 County View Drive, Lake Pleasant
Hamilton County Courthouse, 102 County View Drive, Lake Pleasant

Montgomery Co. Supreme/County/Family/Surrogate Amsterdam City Court	Montgomery County Courthouse, 58 Broadway, Fonda Montgomery County Courthouse, 58 Broadway, Fonda
Saratoga Co. Family Court - Building #2 Saratoga Co. Supreme/County/Surrogate - Bldg. #3 Mechanicville City Court Saratoga Springs City Court	Saratoga County Courthouse, Building #2, 30 McMaster Street, Ballston Spa Saratoga County Courthouse, Building #2, 30 McMaster Street, Ballston Spa Saratoga County Courthouse, Building #2, 30 McMaster Street, Ballston Spa Saratoga County Courthouse, Building #2, 30 McMaster Street, Ballston Spa
St. Lawrence Co. Supreme/County/Family/Surrogate Ogdensburg City Court	St. Lawrence County Courthouse, 48 Court Street, Canton St. Lawrence County Courthouse, 48 Court Street, Canton
Schenectady Supreme/County/Surrogate - 612 State Schenectady Co. Family Court - 620 State Shaffer Heights Supreme Court Annex - Nott Terrace Schenectady City Court - Civil and Traffic (Jay St.) Schenectady City Criminal (Liberty St - police station)	Schenectady County Family Court - 620 State St., Schenectady Schenectady County Family Court - 620 State St., Schenectady Schenectady County Family Court - 620 State St., Schenectady Schenectady County Family Court - 620 State St., Schenectady Schenectady County Family Court - 620 State St., Schenectady
Warren Co. Supreme/County/Family/Surrogate Glens Falls City Court Warren Co. Centralized Arraignment Part (CAP)	Warren County Courthouse - Family Court wing, 1340 State Route 9, Lake George Warren County Courthouse - Family Court wing, 1340 State Route 9, Lake George CAP will remain open
Washington Co. Supreme/County/Family/Surrogate Washington Co. Centralized Arraignment Part (CAP)	Washington County Courthouse, 383 Broadway, Fort Edward CAP will remain open

5th District

Herkimer County Little Falls City Court	Herkimer County Court - 301 N. Washington St. Herkimer, NY 13350 Herkimer County Court - 301 N. Washington St. Herkimer, NY 13350
Jefferson County Watertown City Court	Jefferson County Court - 163 Arsenal St. Watertown, NY 13601 Jefferson County Court - 163 Arsenal St. Watertown, NY 13601
Lewis County	Lewis Multi-Bench - 7660 N. State St. Lowville, NY 13367
Oneida County Utica City Court Rome City Court Sherrill City Court	Oneida Family Court - 200 Elizabeth St. Utica, NY 13501 Oneida Family Court - 200 Elizabeth St. Utica, NY 13501 Oneida Family Court - 200 Elizabeth St. Utica, NY 13501 Oneida Family Court - 200 Elizabeth St. Utica, NY 13501
Onondaga County Syracuse City Court	Onondaga Family Court - 401 Montgomery St. Syracuse, NY 13202 Onondaga Family Court - 401 Montgomery St. Syracuse, NY 13202
Oswego County Fulton City Court Oswego City Court	Public Safety Center, 39 Churchill Road, Oswego, NY 13126 Public Safety Center, 39 Churchill Road, Oswego, NY 13126 Public Safety Center, 39 Churchill Road, Oswego, NY 13126

6th District

Broome County Binghamton City Court (City Hall)	Broome County Annex County and Family Court Building, Binghamton Broome County Annex County and Family Court Building, Binghamton
Chemung County Elmira City Court (City Hall)	Justice Building, Elmira Justice Building, Elmira
Chenango County Norwich City Court (City Court Building)	Eaton Center, Norwich Eaton Center, Norwich
Cortland County Supreme Court (Cortland County Courthouse)	Cortland County Courthouse, 46 Greenbush Street, Cortland
Delaware County	Delaware County Courthouse, 3 Court Street, Delhi
Madison County Oneida City Court (Justice Center)	Madison County Courthouse, 138 North Court Street, Wampsville Madison County Courthouse, 138 North Court Street, Wampsville
Otsego County Oneonta City Court (Public Safety building)	Otsego County Office Building, 197 Main Street, Cooperstown Otsego County Office Building, 197 Main Street, Cooperstown
Schuyler County	Schuyler County Courthouse, Watkins Glen
Tioga County	Tioga County Courthouse, Owego
Tompkins County Ithaca City Court (City Court Building)	Tompkins County Courthouse, 320 North Main Street, Ithaca Tompkins County Courthouse, 320 North Main Street, Ithaca

7th District

Cayuga County	Cayuga County Courthouse, Auburn
Auburn City Court	Cayuga County Courthouse, Auburn Cayuga CAP
Livingston County	Livingston County Courthouse, Geneseo Livingston CAP
Monroe County Rochester City Court	Monroe County Courthouse, Hall of Justice, Rochester Monroe County Courthouse, Hall of Justice, Rochester
Ontario County	Ontario County Courthouse, Canandaigua Ontario CAP
Canandaigua City Court	Canandaigua City Court Ontario CAP
Geneva City Court	Geneva City Court, Geneva Ontario CAP

Seneca County	Seneca County Courthouse, Waterloo Seneca CAP
Steuben County	Steuben County Courthouse, Bath Steuben CAP
Corning City Court	Steuben County Courthouse, Bath Steuben CAP
Hornell City Court	Steuben County Courthouse, Bath Steuben CAP
Wayne County	Wayne County Courthouse, Lyons Wayne CAP
Yates County	Yates County Courthouse, Penn Yan Yates CAP

8th District

Allegany County	Allegany County Courthouse, Belmont
Cattaraugus County Olean City Court Salamanca City Court	Cattaraugus County Courthouse, Little Valley Cattaraugus County Courthouse, Little Valley Cattaraugus County Courthouse, Little Valley
Chautauqua County Dunkirk City Court Jamestown City Court	Chautauqua County Courthouse, Mayville Chautauqua County Courthouse, Mayville Chautauqua County Courthouse, Mayville
Erie County Buffalo City Court Lackawana City Court Tonawanda City Court	Erie County Courthouse, Buffalo Erie County Courthouse, Buffalo Erie County Courthouse, Buffalo Erie County Courthouse, Buffalo
Genesee County Batavia City Court	Genesee County Court Facility, Batavia Genesee County Court Facility, Batavia
Niagara County Lockport City Court Niagara Falls City Court North Tonawanda City Court	Niagara County Courthouse, Niagara Falls Niagara County Courthouse, Niagara Falls Niagara County Courthouse, Niagara Falls Niagara County Courthouse, Niagara Falls
Orleans County	Orleans County Courthouse, Albion
Wyoming County	Wyoming County Courthouse, Warsaw

9th District

Dutchess County	Dutchess Family Court, 50 Market Street, Poughkeepsie, NY
Beacon City Court	Dutchess Family Court, 50 Market Street, Poughkeepsie, NY
Poughkeepsie City Court	Dutchess Family Court, 50 Market Street, Poughkeepsie, NY
Orange County	Orange County Courthouse, 285 Main Street, Goshen, NY
Middletown City Court	Orange County Courthouse, 285 Main Street, Goshen, NY
Newburgh City Court	Orange County Courthouse, 285 Main Street, Goshen, NY
Port Jervis City Court	Orange County Courthouse, 285 Main Street, Goshen, NY
Putnam County	County Courthouse, 20 County Center, Carmel NY
Rockland County	Rockland County Courthouse, New City
Westchester County	Supreme Court - 111 Dr. Martin Luther King Jr. Blvd., White Plains
Mount Vernon City Court	Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
New Rochelle City Court	Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
Peekskill City Court	Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
Rye City Court	Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
White Plains City Court	Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
Yonkers City Court	Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains

Nassau County

Nassau County - All Courts Nassau County District Court, 99 Main Street, Hempstead, NY

Suffolk County

Suffolk County - All Courts Cohalen Court Complex, 400 Carleton Avenue, CentraI Islip, NY 11722

Court of Claims

Albany	Albany Court Courthouse
Binghamton	Broome County Courthouse
Buffalo	Erie County Courthouse
Hauppauge	Cohalen Court Complex, Central Islip
New York City	New York County Supreme Court - 71 Thomas St, New York, NY
Rochester	Monroe County Hall of Justice - 99 Exchange Blvd, Rochester
Syracuse	Onondaga County Court House - 401 Montgomery St, Syracuse
Utica	Oneida County Court House - 200 Elizabeth St, Utica
White Plains	Westchester County Supreme Court - 111 MLK Blvd, White Plains