



Lawrence K. Marks
Chief Administrative Judge

25 Beaver Street
New York, N.Y. 10004
(212) 428-2100

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.



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.

ATTACHMENT A

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
Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
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 Annex Building, 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
Auburn City Court Cayuga Historic Old Post Office, Auburn
See Courthouse Above
Cayuga CAP Jail Visitation (Town and Village)

Livingston County
Livingston CAP (Town and Village) Livingston County Courthouse, Geneseo

Monroe County
Rochester City Court Monroe County Courthouse, Hall of Justice, Rochester
Monroe County Courthouse, Hall of Justice, Rochester

Ontario County
Canandaigua City Court Ontario County Courthouse, Canandaigua
Ontario CAP Jail Lobby (Town and Village)
Ontario County Courthouse, Canandaigua

Geneva City Court Ontario CAP Jail (Town and Village)
Ontario County Courthouse, Canandaigua
Ontario CAP Jail (Town and Village)

Seneca County	Seneca County Courthouse, Waterloo Seneca CAP Jail Lobby (Town and Village)
Steuben County	Steuben County Courthouse, Bath Steuben CAP Jail Visitation Area (Town and Village)
Corning City Court	Steuben County Courthouse, Bath Steuben CAP Jail Visitation Area (Town and Village)
Hornell City Court	Steuben County Courthouse, Bath Steuben CAP Jail Visitation Area (Town and Village)
Wayne County	Wayne County Courthouse, Lyons Wayne CAP Jail Visitation (Town and Village)
Yates County	Yates County Courthouse, Penn Yan yates CAP Jail Lobby (Town and Village)

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 Tonawanada City Court	Niagara County Courthouse, Lockport Niagara County Courthouse, Lockport Niagara County Courthouse, Lockport Niagara County Courthouse, Lockport
Orleans County	Orleans County Courthouse, Albion
Wyoming County	Wyoming County Courthouse, Warsaw

9th District

Dutchess County
Beacon City Court
Poughkeepsie City Court

Dutchess Family Court, 50 Market Street, Poughkeepsie, NY
Dutchess Family Court, 50 Market Street, Poughkeepsie, NY
Dutchess Family Court, 50 Market Street, Poughkeepsie, NY

Orange County
Middletown City Court
Newburgh City Court
Port Jervis City Court

Orange County Courthouse, 285 Main Street, Goshen, NY
Orange County Courthouse, 285 Main Street, Goshen, NY
Orange County Courthouse, 285 Main Street, Goshen, NY
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
Mount Vernon City Court
New Rochelle City Court
Peekskill City Court
Rye City Court
White Plains City Court
Yonkers City Court

Supreme Court - 111 Dr. Martin Luther King Jr. Blvd., White Plains
Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
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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, Centrall Islip, NY 11722

Court of Claims

Albany

Robert Abrams Building for Law and Justice, Capitol Station, Albany