State of New York
Unified Court System

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

Lawrence K. Marks
Chief Administrative Judge

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.

ATTACHMENT A

Courts Outside NYC
(As of 3/16/20; 11:00 a.m.)

County/City	**Designated Court/Location for Emergency Proceedings**
3rd District	
Albany County Courthouse & Judicial Center	Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Albany County Family Court	Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Albany City Court	Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Cohoes City Court	Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Watervliet City Court	Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
Columbia County	Columbia County Courthosue, 401 Union Street, Hudson
Hudson City Court	Columbia County Courthosue, 401 Union Street, Hudson
Greene County	Greene County Courthouse, 320 Main Street, Catskill
Rensselaer County Courthouse	Rensselaer County Courthouse, 80 Second Street, Troy
Rensselaer County Family Court	Rensselaer County Courthouse, 80 Second Street, Troy
Rensselaer City	Rensselaer County Courthouse, 80 Second Street, Troy
Troy City	Rensselaer County Courthouse, 80 Second Street, Troy
Schoharie County	Schoharie County Courthouse, 290 Main Street, Schoharie
Sullivan County Courthouse	Sullivan County Courthouse, 414 Broadway, Monticello
Sullivan County Family Court	Sullivan County Courthouse, 414 Broadway, Monticello
Ulster County Courthouse	Ulster County Courthouse, 285 Wall Street, Kingston
Ulster County Family	Ulster County Courthouse, 285 Wall Street, Kingston
Kingston City Court	Ulster County Courthouse, 285 Wall Street, Kingston
4th District	
Clinton Co. Supreme/County/Family/Surrogate	Clinton County Courthouse, Clinton County Office Building, 137 Margaret Street, Plattsburgh
Plattsburgh City Court	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 County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Fulton Co. Supreme/County/Surrogate	Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Gloversville City Court	Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Johnstown City Court	Fulton County Courthouse - Family Court Building, 223 West Main Street, Johnstown
Hamilton County Courthouse	Hamilton County Courthouse, 102 County View Drive, Lake Pleasant
Indian Lake Court Offices	Hamilton County Courthouse, 102 County View Drive, Lake Pleasant

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

5th District

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

6th District

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

7th District

Cayuga County	Cayuga Historic Old Post Office, Auburn
	See Courthouse Above
Auburn City Court	Cayuga CAP Jail Visitation (Town and Village)
	Livingston County Courthouse, Geneseo
Livingston County	Livingston CAP (Town and Village)
Monroe County	Monroe County Courthouse, Hall of Justice, Rochester
Rochester City Court	Monroe County Courthouse, Hall of Justice, Rochester
	Ontario County Courthouse, Canandaigua
Ontario County	Ontario CAP Jail Lobby (Town and Village)
	Ontario County Courthouse, Canandaigua
Canandaigua City Court	Ontario CAP Jail (Town and Village)
	Ontario County Courhouse, Canandaigua
Geneva City Court	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	Cattaraugus County Courthouse, Little Valley
Olean City Court	Cattaraugus County Courthouse, Little Valley
Salamanca City Court	Cattaraugus County Courthouse, Little Valley
Chautauqua County	Chautauqua County Courthouse, Mayville
Dunkirk City Court	Chautauqua County Courthouse, Mayville
Jamestown City Court	Chautauqua County Courthouse, Mayville
Erie County	Erie County Courthouse, Buffalo
Buffalo City Court	Erie County Courthouse, Buffalo
Lackawana City Court	Erie County Courthouse, Buffalo
Tonawanda City Court	Erie County Courthouse, Buffalo
Genesee County	Genesee County Court Facility, Batavia
Batavia City Court	Genesee County Court Facility, Batavia
Niagara County	Niagara County Courthouse, Lockport
Lockport City Court	Niagara County Courthouse, Lockport
Niagara Falls City Court	Niagara County Courthouse, Lockport
North Tonawanada City Court	Niagara County Courthouse, Lockport
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 Court, 262 Old Country Road, Mineola

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