



Lawrence K. Marks
Chief Administrative Judge

MEMORANDUM

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

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

County/City

3rd District

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| 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 Courthouse, 401 Union Street, Hudson |
| Hudson City Court | Columbia County Courthouse, 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

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| 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 |

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| 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

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| 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

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| 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 City Court (City Hall) | Cortland County Courthouse, 46 Greenbush Street, Cortland 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

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| Cayuga County Auburn City Court | Cayuga Historic Old Post Office, Auburn See Courthouse Above Cayuga CAP Jail Visitation (Town and Village) |
| Livingston County | Livingston County Courthouse, Geneseo Livingston CAP (Town and Village) |
| 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 Ontario CAP Jail (Town and Village) |
| Geneva City Court | Ontario County Courthouse, Canandaigua Ontario CAP Jail (Town and Village) |

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| 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 Tonawanda 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
Supreme Court - 111 Dr. Martin Luther King, Jr. Blvd, White Plains
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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