

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

**Glenn T. Suddaby
Chief U.S. District Judge**



**James M. Hanley Federal Building
P.O. Box 7367 100 S. Clinton Street
Syracuse NY 13261-7367
(315) 234-8500**

March 16, 2020

*****Please note that effective March 17, 2020, the U.S. District Court Clerk's Office hours have changed. The Clerk's Office will be open to the public from 10:00 a.m. to 2:00 p.m.¹*****

If you have a time sensitive matter or filing, please contact the following numbers and a District Court Clerk's Office representative will assist you.

Thank you for your attention to this change.

¹ The Plattsburgh court will be open as needed for criminal proceedings.

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**Visitor Restrictions in the
United States District Court Northern District of New York**

The United States District Court for the Northern District of New York announces visitor restrictions to all courthouses in the District as a result of the COVID-19 virus beginning to spread in New York State.

The Centers for Disease Control has advised people to take precautions considering the COVID-19 virus outbreak and noted that the best way to prevent illness is to avoid being exposed to this virus.

Therefore, effective immediately, the following persons shall not enter any United States courthouse in the Northern District of New York:

- Persons who have traveled out of the country within the last 14 days;
- Persons who reside or have had close contact with someone who has traveled out of the country within the last 14 days;
- Persons who have been asked to self-quarantine by any doctor, hospital or health agency;
- Persons who have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19;
- Persons with fever, cough or shortness of breath.

*****Anyone attempting to enter in violation of these protocols will be denied entry by the Court Security Officers*****

If you have a scheduled appointment or you are otherwise required to appear at the Hanley Federal Building and U.S. Courthouse, the Foley U.S. Courthouse, the Pirnie Federal Building and U.S. Courthouse, the Binghamton Federal Building and U.S. Courthouse, or the Plattsburgh Court, and you are unable to appear because of the restrictions listed above, you should proceed as follows:

- If you are represented by an attorney, please contact your attorney;

If you are an attorney and you are scheduled to appear in court before a judge, please contact that chambers directly (phone numbers for all district chambers may be found at

<https://www.nynd.uscourts.gov/contacts-committees>

- If you have a District Court matter, please contact the Clerk's Office at:
 - Albany: 518-795-8248 or 518-857-4145
 - Syracuse: 315-247-8038 or 315-753-1236
 - Utica: 315-247-8038 or 315-753-1236
 - Binghamton: 315-247-8038 or 315-753-1236
 - Plattsburgh: 518-795-8248 or 518-857-4145

- If you are scheduled to meet with a Probation or Pretrial Services officer, please contact the Office of Probation and Pretrial Services at:
 - Albany: 518-257-1700
 - Syracuse: 315-234-8700
 - Binghamton: 607-773-3140
 - Plattsburgh: 518-247-4510

- If you have a Bankruptcy Court matter, please contact Bankruptcy Court Services at:
 - Albany: 518-257-1661
 - Syracuse: 315-295-1600
 - Utica: 315-793-8101

- If you are a juror, please contact the Jury Department at:
 - 1-866-213-5879
 - 1-855-895-2472

- If you need to contact the United States Attorney's Office, please contact:
 - Albany: 518-431-0247
 - Syracuse: 315-448-0672
 - Binghamton: 607-773-2887
 - Plattsburgh: 518-314-7800

- If you need to contact the Federal Public Defender's Office, please contact:
 - Albany: 518-436-1850
 - Syracuse: 315-701-0080
 - Plattsburgh: 518-561-4982

These temporary restrictions will remain in place until it is determined to be safe to remove them. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.