



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 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**

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)

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)
<b>8th District</b>	
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  
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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