

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate the following procedures and protocols, effective as set forth below, to mitigate the effects of the COVID-19 outbreak upon the users, visitors, staff, and judicial officers of the Unified Court System:

- Effective 5 p.m. on Monday, March 16, all non-essential functions of the courts will be postponed until further notice. All essential court functions will continue, as described below.
- Jury Proceedings and Jury Trials: Effective March 16, civil jury trials in which opening statements have not commenced shall be postponed until further notice. Civil jury trials already commenced shall continue to conclusion. Criminal jury trials shall continue where jeopardy has attached; no new criminal jury trials shall be commenced. The jury selection process in civil and criminal trial matters shall be suspended until further notice. Existing grand juries will continue, upon consultation of the appropriate district attorney and empaneling judge. No new grand juries shall be empaneled absent exceptional circumstances.
- Motion practice: Effective March 16, unless otherwise directed by the court in exceptional circumstances, all motions in civil matters shall be taken on submission. When permitted, argument should be conducted by Skype or other remote means whenever possible.
- Special Parts: Effective March 17, 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 as follows:

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.

Housing matters: Essential applications as the court may allow, e.g., landlord lockouts, serious housing code violations, and repair orders.

All eviction proceedings and pending eviction orders shall be suspended statewide, and court-ordered auctions of property shall be postponed, until further notice.

All residential foreclosure proceedings shall be suspended statewide until further notice.

I confirm that, effective March 13, 2020, residential evictions in New York City have been stayed, and the New York City Housing Court has been directed not to issue new eviction warrants when a party has not appeared in court.

Criminal (superior court) matters:

Essential applications as the court may allow.

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 elsewhere in the State.

In New York City, the Red Hook Community Court and the Midtown Community Court are designated as arraignment sites where persons believed to be at medical risk related to the coronavirus will appear remotely by video.

Effective Monday, March 16, misdemeanors and lesser offenses wherein the defendant is not in custody shall be administratively adjourned until further notice.

Misdemeanors and lesser offenses 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.

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.

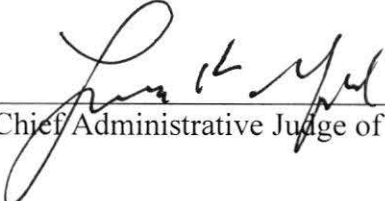
Surrogate's Court: Essential applications as the court may allow.

Court of Claims: Essential applications as the court may allow.

Activities in all other court parts shall be deferred to a later date to the fullest extent possible until further notice, unless expressly permitted by the appropriate administrative judge.

In addressing essential applications, judges will exercise judicial discretion in a manner designed to minimize court appearance and traffic in the courts.

- Court Access, Cleaning, and Reporting Protocols: The court access, cleaning, and reporting protocols set forth in the memo of the Chief Administrative Judge dated March 13, 2020 shall continue until further order.



Chief Administrative Judge of the Courts

Dated: March 16, 2020

AO/68/20

ATTACHMENT A

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

County/City

3rd District

Albany County Courthouse & Judicial Center
Albany County Family Court
Albany City Court
Cohoes City Court
Watervliet City Court

Columbia County
Hudson City Court

Greene County

Rensselaer County Courthouse
Rensselaer County Family Court
Rensselaer City
Troy City

Schoharie County

Sullivan County Courthouse
Sullivan County Family Court

Ulster County Courthouse
Ulster County Family
Kingston City Court

4th District

Clinton Co. Supreme/County/Family/Surrogate
Plattsburgh City Court

Essex Co. Supreme/County/Family/Surrogate

Franklin Co. Supreme/County/Family/Surrogate

Fulton Co. Family Court
Fulton Co. Supreme/County/Surrogate
Gloversville City Court
Johnstown City Court

Hamilton County Courthouse
Indian Lake Court Offices

Designated Court/Location for Emergency Proceedings

Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207
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Albany County Judicial Center, 6 Lodge Street, Albany, NY 12207

Columbia County Courthouse, 401 Union Street, Hudson
Columbia County Courthouse, 401 Union Street, Hudson

Greene County Courthouse, 320 Main Street, Catskill

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 Courthouse, 290 Main Street, Schoharie

Sullivan County Courthouse, 414 Broadway, Monticello
Sullivan County Courthouse, 414 Broadway, Monticello

Ulster County Courthouse, 285 Wall Street, Kingston
Ulster County Courthouse, 285 Wall Street, Kingston
Ulster County Courthouse, 285 Wall Street, Kingston

Clinton County Courthouse, Clinton County Office Building, 137 Margaret Street, Plattsburgh
Clinton County Courthouse, Clinton County Office Building, 137 Margaret Street, Plattsburgh

Essex County Courthouse, 7559 Court Street, Elizabethtown

Franklin County Courthouse, 355 West Main Street, Malone

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, 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)

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 Tonawanda City Court	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 Court, 262 Old Country Road, Mineola

Suffolk County

Suffolk County - All Courts

Cohalen Court Complex, 400 Carleton Avenue, Central Islip, NY 11722

Court of Claims

Albany

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