

OFFICE OF THE ADMINISTRATIVE JUDGE
10TH Judicial District - Nassau County



MEMORANDUM

Date: March 16, 2020

To: All Judicial and Non-Judicial Personnel

From: Hon. Norman St. George, Administrative Judge

Re: Court Operations Consolidation

On March 15, 2020, Judge Marks issued a memo to all Judicial and Non-Judicial personnel of the Unified Court System announcing that effective at 5 p.m. today, the courts will be postponing all non-essential functions until further notice. A copy of the memo, which defines the essential functions of each individual court, is attached for your review. In Nassau County, essential functions for each court (Supreme, Surrogate, Family, County, District, City of Glen Cove, City of Long Beach, and Town & Village) will be consolidated into the County Court located at 262 Old Country Road in Mineola. All other Courts shall be closed as of 5 p.m. today. Neither judges nor non-judicial personnel will be permitted to access those courts.

Each court will be assigned one courtroom and one chambers at the County Court for their essential functions. The City Courts of Glen Cove and Long Beach will

be deemed, for consolidation purposes, to be part of the District Court. For Courtroom functions, each Court will rotate one judge on a daily basis. In addition, each Court will provide one Court Clerk, one Court Reporter and one Interpreter on a one week rotating basis. As noted by Judge Marks in his memo, essential functions are to be managed in such a way to minimize any court appearances and traffic in the courts. To be clear, only emergency and essential matters will be received and heard.

In support of the goal of minimizing court appearances and traffic, all non-essential appearances, specifically, civil matters and out-of-custody criminal defendants will be administratively adjourned for 45 days. All in-custody criminal matters will be administratively adjourned for 30 days. No new trials will begin, however, all currently pending civil and criminal trials will continue to conclusion. Courtroom space for all pending trials will be provided at County Court beginning tomorrow morning at 9 a.m. Additionally, wherever possible, arrangements will be made for the appearance of parties, for example, in the case of in-custody defendants, by video-conferencing and/or Skype.

Each Court will also be required to provide back-office staff to the County Court to support courtroom operations. The Chief Clerks have been directed to identify essential back-office staff and to have them report to the County Court on the same one week on rotating basis as the courtroom staff.

All employees who have not been designated to report for back office or courtroom operations shall not report for work starting on Tuesday, March 17, 2020, and until further notice. Employees who are not required to report shall receive excused leave. Those employees who are required to report shall receive comp time credit in

addition to their regular pay. Employees are expected to remain available for future work assignments.

Please note that the Court's response to the coronavirus crisis remains fluid and the recommendations/directives as to Court operational guidelines remain subject to change. It is therefore recommended that court personnel who are not required to report for duty at the County Court nonetheless continue to check their work emails from home for updated memorandum concerning court operations.

Thank you, as always, for your continued sacrifices and service during these challenging times. We will definitely get through these challenges together. Be safe and stay healthy.

State of New York
Unified Court System



Lawrence K. Marks
Chief Administrative Judge

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New York, N.Y. 10004
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MEMORANDUM

March 15, 2020

To: All Judicial and Non-Judicial Personnel of the Unified Court System

From: Lawrence K. Marks *LM*

Re: Updated Protocols

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.