

# **COMMISSIONER'S ORDER**

## **NO. 3 OF 2020**

To: General Notice to the Public & ORCC Staff

Subject: **Richmond County Clerk Operations in Response to COVID-19 Coronavirus**

Dated: March 18, 2020

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This Directive amends Order No 2 / 2020 concerning **Richmond County Clerk Operations** in response to the COVID-19 Coronavirus.

**Effective 5 pm today, March 18, 2020** the following changes will be implemented.

- I. The Office of the Richmond County Clerk's **Division of Jurors** is closed to the Public until further notice.

All Grand Jurors, please check the County information website regularly to see if you are required to appear or call the number on your summons. For website access go to [nyjuror.gov](http://nyjuror.gov) and click on the page for Richmond County.

- II. The ORCC **Division of Supreme Court Operations** is closed to the Public until further notice. All submissions should be made by mail or e-filed.
- III. The ORCC **Division of Business and Clerk Services** is closed to the Public until further notice, except for the following essential matters:
- A. Commissions of Guardianship
  - B. Notices of Appeal
  - C. Mechanics Lien Filings
  - D. Index #'s on non-e-filed cases

All other matters should be submitted to the office by mail until further notice.

- IV. The ORCC **Division of the County Register** is closed to the Public until further notice except that members of the Title Industry performing essential title search tasks will be given limited access to the Public Access Center between the hours of 9am-2pm.

All Real Property instruments for filing or recording should be submitted to the Office by mail.

**This Order shall remain in effect until Rescinded or Further Amended**



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Hon. Stephen J Fiala  
CO No. 3 /2020

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