

# Bronx County Surrogate's Court

To maintain and increase access to the Bronx County Surrogate's Court while remaining in compliance with the Administrative Order of Chief Administrative Judge Marks dated April 8, 2020, the following actions are being implemented effective April 13, 2020.

- At this time, the court is addressing all essential matters as well as certain non-essential matters. Most operations are being handled virtually or remotely.
- All urgent and essential matters, as well as all uncontested matters (in which waivers and consents have been fully executed, and for which no citation need be issued), are being accepted for filing. Parties seeking to have their matters deemed urgent or essential by the Court must submit an affidavit of urgency with their applications.
- Parties with urgent matters may continue to contact the Chief Clerk's Office at 718.618.2300, or at [emadera@nycourts.gov](mailto:emadera@nycourts.gov)
- Only essential personnel will be in the courthouse. No person should visit the courthouse without first contacting the Chief Clerk's Office at 718.618.2300 or at [emadera@nycourts.gov](mailto:emadera@nycourts.gov)
- Until further notice, petitions and other papers must be filed by mail (USPS regular mail or Return Receipt Mail Services) to the Bronx Surrogate's Court, 851 Grand Concourse, Room 317, Bronx, New York 10451. Papers may also be dropped off in the bin marked "Surrogate's Court" located at the Grand Concourse entrance of the courthouse. Please provide your contact information, including your phone number and an email address, with your filing.
- If papers are brought to the courthouse in person after consultation with the Chief Clerk's Office, receipt by the Court Officer is to be coordinated with the Chief Clerk.
- Court personnel may contact petitioners or their counsel as needed, once filed papers are reviewed.
- The Surrogate and the Law Department will review the court's docket of pending cases and, upon the Court's own initiative or upon request of the parties, may schedule and hold video and/or telephonic conferences in such matters.
- The Court, on its own initiative, shall refer certain pending matters to mediation. With the Court's consent, parties may elect to attempt to resolve their matters through mediation.
- The Surrogate will decide fully submitted motions in pending cases.
- All matters scheduled to be heard at calendars through May 31, 2020, have been, or will be administratively adjourned. Parties must not appear in court. Notices of future dates of court appearances will be communicated by telephone or mail. Attorneys receiving such adjourn dates shall notify in writing all persons cited for said date as well as persons who have appeared in said proceeding. Written proof of such notice shall be filed with the Court at least two (2) days before the adjourn date.
- Inquiries on calendared matters and conferences can be made at 718.618.2300.
- No trials or hearings will commence until further notice. This includes 17-A Guardianships and finalizations of adoptions, unless there is urgency to the application.
- No citations are being issued until further notice.
- The Court's Help Center is available to assist pro se litigants procedurally with urgent/essential applications and non-essential prioritized proceedings, e.g., uncontested pro se applications via telephone at 718-618-1722 and 718-618-1744 (dedicated Spanish line) or at [bxsurrlpctr@nycourts.gov](mailto:bxsurrlpctr@nycourts.gov).

**The terms of this notice are subject to modification as the need arises.**