



State of New York
UNIFIED COURT SYSTEM
SUFFOLK COUNTY
DISTRICT ADMINISTRATIVE JUDGE'S OFFICE
JOHN P. COHALAN, JR. COURT COMPLEX
400 Carleton Avenue
P.O. Box 9080
Central Islip, NY 11722-9080
(631) 208-5610 Fax (631) 853-7741

LAWRENCE K. MARKS
Chief Administrative Judge

VITO C. CARUSO
Deputy Chief Administrative Judge
Courts Outside New York City

C. RANDALL HINRICHS
District Administrative Judge
Suffolk County

WARREN G. CLARK, Esq.
District Executive

May 28, 2020

Re: Return to In-Person Operations in the 10th Judicial District, Suffolk County - Phase 1

Dear Suffolk County Legal Community,

I am writing as a follow up to my May 26, 2020 letter regarding our return to in-person operations on May 29, 2020. A copy of that correspondence is attached. I have also attached Administrative Order 115/20 dated May 28, 2020 by Chief Administrative Judge Lawrence K. Marks which supercedes AO 114/20 that was attached to my prior correspondence. With the commencement of Phase 1 of the return to in-person operations, please be advised of the following:

- **Supreme Court:** A second Essential Part is now operational, located in the Calendar Control Part of the Hon. Alan D. Oshrin Supreme Court Building, 1 Court Street, Riverhead, New York. The Essential Part located in Central Islip remains operational. Please find attached the Supreme Court protocol for Phase 1 and the protocol to file an essential matter.
- **Criminal Matters:** The Essential Part for County Court is physically relocated to the courtroom of the Supervising Judge, Mark Cohen, located on the fourth floor of the Arthur M. Cromarty Criminal Court Complex, 210 Center Drive, Riverhead, New York. Please find attached a Memorandum from Supervising Judges Mark Cohen and Karen Kerr regarding the updated protocol for Phase 1 and a previously issued plea protocol.
- **Family Court:** The Riverhead Family Court will be open commencing May 29, 2020. On Monday, June 8, 2020 an additional Essential Part will be operating out of the Riverhead Family Court. Please find attached an updated protocol for Phase 1.
- **Surrogate's Court:** Please find attached a protocol from Surrogate Theresa Whelan for Phase 1 of the return to in-person operations.

- Town and Village Courts: Judges and Court Clerks will be reporting to courthouses on May 29, 2020, however, no Court proceedings are to be scheduled and no in-person appearances are authorized. Any arraignments that must occur during the hours of 9:00 am and 5:00 pm Monday through Friday shall continue to take place before a designated Superior Court Judge or Acting Superior Court Judge. Any arraignments occurring after 5:00 pm on weekdays, and on all weekends or holidays, shall continue to take place virtually by the appropriate Town or Village Justices as established pursuant to its existing virtual arraignment plan.

Please also find attached Administrative Order 45-20 regarding Phase 1 of the return to in-person operations. I will continue to stay in touch with you as our operations continue to evolve. Thank you for your extraordinary cooperation during this medical crisis, I continue to wish you and your families all the best.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Randall Hinrichs".

C. Randall Hinrichs
District Administrative Judge

CRH:dah
Attachments



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WARREN G. CLARK, Esq.
District Executive

May 26, 2020

Re: Return to In Person Operations in the 10th Judicial District, Suffolk County

Dear Suffolk County Legal Community,

I am writing as a follow up to prior letters and emails that have been sent throughout the Covid-19 medical crisis. I am very pleased to announce that effective Friday, May 29, 2020 Phase 1 of our plan to return to in person operations will begin. The highlights of this plan are as follows:

- All closed court facilities will be reopened as of 9:00 a.m. on Friday, May 29, 2020. Judges, chambers staff and additional key personnel, including security, will be returning to in person operations.
- The return to in person operations will be a gradual one with an emphasis on protecting the health and safety of judges, staff, attorneys, litigants and members of the public. Anyone entering the courthouse will be required to wear a mask.
- All proceedings will continue virtually, including all essential matters.
- As previously announced, effective May 25, 2020, Suffolk County is open for new filings pursuant to Administrative Order 114/20 (copy attached).
- Phase 1 is anticipated to last two weeks and further details of our next phase will be provided to the public and Bar as soon as possible.

I would like to express my thanks and appreciation to my colleagues on the bench, our incredible non-judicial team and the entire Suffolk County legal community for their extraordinary cooperation and support throughout this difficult period of time. I will stay in touch with you as the return to in person operations continues to evolve. This first step is clearly a very positive sign for us all. I continue to wish you and your families all the best, thank you very much.

Sincerely,

C. Randall Hinrichs
District Administrative Judge

CRH:dah

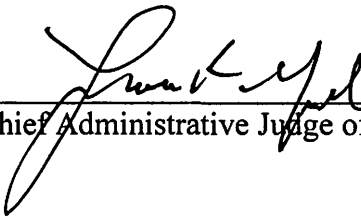
ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, in courts and case types approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF or, where permitted under NYSCEF court rules, by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties and on the dates set forth in Exh. A, represented parties must commence new matters exclusively by mail, except where otherwise authorized by the Chief Administrative Judge. Following commencement of a new matter, and in pending matters, represented parties must file papers through the Unified Court System's Electronic Document Delivery System (EDDS) or by mail, and must serve papers (other than commencement documents) by electronic means or by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.
3. In the counties and on the date set forth in Exh. B, in courts and case types approved for electronic filing through NYSCEF, represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
4. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties and on the date set forth in Exh. B, represented parties in pending matters may submit for filing digital copies of (1) motions, cross-motions, responses, replies and applications, (2) notices of appeal and cross-appeal, (3) stipulations of discontinuance, stipulations of adjournment, and other stipulations; (4) notes of issue, and (5) such other papers as the Chief Administrative Judge may direct, to courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) through EDDS

or such other document delivery method as the Chief Administrative Judge shall approve. Represented parties must serve documents filed through EDDS by electronic means, including electronic mail or facsimile. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.

This order shall not affect procedures for the filing and service of essential matters, and, on the dates that it becomes effective, supersedes administrative orders AO/87/20 (pars. A-C) and AO/114/20.



Chief Administrative Judge of the Courts

Dated: May 28, 2020

AO/115/20

Exhibit A

Region: Counties	Effective Date
<p>Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.</p> <p>Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.</p> <p>Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.</p>	May 18, 2020
<p>North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex.</p> <p>Central New York: Oswego, Cayuga, Cortland, Onondaga, and Madison.</p>	May 20, 2020
Western New York: Allegany, Cattaraugus, Chautauqua, Erie, and Niagara.	May 21, 2020
Capital Region: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.	May 26, 2020
Mid-Hudson: Dutchess, Orange, Putnam, Rockland, and Westchester.	May 27, 2020
Mid-Hudson (remainder): Sullivan and Ulster.	May 28, 2020
Long Island: Nassau and Suffolk.	May 29, 2020

Exhibit B

Region: Counties	Effective Date
New York City: New York, Bronx, Queens, Kings, and Richmond.	May 25, 2020

SUFFOLK COUNTY SUPREME COURT PROTOCOLS

During Phase 1 of In-Person Operations (eff.5/29/20)

In response to the COVID-19 pandemic and the Executive orders issued by the Governor, and the Administrative orders issued by Chief Administrative Judge Marks, Deputy Chief Administrative Judge Caruso and District Administrative Judge Hinrichs, the court system is operating under the following guidelines.

FILING PROCEDURE

All filings are presently governed by Administrative Order 115/20 of the Chief Administrative Judge dated May 28, 2020. During the current period of consolidated court operations attorneys who wish to file documents, including new actions, as well as applications in pending matters, must do so electronically via the *New York State Courts Electronic Filing System* (NYSCEF). Unrepresented litigants may also e-file using NYSCEF, but are not required to do so. The former *Electronic Document Delivery System* (EDDS) may no longer be used to file new applications or other documents (except to file a *Stipulation and Consent to E-file* form).

To create an account with NYSCEF use the following link: <https://iapps.courts.state.ny.us/nyscef/CreateAccount>

In order to file an application or other document in a pending matter (a matter that was not previously an e-file case), the case must first be converted from a “hard copy” case to an e-file case. To convert a pending matter to an e-file case please follow these procedures: <https://www.nycourts.gov/LegacyPDFS/courts/10jd/suffolk/PDF/E-filing-Procedures-Supreme-Court.pdf>

Electronic filing is not required for people who do not have an attorney. Unrepresented litigants who wish to file an application or other documents in Supreme Court may file electronically or may file in paper form. For more information on filing in Supreme Court as an unrepresented litigant go to: <https://www.nycourts.gov/LegacyPDFS/courts/10jd/suffolk/PDF/Filing-in-Suffolk-Supreme-Court-for-Unrepresented-Litigants.pdf>

ESSENTIAL OR EMERGENCY MATTERS

Attorneys, or self-represented litigants, may still file “essential matters” as defined in the Chief Administrative Judge’s Administrative Order dated March 22, 2020 (AO-78-20) and as amended May 15, 2020 (AO-99-20) may still do so following the procedures previously put in place; these filings are limited the matter specifically designated in the order or matters deemed by the Court to be “essential” or of an emergency nature that require immediate judicial intervention. Procedures for filing an “essential” matter in Suffolk Supreme are explained in the attached document entitled Supreme Court Protocols to File an “Essential Matter”.

APPEARANCES BY TELECONFERENCE OR VIDEO CONFERENCE

Unless otherwise instructed by the Court, during the current operations appearances in Suffolk County Supreme Court by litigants, lawyers and judges should be done by teleconference or video conference (via *Skype*). Litigants’ appearances may be waived, unless self-represented, however, represented litigants may appear at the direction of the Court, or at the request of counsel, via teleconference or video conference.

Supreme Court Protocols to File an “Essential Matter” During Current Court Operations (updated 5/29/20)

In response to the COVID-19 pandemic and the Executive orders issued by the Governor, and the Administrative orders issued by Judges Marks, Caruso and Hinrichs, court functions have been consolidated and modified in Suffolk County Supreme Court to curtail the spread of the virus by limiting, or when possible, eliminating the need for litigants, lawyers, and other members of the public to travel to or appear at the Courthouse. To that end we have developed procedures and protocols that will enable us to accept applications and other documents electronically, and conduct proceedings via video and telephone conferencing.

Essential Applications

All applications to the Supreme Court by represented parties must currently be filed electronically through the New York State Electronic Filing System (NYSCEF), however the Chief Administrative Judge's Administrative Order, dated March 22, 2020 (AO/78/20), remains in effect and permits the filing of papers with the County Clerk or the Court for certain specifically enumerated matters. The Order specifically permits the filing of the following matters in Supreme Court:

C. Supreme Court

1. Mental Hygiene Law (MHL) applications and hearings addressing patient retention or release
2. MHL hearings addressing the involuntary administration of medication and other medical care
3. newly filed MHL applications for an assisted outpatient treatment (AOT) plan
4. emergency applications in guardianship matters
5. temporary orders of protection (including but not limited to matters involving domestic violence)
6. emergency applications related to the coronavirus
7. emergency Election Law applications
8. extreme risk protection orders (ERPO)

In addition to these specifically enumerated matters, the Administrative Order (AO/78/20) also provides under section “E” for the filing of “any other matter that the court deems essential”.

Attorneys, or self-represented litigants, seeking to file a matter (other than through NYSCEF) in Suffolk County Supreme Court that is specifically enumerated in the Administrative Order or that they believe to be essential or an emergency must first call the Supreme Court Clerk's Office at 631-740-3852. Instructions will be given to provide a copy of the proposed application along with contact information (mobile phone numbers and emails). Thereafter, an assigned Supreme Court Judge shall determine after consultation with the District Administrative Judge, if the application is deemed to be an essential matter and if it is an Order will be issued authorizing the filing of such papers necessary to make the application. Instructions will be given on how to file and pay fees.

Attorneys and self-represented litigants are advised that requests to have a matter deemed essential should be limited to applications that are of a true emergency nature and require immediate judicial intervention.

Appearances by Video Conference on Matters Deemed “Essential”

Unless otherwise directed by the Court, all appearances on matters heard pursuant to the above Administrative Order (AO/78/20), in Suffolk County Supreme Court by litigants, lawyers and judges should be done by video conference (via *Skype*). Once papers have been filed, the Clerk will send an email to the attorneys (and to any self-represented litigant) that includes a specific time that the application will be heard and a link to the Skype meeting. The Skype court session can be accessed via the link on any computer or mobile device with a camera. Litigants' appearances will be waived unless self-represented, however, represented litigants may appear at the direction of the Court, or at the request of counsel, via Skype by having the attorney forward the link to the client. A record of the proceedings will be taken by a court reporter. Any orders that issue as a result of the proceeding will be transmitted electronically.

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District Administrative Judge
Suffolk County

VITO C. CARUSO
Deputy Chief Administrative Judge
Courts Outside New York City

KAREN KERR
Supervising Judge District Court

M E M O R A N D U M

TO: Suffolk County District Attorney's Office; Legal Aid Society; Assigned Counsel
Bureau; Criminal Bar Association; Suffolk County Bar Association; District
Court Committee; County Court Committee.

FROM: Hon. Karen Kerr and Hon. Mark Cohen

DATE: May 28, 2020

RE: Phase One Virtual District and County Court Return to In- Person Operations Protocol

- Beginning Friday, May 29, 2020, the Court's in Suffolk County will begin Phase One of the return to in- person operations. This first step will include all judges and judicial staff as well as an increased percentage of clerical staff and security returning to their assigned courthouses.

-The judges will continue to hear all essential matters virtually with some changes to the existing protocol. Most notably, the county court part will be moved to J. Cohen's courtroom in Riverhead utilizing a new access link for the County Court East Riverhead Part.

I. County Court East Riverhead Part:

-County Court East Riverhead Part will have two links, one with a lobby feature and one without. The links are:

WITHOUT the lobby:

<https://meet.lync.com/nycourts/sufsuprctrm4162/FD287NKW>

WITH the lobby:

<https://meet.lync.com/nycourts/sufsuprctrm4162/QH08CMTD>

- The County Court East Riverhead Part email remains SCCC@nycourts.gov.
- For additional protocol information, please refer to the Virtual District and County Court Dispositions Memo dated May 19, 2020 and attached hereto.

II. County Court West Central Islip- D31:

- D31 will remain open to handle the Suffolk Felony Youth Part, Adolescent and Juvenile Offenders as well as SCI pleas generated from FP1, DV and treatment court cases.
- The remaining protocol outlined in the Virtual District and County Court Dispositions Memo dated May 19, 2020 remains the same.

III. District Court, Central Islip:

- The judges will continue to preside in **D11** remotely to hear arraignments, warrant vacates and TOP applications. Barring some exceptional circumstance, pleas will no longer take place in D11.
- In order to attempt to move the arraignment process a little quicker, the Sheriff has added a second video set up in lock up which will allow us to move some D11 arraignment cases to a second part if needed and handle two prisoners at the same time.
- **D32** will continue to handle the Felony Exams and Good Cause applications for extensions pursuant to C.P.L. 180.80(3).
- D33** will reopen and will handle all misdemeanor and violation pleas. The email for D33 is sufd33@nycourts.gov.
- In order to schedule a plea/disposition in D33, once the case has been conferenced, the judges will email a memo to the sufd33@nycourts.gov mailbox with the case information, date and time of the scheduled plea. 48 hours notice is ideal to allow for the clerks to locate the files and prepare the calendar. This mailbox can also be used to send notices of appearance, TOP applications etc..
- For additional protocol information, please refer to the Virtual District and County Court Dispositions Memo dated May 19, 2020.

-The District Court Part links are:

District Court D11

<https://meet.lync.com/nycourts/suff-ci-d11/8ZUQ856C>

County Court D31 with lobby

<https://meet.lync.com/nycourts/suffcirollb/OF1QXL1H>

County Court D31 without lobby

<https://meet.lync.com/nycourts/suffcirollb/BQ9RH5VP>

District Court D32 with lobby

<https://meet.lync.com/nycourts/suffcirollc/3ZTZZPL8>

District Court D33 with lobby

<https://meet.lync.com/nycourts/suffcirolla/T4S5DCPK>

As we move to expand our court operations, Judge Cohen and I would like to thank all of you for your patience and cooperation during this unusual time. As always, if there are any questions, please feel free to contact us.

cc:

Hon. C. Randall Hinrichs;

All County Court and District Court Judges;

Chief Clerk Frank Tropea; Deputy Chief Clerk Kenneth Sasso;

Chief Clerk Michael Paparatto; Deputy Chief Clerk Len Badia

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KAREN KERR
Supervising Judge District Court

M E M O R A N D U M

TO: Suffolk County District Attorney's Office; Legal Aid Society; Assigned Counsel
Bureau; Criminal Bar Association; Suffolk County Bar Association; District
Court Committee.

FROM: Hon. Karen Kerr and Hon. Mark Cohen

DATE: May 19, 2020

RE: Virtual District and County Court Dispositions

As we move to expand our virtual District and County Court operation, J. Cohen and I have prepared a protocol to utilize in scheduling both District and County Court pleas. As a general rule, only the assigned judge should request a case be scheduled for disposition, preferably on the day the judge is scheduled to appear remotely in an assigned part.

For dispositions on District Court misdemeanor/violation cases:

1. Contact the assigned judge for a conference and request the judge email suffarr@nycourts.gov to add the case to the calendar on the agreed upon date and time. If you don't know who the assigned judge is, call the District Court Clerk at 631-208-5829.
2. In order to calendar the case, please allow 48 hours notice so the files can be pulled, necessary paperwork exchanged, the calendar created, and the jail notified if necessary. This will also allow the assigned judge to speak to the judge sitting in D11 if the assigned judge is unable to handle the plea personally. Exceptions to the 48-hour notice requirement will be made in the event the disposition reached will result in the defendant's immediate release from jail.

3. The best time to schedule cases in D11 is before 11:00 a.m. when arraignments normally begin.
4. If an overflow part, i.e., D32 or D33 is necessary to accommodate the disposition due to the volume of arraignments in D11, the clerk will communicate with the assigned judge who will advise the parties.
5. Prior to the plea, the attorneys should contact Sheriff Attorney Liaison at 631-852-2247 to schedule a call with the client to go over any necessary paperwork and the terms of the pleas.
6. Prior to the plea, if there is paperwork requiring the Defendant's signature, the ADA will email it to Sheriff.records@suffolkcountyny.gov with courtesy copies to sufarr@nycourts.gov, the judge's court email and the Defense attorney.
7. At the time of the plea, the sheriff will provide the Defendant with the paperwork. Afterwards, the sheriff will scan and send the paperwork back to the ADA who will email it to the Defense Counsel and the court part, (either D11, D31, D32 or D33). Original paperwork will be delivered by the sheriff to the court the following morning in D11. In the alternative, the client should be prepared to give counsel or the court clerk permission to sign any documentation necessary to facilitate the plea on the client's behalf.
8. If the attorney wishes to consult with the client during the plea, the attorney can second call the case and speak to the defendant privately on the phone set up in the conference room at the jail. The Riverhead Attorney/Client Call Station # is 631-852-2698. The Yaphank Attorney/Client Call Station # is 631-852-7078. Once the attorney is ready, the attorney will sign back into the meeting and advise the clerk.
9. Currently, District Court is handling in-custody dispositions and out of custody pleas in absentia with an affidavit or where the D's appearance is waived. Other out of custody pleas will be considered on a case by case basis, with the court's approval, with the defendant appearing remotely from the attorney's office or where feasible, by utilizing the lobby feature in D32.

For SCI pleas before County Court and Acting County Court Judges:

1. SCI pleas should be conferenced with the assigned judge.
If you don't know who the assigned judge is, please call the Criminal Department at 631-852-1462.
2. Once the case is conferenced, the assigned judge should contact the Criminal Department 631-852-1462 to schedule the plea on the agreed upon date and time.
3. District Court Judges who are designated Acting County Court Judges will follow the same procedure, in that the request for an SCI plea must be made to the D31 clerk, but will request the dispositions be scheduled in D11 or D32, preferably on the date they are assigned to the part.

4. Prior to the plea, the attorneys should contact Sheriff Attorney Liaison at 631-852-2247 to schedule a call with the client to go over the paperwork and the terms of the plea.
5. Prior to the plea, if there is paperwork requiring the Defendant's signature, the ADA will email it to Sheriff.records@suffolkcountyny.gov with courtesy copies to the part at SCCC@nycourts.gov, the judge's court email and the Defense attorney.
6. At the time of the plea, the sheriff will provide the Defendant with the paperwork. Afterwards, the sheriff will scan and send the paperwork back to the ADA who will email it to the Defense Counsel and the court part, (either D11, D31, D32 or D33). Original paperwork will be delivered by the sheriff to the court the following morning in D11. In the alternative, the client should be prepared to give counsel or the court clerk permission to sign any documentation necessary to facilitate the plea on the client's behalf.
7. Please provide a minimum of 48 hours notice to allow for the exchange of paperwork. Exceptions will be made to accommodate pleas which will result in the immediate release of a defendant.
8. If the attorney wishes to consult with the client during the plea, the attorney can second call the case and speak to the defendant on the phone set up in the conference room where the defendant is sitting at the jail. The Riverhead Attorney/Client Call Station # is 631-852-2698. The Yaphank Attorney/Client Call Station # is 631-852-7078. Once the attorney is ready, the attorney will sign back into the meeting and advise the clerk.
9. Out of custody pleas will be considered on a case by case basis, with the court's approval, with the defendant appearing remotely from the attorney's office or where feasible, by utilizing the lobby feature in D31 or 32.

Attached is a list of emails and links to the parts. If you have any questions, please feel free to reach out to Judge Cohen and I. We are hopeful this provides more consistent guidance for the disposition of cases.

Cc: Hon. C. Randall Hinrichs;
All County and District Court Judges;
Michael Paparatto; Len Badia; Frank Tropea;
Kenneth Sasso

Part emails:

D11- Suffarr@nycourts.gov

D31- SCCC@nycourts.gov

D32 - SufD32@nycourts.gov

D33- SufD33@nycourts.gov

Part links:

D11- <https://meet.lync.com/nycourts/suff-ci-d11/8ZUQ856C>

D31 - <https://meet.lync.com/nycourts/suffcirollb/OF1QXL1H?sl=1>

D32- <https://meet.lync.com/nycourts/suffcirollc/3ZTZZPL8>

D33 - <https://meet.lync.com/nycourts/suffcirolla/T4S5DCPK>

SUFFOLK COUNTY FAMILY COURT

PROTOCOLS FOR PHASE I OF RETURN TO IN-PERSON OPERATIONS

The following includes the updated protocols for Suffolk County Family Court's transition to Phase I and incremental return to in-person operations.

Re-opening of Riverhead Family Court Facility: Effective Friday May 29, 2020, the Riverhead Family Court will open, including the General Clerk's Office counter during regular court hours. East End litigants and attorneys may now contact Riverhead directly.

1. **Notices:** Litigants on all pending cases were mailed an automated notice that their case has been adjourned to a date to be determined and the court will contact them in the near future. Attorneys may check the NYS Court System e-courts located at <https://iapps.courts.state.ny.us/fcasfamily/main> to get updated information regarding case scheduling information or contact the court.
2. **Vouchers:** Filing of AFC and 18-B vouchers may be accepted via e-mail to Laura Trunzo, Ltrunzo@nycourts.gov. Judges may sign/authorize remotely.
3. **Essential and non-essential matters:** The Court may now accept all essential or non-essential petitions, motions or applications, including support related filings.
4. **Judicial Parts:**
 - a. **Central Islip:** Will continue to maintain two (2) Judicial Essential Parts each day, one part for Juvenile Delinquency proceedings and Child Protective removal proceedings, and the other for Domestic Violence proceedings and other emergencies. Judges will rotate as necessary. Each part will have associated Litigant "hearing room" with direct access to the Virtual Part. There are also two (2) Referee Parts operating daily. One Referee handles all remote Domestic violence petitions filed by DV advocate agencies or Attorneys. The second Referee Part hears all DV cases which require and expedited hearing due to an ex-parte exclusion order.
 - b. **Riverhead:** Effective Monday, June 8, 2020, Riverhead shall open an additional Virtual Judicial Essential Part daily following the same protocols as Central Islip. There will be an associated litigant "hearing room" for in-person litigants.
 - c. **Maintenance:** The courtrooms and public areas are thoroughly cleaned each night. Sanitizer dispensers have been strategically placed in high volume areas throughout each building.
5. **Subpoenas:** Sitting Judges will continue to review and sign so-order subpoenas. If there is any question regarding the matter, the sitting Judge will contact the Judge whose case it is.

6. **Remote services:** Family Court has a video or teleconference option available for any attorney filing an emergency application. It is strongly recommended attorneys file all petitions, motions, OTSC, documents, etc. remotely. Attorneys may e-mail petition or emergency application to SCFCRemoteClerk@nycourts.gov or fax pleadings to 631-853-4877. Attorneys should state if they prefer telephonic or video conference and provide phone number or e-mail address they wish to use. All remote conferencing is subject to the Judge's discretion. Attorneys may also use the Electronic Document Delivery System (EDDS) to submit papers. It should be noted that this system does not e-file cases for Family Court but serves as a virtual post office.
7. **Case Conferencing:** When not assigned to the virtual courtroom, all Family Court Judges and Referees are conducting "virtual" case conferences via Skype or phone on pending matters. Attorneys may request a case conference by emailing SCFCRemoteClerk@nycourts.gov or contact the Jurists directly. Jurists may be reached by emailing "Suf" followed by Judge's last name and @nycourts.gov (Ex: SufQuinn@nycourts.gov).

Suffolk County Surrogate's Court Protocols for Phase 1 of Return to In-Person Operations

1. The Surrogate's Court courthouse will be open on Friday, May 29, 2020. We will maintain the satellite office in Central Islip through Thursday, May, 28, 2020. Through Thursday, you can reach the Surrogate's Court only by contacting (531) 852-1729. We will continue to field questions from that office until Friday. Beginning Friday, please use the above number. Use of the above email address should be limited to informing the court of COVID-19 related deaths.
2. We will no longer be accepting original wills and death certificates in Central Islip. These documents must be delivered by hand or overnight mail to the Surrogate's Court in Riverhead.
3. While the Surrogate's Court courthouse will be open, there will be no in-person proceedings until further notice.
4. There will be only a limited number of lawyers and the public permitted to enter at one time. Unless otherwise noted in these protocols, entry to the building will be limited to hand delivering documents, picking up forms and review of electronically filed court records
5. Everyone entering the building will be required to wear a mask.
6. In accordance with AO/114/20, we are accepting and processing all new filings. We will continue our normal electronic filing rules.
 - a. The court will be addressing newly filed matters as well as matters that were previously filed on NYSCEF but not yet processed. However, the court will continue to give estates involving COVID-19 related deaths a priority. Please alert the court at the above e-mail address, by affidavit or affirmation, if your estate involves a COVID-related death and we will begin reviewing your matter.
 - b. Unless otherwise warranted, all other matters will be considered as they are received.
 - c. At this time, we will not, as general rule, be issuing citations. Any citations issued will be for a date in the future and is subject to change. During Phase I, the court will not be conducting in-person court appearances, conferences or hearings. All conferences or necessary hearings will be held remotely.
 - d. Beginning May 29, 2020, you may arrange to drop off original wills and death certificates in Riverhead
7. We continue to process and review all applications and motions submitted on or before March 16, 2020. Where appropriate the court has and will continue to issue written decisions, decrees and letters. If there are minor issues with the application, the court clerk may communicate with counsel or pro se litigants to finalize the file. If new process is required, the matter will be addressed when we resume normal operations.

8. We will continue to accept Guardian ad Litem reports on all submitted matters.
9. In pending proceedings, Guardians ad Litem and Attorneys for the Child may schedule an appointment to review the file at the courthouse.
10. We will reschedule all previous matters that were either on the process calendar or set down for hearing for future date.
11. All court attorneys are available on request of counsel to conference cases by telephone or video. Please email them directly or use the number above to request a conference. In addition, the court may contact you to set up a conference if we feel it appropriate. We will work with you to set up a convenient time and method to hold the conference.
12. We are accepting new motions in all matters. These will all be taken on submission unless oral argument is requested and granted. All oral arguments will be conducted remotely until further notice. Please confine any request for oral argument to urgent matters. When filing motions, please be guided by the following:
 - a. All motions must be on notice of motion only – The court will entertain orders to show cause only upon a finding that it is urgent.
 - b. All motions must be returnable on a Tuesday process day (June dates are 6/2, 6/9, 6/16, and 6/23, 2020. Call the above number for process dates in July and after).
 - c. Motions must be e-filed – hand delivered papers will be deemed rejected and not considered.
 - d. All responding papers must be e-filed by 4:00 p.m. on the date due.
 - e. Requests for adjournments will only be considered if received at least one day prior to the return date.
 - f. Supporting Affirmations and Affidavits must be uploaded separately from exhibits.
 - g. In pending contested matters, counsel may request a telephone conference with the assigned law assistant prior to e-filing the application, especially if the motion relates to discovery.
 - h. We are not requiring or accepting working copies.
13. We continue to re-calendar motions filed before March 16, 2020 with a return date thereafter. We will reach out to all counsel and pro se litigants to work out a briefing schedule. If an agreement cannot be reached, the court will determine the schedule.



**UNIFIED COURT SYSTEM
OFFICE OF DISTRICT ADMINISTRATIVE JUDGE
SUFFOLK COUNTY**

**ADMINISTRATIVE ORDER OF THE
ADMINISTRATIVE JUDGE OF SUFFOLK COUNTY**

ORDER NO. 45 - 20

Pursuant to the authority vested in the undersigned as District Administrative Judge, and in response to the unprecedented public health crisis surrounding the outbreak of COVID-19 (coronavirus) and after consultation with the Chief Administrative Judge and the Deputy Chief Administrative Judge, and

WHEREAS the Courts of the 10th Judicial District, Suffolk County are commencing Phase I of the Return to In-Person Operations Plan on May 29, 2020; it is hereby

ORDERED that Amended Administrative Order 22-20 of the Administrative Judge of Suffolk County, dated March 17, 2020 is hereby rescinded and replaced with the instant Order. All Executive Orders, Administrative Orders of the Chief Judge, the Chief Administrative Judge and the Deputy Chief Administrative Judge of the Courts Outside of New York City issued in response to the COVID-19 (coronavirus) public health crisis are incorporated by reference in this Administrative Order; and it is further

ORDERED that all New York State Courthouses in Suffolk County will reopen at 9:00 a.m. on May 29, 2020 and proceedings in Suffolk County will no longer be consolidated in the John P. Cohalan Jr. Court Complex, 400 Carleton Avenue, Central Islip, New York; and it is further

ORDERED that all Judges and chambers staff shall report to their respective courthouses on May 29, 2020, unless exempted by the Administrative Judge; and it is further

ORDERED that all essential and non-essential matters will be heard virtually, unless otherwise directed, consistent with Executive Orders, statewide Administrative Orders and Suffolk County Administrative Order 25-20; and it is further

ORDERED that essential staff designated through the District Executive shall report to their courthouses for work on May 29, 2020; and it is further

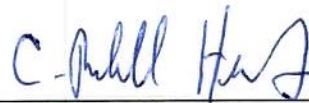
ORDERED that all filings with the Courts shall be made pursuant to Administrative Order 115/20; and it is further

ORDERED that until further Administrative Order or Executive Order, no default judgments shall be granted where, pursuant to CPLR 3215, the default occurred after March 16, 2020. Furthermore, no default judgment requiring the defendant's notice pursuant to CPLR 3215(g) shall be granted, unless the application was heard prior to March 17, 2020 and proper notice was given. Administrative Order 22-20 and 34-20 directing no default judgments are accordingly rescinded; and it is further

ORDERED that all eviction proceedings and pending eviction orders are suspended and no eviction orders shall be signed or served. Reference is made to Administrative Order 68/20 and Executive Orders 202.8, 202.14 and 202.28; and it is further

ORDERED that all foreclosure proceedings are suspended and no foreclosure auction shall be scheduled or held. Reference is made to Administrative Order 68/20 and Executive Orders 202.8, 202.14 and 202.28; and it is further

ORDERED that all Town and Village Courts shall operate under the protocol of the Honorable Vito C. Caruso, Deputy Chief Administrative Judge for the Courts Outside of New York City, which includes Judges and Court Clerks reporting to courthouses, however, no Court proceedings are to be scheduled and no in-person appearances are authorized. Any arraignments that must occur during the hours of 9:00 am and 5:00 pm Monday through Friday shall continue to take place before a designated Superior Court Judge or Acting Superior Court Judge, pursuant to the virtual courtroom protocols established within the county. Any arraignments occurring after 5:00 pm on weekdays, and on all weekends or holidays, shall continue to take place virtually by the appropriate Town or Village Justices as established pursuant to its existing virtual arraignment plan.



C. Randall Hinrichs
District Administrative Judge
Suffolk County

DATED: May 28, 2020
Central Islip, New York

Order No. 45 - 20 Distributed to:

Hon. Vito C. Caruso, Deputy Chief Administrative Judge, Courts Outside New York City
Suffolk County Judges and Justices
Warren G. Clark, Esq., District Executive
Thomas Clavin, Court Clerk Specialist
Leon Adler, Deputy Chief Clerk, Supreme Court
Dawn Maletta, Deputy Chief Clerk, Supreme Court
Michael Cipollino, Chief Clerk, Surrogate's Court
Amy Campbell, Deputy Chief Clerk, Surrogate's Court
Frank Tropea, Chief Clerk, County Court
Kenneth Sasso, Deputy Chief Clerk, County Court
Michael Paparatto, Chief Clerk, District Court
Leonard Badia, Deputy Chief Clerk, District Court
Mike Williams, Chief Clerk, Family Court
Dawn Kettle, Deputy Chief Clerk, Family Court
Mary Porter, Court Attorney Referee