



State of New York  
**UNIFIED COURT SYSTEM**  
**SUFFOLK COUNTY**  
**DISTRICT ADMINISTRATIVE JUDGE'S OFFICE**  
**JOHN P. COHALAN, JR. COURT COMPLEX**  
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LAWRENCE K. MARKS  
Chief Administrative Judge


ANDREW A. CRECCA  
District Administrative Judge  
Suffolk County

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

WARREN G. CLARK, Esq.  
District Executive

**MEMORANDUM**

TO: Suffolk County Legal Community

FROM: Hon. Andrew A. Crecca, District Administrative Judge 

DATE: October 22, 2020

RE: New Procedures for Scheduling and Conducting Foreclosure Auctions in Suffolk County

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As a result of the COVID-19 pandemic and related Administrative Orders of the Chief Administrative Judge including AO/232/20 and AO/157/20 (attached), please be advised that Suffolk County has adopted new procedures for the scheduling and conducting of foreclosure auctions.

Effective immediately, all foreclosure auctions must comply with social distancing requirements and must be scheduled by the court-appointed Referees through the Court's Fiduciary Clerk's Office utilizing the procedures set forth in the attached document "Suffolk County Foreclosure Auction Rules and Procedures" and the attached "Request for Foreclosure Auction Date" form.

**Before scheduling a foreclosure auction, Referees must receive from plaintiff's counsel an affirmation that the conference requirements of AO/157/20 have been met.** A template affirmation is attached hereto and can also be found on the court's foreclosure webpage. (Please note that, pursuant to AO/232/20, the conference requirement shall not apply where the foreclosing lender submits an affirmation to the court averring that, following diligent inquiry, it knows the property at issue to be currently abandoned and vacant. Additionally, the conference requirement shall apply to in rem foreclosures only when the enforcing officer believes that such a conference would be in the public interest).

The auctions will continue to take place at the ten Town Halls throughout Suffolk County but must be scheduled thirty (30) minutes apart on the hour and half hour. The Fiduciary Clerk's Office will maintain auction calendars reflecting the auctions scheduled at each Town Hall and those calendars will be accessible through E-Courts.

Referees and attendees must follow appropriate protocols regarding social distancing and wearing of masks at all auction sites. The duties of the Referees with regard to enforcing UCS COVID-19 related protocols at the auctions are set forth in the attached Amended Administrative Order 98/20 (October 22, 2020).

Links to the procedures for scheduling auctions, necessary forms, links to E-Courts where an auction calendar search can be performed as well as instructions for conducting such a search can be found on the Suffolk County Court's website at:  
<http://ww2.nycourts.gov/COURTS/10jd/suffolk/foreclosureinfo.shtml>.

A virtual informational meeting/training session to explain these new procedures will be hosted by Suffolk County Bar Association on **Thursday, November 5, 2020 at 3:00 pm**. Please check your e-mail for more details about the program. I encourage you to attend should you have any questions or concerns, or just wish to learn more about these new procedures.

Thank you again for your support and cooperation as we continue to adapt in these challenging times.