



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

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 26, 2020

Re: Return to In Person Operations in the 10<sup>th</sup> 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,

A handwritten signature in blue ink that reads "C. Randall Hinrichs".

C. Randall Hinrichs  
District Administrative Judge

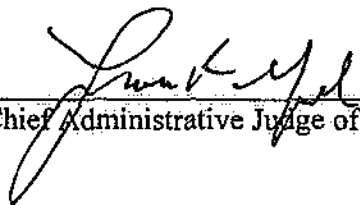
CRH:dah

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. Following commencement, represented parties 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. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties set forth in Exh. A, represented parties must commence new matters exclusively by mail. 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. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.
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. Represented parties must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.

This order shall not affect procedures for the filing and service of essential matters, and supersedes AO/111/2020.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: May 20, 2020

AO/114/20

## **Exhibit A**

<b>Region: Counties</b>	<b>Effective Date</b>
<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
<p>Western New York: Allegany, Cattaraugus, Chautauqua, Erie, and Niagara.</p>	May 21, 2020
<p>Capital Region: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.</p>	May 26, 2020

## **Exhibit B**

<b>Region: Counties</b>	<b>Effective Date</b>
Mid-Hudson: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester  New York City: New York, Bronx, Queens, Kings, and Richmond.  Long Island: Nassau and Suffolk.	May 25, 2020