



LAWRENCE K. MARKS  
Chief Administrative Judge

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Courts Outside New York City


State of New York  
**UNIFIED COURT SYSTEM**  
**SUFFOLK COUNTY**  
**DISTRICT ADMINISTRATIVE JUDGE'S OFFICE**  
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ANDREW A. CRECCA  
District Administrative Judge  
Suffolk County

WARREN G. CLARK, ESQ.  
District Executive

## MEMORANDUM

TO: Suffolk County Legal Community

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

DATE: November 18, 2020

RE: **10<sup>th</sup> Judicial District, Suffolk County Updated Operating Protocols**  
Effective November 23, 2020

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For the past many months, the Unified Court System has permitted in-person proceedings in accordance with the Governor's un-PAUSE New York plan. Foot traffic in the courthouses has been gradually increased to correspond with an improvement in the metrics measuring the spread of the Coronavirus. Recently, the metrics have indicated the need to once again reduce foot traffic in the courthouses to protect the health and safety of litigants, lawyers, court staff and judges. Chief Administrative Judge Lawrence Marks' Memorandum dated November 13, 2020 is incorporated herein and this document is intended to provide enhanced guidance thereto.

The Administrative Judge may, based upon local conditions, enact more restrictive operational protocols deemed appropriate by the Administrative Judge.

This Plan should be considered an update to the Return to In-Person Operations Plan effective October 19, 2020 and to Judge Marks' Memorandum "Revised Pandemic Procedures in the Trial Courts" dated November 13, 2020. Commencing Monday, November 23, 2020 all court operations in the 10th Judicial District of the State of New York, Suffolk County, shall be conducted pursuant to this Plan.

## I. Courthouse Operations

### A. Scheduling

1. Calendar times shall be staggered so that different courts (e.g. Family, Criminal, etc.) in the same building start at different times;
  2. No more than 50% of the number of courtrooms in a facility will be in use at the same time. If there is a conflict that cannot be resolved by the chief clerk working with chambers, the Supervising Judge or Administrative Judge shall be notified;
  3. No more than 50% of the judges/referees/magistrates of one court type (Family Court, Criminal Court, Civil Court) may hold in-person calendars at any one time; and
  4. In each court part, there shall be a maximum of 10 cases or proceedings scheduled in-person per hour.
- B. Occupancy of all courtrooms shall be limited to the lesser of 10 people or  $\frac{1}{2}$  the posted room occupancy per code. An exception shall be granted for jury trials or ongoing grand juries currently in progress (in those instances, occupancy shall be limited to the lesser of 25 people or  $\frac{1}{2}$  the posted room occupancy per code). Any exceptions that were previously granted to the occupancy limits are rescinded until further notice.
- C. The number of non-judicial staff reporting to the courthouse shall be reduced in the discretion of the Administrative Judge to the minimum number necessary to ensure safe operation and to ensure sufficient "remote" staff is available to replace the staff reporting to the courthouse in the event there is a workplace Coronavirus exposure. All staff not reporting to the courthouse shall work remotely.
- D. All current safety measures and protocols will continue. Court managers and PPE Compliance Coordinators shall take steps to enhance monitoring and compliance with all safety measures, including ensuring social distancing at all times.

## II. Court Proceedings

- A. No new prospective trial jurors (criminal or civil) will be summoned for jury service until further notice. Pending criminal and civil jury trials will continue to conclusion.
- B. No new prospective grand jurors will be summoned for grand jury service until further notice. Existing grand juries, pursuant to Section 190.15 of the Criminal Procedure Law, may continue, upon application of the appropriate district attorney to the Administrative Judge.
- C. Notwithstanding any other provision herein, where an in-person proceeding involves an incarcerated individual, that individual shall appear virtually utilizing electronic means unless the presiding judge orders otherwise after appropriate application is made.
- D. Matters that **may** be heard in-person (or a hybrid of in-person and virtual) provided that the judge presiding over the matter finds that it is unlawful or impractical to conduct the proceeding virtually:
  1. Matters as designated in Exhibit A;
  2. Family Court Act Article 10 evidentiary hearings;
  3. Permanency Hearings;
  4. Criminal Preliminary Hearings;
  5. Pleas and Sentences; and
  6. Arraignments.

- E. Matters that **may** be heard in-person (or a hybrid of in-person and virtual)
  - 1. Treatment court and Judicial Diversion appearances where the presiding judge determines that an appearance in an acute case is necessary to protect the health and safety of a defendant; and
  - 2. Any proceeding involving a self-represented litigant(s) where the presiding judge determines that holding the proceeding via Microsoft Teams denies the self-represented litigant(s) meaningful access to the proceeding and where the presiding judge determines that the matter can be heard in-person consistent with all OCA safety protocols.
- F. ALL other matters **MUST** be heard virtually using Microsoft Teams, or other virtual means, including but not limited to:
  - 1. Bench Trials in Civil and Criminal cases. (For compelling reasons, the presiding judge may forward a request for permission to conduct a bench trial in-person to the Administrative Judge. If deemed appropriate, the Administrative Judge will forward the request to the Deputy Chief Administrative Judge, whose permission is required if the matter is to be held in-person);
  - 2. Evidentiary Hearings in Civil and Criminal Cases. (For compelling reasons, the presiding judge may forward a request for permission to conduct a hearing trial in-person to the Administrative Judge. If deemed appropriate, the Administrative Judge will forward the request to the Deputy Chief Administrative Judge, whose permission is required if the matter is to be held in-person);
  - 3. Motion arguments;
  - 4. Mental Hygiene Law proceedings pertaining to a hospitalized adult (Chief Administrative Judge Lawrence Marks' Administrative Order AO/72/20);
  - 5. ADR where both parties are represented by counsel and counsel will be present;
  - 6. Arbitrations pursuant to the Part 137 Attorney-Client Fee Dispute Resolution Program; and
  - 7. Small Claims Assessment Review proceedings.

### III. Town and Village Court Protocols

Updated operating protocols for Town and Village Courts in the 10<sup>th</sup> Judicial District, Suffolk County are set forth in an attachment hereto.