



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

June 24, 2020

Re: Return to In-Person Operations in the 10<sup>th</sup> Judicial District, Suffolk County - Phase III

Dear Suffolk County Legal Community,

On May 29, 2020 the Courts in Suffolk County entered into Phase I of the return to in-person operations and on June 12, 2020 the Courts in Suffolk County entered into Phase II of return to in-person operations. We are very pleased to announce that we will be entering into Phase III of the return to in-person operations in Suffolk County this Friday, June 26, 2020.

The goal of Phase III is to again increase foot traffic in the courthouse in a measured manner and to expand the categories of proceedings that are heard in-person. Being mindful of the volume of pending cases and the need to address newly filed cases, the Courts will also continue to expand our use of the virtual format where legally permissible and logistically possible.

In Phase III, no more than 50% of the courtrooms in a courthouse will be in use at the same time. Every courtroom in the district will be assessed for maximum capacity, which will be below 25% of actual capacity. In addition to the other safety measures, face shields will be available for use by Judges, non-judicial employees and court users.

We anticipate hearing the following are matters in-person in Phase III:

- Essential matters, (Chief Administrative Lawrence Marks' Administrative Order AO/78/20, Chief Administrative Judge Lawrence Marks' Administrative Order AO/99/20)
- Bench trials
- Family Court Act Article 10 evidentiary hearings
- Child support proceedings filed prior to April 1, 2020
- Permanency hearings

- Criminal pre-trial evidentiary hearings
- Pleas and sentences for defendants at liberty that do not involve a sentence of incarceration
- Arraignments of defendants whose Appearance Tickets were filed prior to April 1, 2020
- Treatment Court and Judicial Diversion appearances where the assigned Judge determines that an appearance in an acute case is necessary to protect the health and safety of a defendant

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. Juvenile Delinquency proceedings and Mental Hygiene Law proceedings pertaining to a hospitalized adult will also continue virtually.

Please be advised that non-essential proceedings shall be heard virtually by the assigned Judge. In all instances, a request may be made by an attorney or litigant to the assigned Judge that the requesting attorney or litigant be heard in-person. Such request shall be heard by the assigned Judge upon notice to the non-requesting party. The Judge shall consider the merits of the request as well as courtroom and staff availability while being mindful of the goal of Phase III as stated above.

Many members of the Bar have spoken with me about their desire to return to court. As Chief Judge DiFiore has stated, we are doing everything possible to expand our operations in a way that is safe for all. If there are matters that an attorney feels need attention, they can utilize the Part emails which were previously distributed to request a conference, with the appropriate notification to their adversary. With the ability of the Courts to schedule non-jury trials, hearings and other in-person proceedings, there is a significant expansion of court operations from Phase II to Phase III.

Please be advised of the following with respect to our various courts:

**Supreme Court:** With the transition to Phase III, there will be approximately one-half of the courtrooms open on a daily basis for selective in-person appearances in both Central Islip and Riverhead. These appearances will include non-jury trials, hearings, infant comps and other matters where the Court directs the parties to appear. All appearances will be in a staggered manner to avoid overcrowding. Administrative Orders 121/20 and 131/20 govern foreclosures. Virtual conferences may be held where all parties are represented. Two ADR calendars will be conducted on a daily basis and Preliminary Conferences will be scheduled commencing on July 13, 2020 on Riverhead matters. Both the ADR Conferences and PC Conferences will be conducted virtually. On Matrimonial matters, Judges have been and will continue conducting Preliminary Conferences. Virtual conferences are being utilized in all cases including those involving self-represented litigants. The Matrimonial Mediation Center is open and conducting virtual mediations on existing cases. Please find attached an updated protocol for Supreme Court.

**Criminal Matters - County Court:** Two County Court Criminal Parts will continue to operate virtually hearing Superior Court Criminal matters in the Arthur M. Cromarty Criminal Court Complex in Riverhead. In addition, on a daily basis, three in-person parts have been established on three different floors in the building. The nine Superior Court Criminal Judges in this building will rotate through both the virtual and in-person parts. The courtrooms utilized are the larger end courtrooms on each floor to avoid overcrowding and maintain appropriate distancing.

**Criminal Matters - District Court:** The criminal operations in District Court will continue to include three virtual courtrooms in addition to the Arraignment Part. With the calendaring of DAT's, the Virtual Arraignment Part will be moved to a smaller courtroom and the larger Arraignment Part (D11) on the first floor will be utilized for DAT calendars to maximize social distancing. These DAT's will also be staggered to avoid overcrowding at any particular time. This courtroom has a capacity of approximately 100. In addition, all of the District Court Judges will be provided two calendar days for in-person appearances. It will be done in such a manner that there will never be more than 50% of the courtrooms open and never more than 50% of the courtrooms open on any floor in District Court.

Please see a memorandum from Supervising Judges Mark Cohen and Karen Kerr regarding the updated protocol for Phase III, as well as the District Court courtroom schedules. In addition, criminal bench trials will also be addressed in-person on a case by case basis.

**Family Court:** There are presently three Judicial Parts in Central Islip and one in Riverhead that are operating to hear essential matters. There are also presently two Court Attorney Referee Parts operating virtually and hearing essential matters. In addition to these parts, two additional Judicial Parts will be opened in Central Islip. Family Court judges will be assigned designated days for purposes of hearing trials, permanency hearings, Article 10 hearings and other matters that require immediate attention. Judges will be assigned designated days in these parts, as well as their designated days in the Essential Parts. All Support Magistrates will come in to hear matters virtually at first. Given the backlog of filings and close quarters of the Magistrate rooms, it was felt it was best to start everyone hearing cases virtually. After making an assessment of the inventories, the parts will be transitioning to 50% operating on a daily basis in-person. Please find attached an updated Family Court protocol.

**Surrogate's Court:** The Surrogate's Court is available to conduct in-person hearings where necessary, however, the Court will continue to hear most matters virtually. Please find attached the updated protocol from Surrogate Theresa Whelan.

**Outlying District Courts:** The outlying District Courts located in Ronkonkoma, Lindenhurst, Huntington Station, Hauppauge and Patchogue will continue to hear essential matters in-person and non-essential matters virtually. Administrative Orders 121/20 and 127/20 now govern the filing of new filings for eviction proceedings pursuant to Article 7 of the RPAPL. All of these courts will commence conferencing with a view toward settlement of landlord/tenant matters where both parties are represented. Please find attached a memorandum from Supervising Judge Karen Kerr.

**Town and Village Courts:** In Phase II, the Town and Village Courts began handling all of their own in-custody arraignments both during normal business hours and during weekends and off hours. Any preliminary hearings on new felonies that must be conducted are still being conducted in the Virtual Superior Court Criminal Part in Riverhead in Phase III. In Phase III, the Town and Village Courts will conference criminal matters virtually and do dispositions virtually. The Courts will start to calendar desk Appearance Tickets for in-person appearances on those tickets written prior to April 1, 2020. ADR will be used to conference landlord/tenant matters. Bench trials and pre-trial hearings will be scheduled in the courts with the understanding that only one such trial or hearing may be scheduled at any given time. The Town and Village protocol as approved previously by Judge Marks will be implemented. There will be a strict maximum occupancy of 25% for all town and village courtrooms. Please find attached a memorandum from Supervising Judge Pierce Cohalan.

I will continue to stay in touch with you as our operations continue to evolve. Thank you for your extraordinary cooperation. I continue to wish you and your families all the best.

Sincerely,



C. Randall Hinrichs  
District Administrative Judge

CRH:dah  
Attachments

# SUFFOLK COUNTY SUPREME COURT PROTOCOLS

## During Phase III of In-Person Operations (effective 6-26-20)

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 currently 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 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 *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/Efiling-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-forUnrepresented-Litigants.pdf>

### ESSENTIAL OR EMERGENCY MATTERS

Attorneys, or unrepresented 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)), following the procedures previously put in place; these filings are limited to those matters specifically designated in the order or matters deemed by the Court to be "essential" that are of an emergency nature requiring immediate judicial intervention. Procedures for filing an "essential" matter in Suffolk Supreme are explained in the document entitled *Supreme Court Protocols to File an "Essential Matter"*.

<https://www.nycourts.gov/LegacyPDFS/courts/10jd/suffolk/PDF/Suffolk%20Supreme%20Essential%20Protocols.pdf>

### APPEARANCES BY TELECONFERENCE, VIDEO CONFERENCE OR IN-PERSON AT THE COURTHOUSE

During Phase III court operations there will be an increase of in-person court appearances in Suffolk County Supreme Court. While many proceedings will continue to be conducted virtually by teleconference or video conference (via *Skype*), the Court may require litigants and lawyers to appear in-person at the courthouse for hearings, non-jury trials, and other proceedings as deemed necessary by the Court. In any case where the Court has directed in-person courthouse appearances, a party or an attorney may make application to the Court to have his or her appearance made by other means (i.e., by telephone or video) for health related reasons or for any other good reason.

## **Supreme Court Protocols to File an “Essential Matter” During Current Court Operations (updated 6/26/20)**

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 the following numbers:

*Central Islip (Matrimonial & Guardianship Matters) 631-740-3852  
Riverhead (other Civil Matters) 631-852-2401*

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 or In-Person on Matters Deemed “Essential”**

During Phase III court operations, appearances on matters heard pursuant to the above Administrative Order (AO/78/20), in Suffolk County Supreme Court by litigants, lawyers and judges will be done primarily in-person, however, the Court may also direct appearances by video conference (via Skype). The Court will provide appearance instructions regarding the type of appearance required by the Court.

STATE OF NEW YORK  
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LAWRENCE K. MARKS  
Chief Administrative Judge

C. RANDALL HINRICHS  
District Administrative Judge  
Suffolk County

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

KAREN KERR  
Supervising Judge District Court

MEMORANDUM

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: June 24, 2020

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

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- Beginning June 26, 2020, the Court's in Suffolk County will begin Phase Three of the return to in-person operations. This Phase will significantly increase the opportunity for in-person appearances and applications. All essential matters, except for in-custody arraignments, will be conducted in person at the court's discretion. These include pleas, sentences which do not require incarceration, pre-trial hearings and bench trials. While the goal is to increase in-person proceedings, maintaining a safe environment for counsel, defendants, judges and courtroom personnel will continue to be of paramount concern.

**I. County Court East Riverhead Parts:**

- As of Monday, July 29, 2020, the County Court will open three in-person courtrooms located in the large, end of hall courtrooms on floors 2, 3 and 4 in the Riverhead Criminal Court Building. They will be designated Riverhead In-Person #2, Riverhead In-Person #3 and Riverhead In-Person #4. Only one in-person courtroom will be operational on each floor at a maximum capacity of 25%, excluding personnel.

- Judge Camacho will preside in Central Islip Courtroom D-31 remotely and in-person on Wednesdays, Thursdays and Fridays and will continue to handle the Miscellaneous, Virtual Courtroom #1 per the schedule below. Cases will be staggered with times for court proceedings at the direction of chambers

staff to ensure the least foot-traffic possible.

- Judges will conduct in-court proceedings only in cases that require them in their discretion. These might include: arraignments, pleas (in or out of custody), sentences and hearings (see below), especially if the Governor's Executive latest Order (202.38, that authorizes arraignments, pleas and certain essential proceedings like SORA and ERPO hearings to be conducted remotely) expires without further action on July 6th. See also, L. 2020, Ch. 123, effective July 21, 2020, authorizing continued remote felony examinations until April 30, 2021. In all other cases, continued use of teleconferences, Skype tele-conferencing may be undertaken in the court's discretion to continue to minimize unnecessary foot traffic in the courthouse.

- Judges will be able to conduct in-court proceedings at least two days a week, one in-person and one virtual, with county court specialty courts and the TAP part scheduled for two in-person proceedings days.

- We will be able to conduct in-person suppression hearings in appropriate cases. Consideration by the court in its discretion may be undertaken to the placement of the witness in the jury box to enable maximum social distancing.

- The schedule through July for virtual and in-person courtrooms follows:

July Schedule for County Court Judges - Riverhead Virtual Courtroom 1 and Courtroom 2

<u>Virtual Courtroom #1</u> <u>(Judge Cohen's Courtroom)</u>	<u>Virtual Courtroom #2</u> <u>(Judge Hinrichs' Courtroom)</u>
July 1 Judge Goglas	July 1 Judge Cohen
July 2 Judge Mazzei	July 2 Judge Ambro
July 3 Holiday	July 3 Holiday
July 6 Judge Collins	July 6 Judge Camacho
July 7 Judge Kelley	July 7 Judge Condon
July 8 Judge Cohen	July 8 Judge Goglas
July 9 Judge Ambro	July 9 Judge Mazzei
July 10 Judge Braslow	July 10 Judge Senft
July 13 Judge Camacho	July 13 Judge Collins
July 14 Judge Condon	July 14 Judge Kelley
July 15 Judge Goglas	July 15 Judge Cohen
July 16 Judge Mazzei	July 16 Judge Ambro
July 17 Judge Senft	July 17 Judge Braslow
July 20 Judge Collins	July 20 Judge Camacho
July 21 Judge Kelley	July 21 Judge Condon
July 22 Judge Cohen	July 22 Judge Goglas

July 23 Judge Ambro  
July 24 Judge Braslow

July 23 Judge Mazzei  
July 24 Judge Senft

July 27 Judge Camacho  
July 28 Judge Condon  
July 29 Judge Goglas  
July 30 Judge Mazzei  
July 31 Judge Senft

July 27 Judge Collins  
July 28 Judge Kelley  
July 29 Judge Cohen  
July 30 Judge Ambro  
July 31 Judge Braslow

Schedule for In-Person Courtrooms:

In-Person 2<sup>nd</sup> Floor (Judge Ambro's Courtroom)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Open	Judge Mazzei	Judge Kelley	Judge Kelley	Judge Ambro

In-Person 3<sup>rd</sup> Floor (Judge Braslow's Courtroom)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Judge Goglas	Judge Goglas	Open	Judge Braslow	Judge Collins

In-Person 4<sup>th</sup> Floor (Judge Condon's Courtroom)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Judge Cohen	Judge Cohen	Judge Condon	Judge Senft	Open

**II. Suffolk Felony Youth Part and Youth Part West (Raise the Age) :**

- Judge Kerr will preside in D31 on Mondays and Tuesdays to hear Suffolk Felony Youth Part and Youth Part West cases.

### III. District Court, Central Islip:

-In-Custody Arraignments- In-custody arraignments will continue to be conducted virtually. The physical operation currently housed in D11 will be moved to the D34/FP1 courtroom on the third floor. The link remains the same.

- SAP/254 Calendars- SAP/254 calendars will be heard in the D11 courtroom. We will revert to the original SAP schedule for judges who will preside in the part for the week. Capacity in the courtroom will be limited and appearance times staggered to allow for proper distancing. Notifications will be sent to the defendants and where a notice of appearance has been filed, to the defense attorneys informing them of the new date.

- D32 will continue to handle the Felony Exams and Good Cause applications for extensions pursuant to C.P.L. 180.80(3).

-D33 will continue to be used to handle virtual misdemeanor and violation pleas Wednesday through Friday. The email for D33 is [sufd33@nycourts.gov](mailto: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](mailto: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.

- District Court Parts- Each judge will be assigned two consecutive days in his or her courtroom to conduct in-person pleas, sentences, hearings and bench trials on a case by case basis. I have attached a copy of the schedule for your convenience. Calendars will be created Monday through Friday to assist the court and attorneys in scheduling conferences. Conferences will continue to be conducted virtually unless the Court determines an in-person appearance is warranted.

-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 continue 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 Papparatto; Deputy Chief Clerk Len Badia

**Phase 3 Court Assignment Schedules**

<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
D41	D41	D42	D42	
D43	D43	D44	D44	
D45	D45	D46	D46	
D51	D51	D52	D52	
D53	D53	D54	D54	
D55	D55	D56	D56	
D61	D61	D63	D63	

<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
D31 (Kerr)	D31(Kerr)			
D32 (see Judge's Schedule for coverage for the week)	D32	D32	D32	D32
D33(Cohalan)	D33(Cohalan)	D33(Virtual Plea (VP))	D33 (V P)	D33 (VP)
DP1(Robinson)	DP1(Dunne) (FP1 cases)	DP1(Robinson)	DP1(Dunne) (FP1 cases)	

FP1 - In-Custody Arraignments and warrant vacates

D11 - SAP/254 Calendars

# PROTOCOLS FOR PHASE III OF RETURN TO IN-PERSON OPERATIONS

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

## Highlight of Phase III:

Effective Friday, June 26, 2020:

- The Suffolk County Family Court shall open two additional in person Judicial Parts daily. This will bring the total of Judicial Parts operating daily to six districtwide. All Parts will have video and telephonic conferencing capability with agencies, attorneys and/or litigants having the option to appear remotely.
- All Magistrates will commence hearing virtual calendars. Initially, Magistrates will be focusing on cases filed prior to April 1, 2020.
- In addition to previously established essential matters, the court may now conduct in person or virtual Article 10 (child protective) evidentiary hearings; bench trials, Child Support proceedings (initially cases filed prior to April 1, 2020.) Permanency Planning Hearings; Family Treatment Court appearances, Essential & non-essential matters. Juvenile Delinquency and PINS proceedings shall continue to be presumptively heard virtually.
- The Court continues to accept all essential or non-essential petitions, motions or applications, including support related filings. Unless brought on by Order to Show Cause, non-essential filings are docketed but not scheduled for court date.

### 1. Judicial Parts:

- a. **Central Islip:** Will initiate an additional Judicial essential part on June 12, 2020, bringing our total to five (5) Judicial Parts in Central Islip and one (1) in Riverhead. One part shall serve as the Intake Part Juvenile Delinquency and Child Protective proceedings. This part will remain virtual with associated "Litigant Hearing Room" with direct Skype into part. The second Judicial part shall serve as the EAP Part and hear Domestic Violence and Emergency Article 6 proceedings. The Newly established Part shall be designated as a Miscellaneous Part and handle Order to Show Cause applications and provide support to other parts. Judges will rotate as necessary. The CP Part (Part 8) will continue to have associated Litigant "hearing room" with direct access to the Virtual Part.
- b. **Referees:** Two Central Islip (2) Referee Parts will continue to operate virtually to hear domestic violence 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. All Referees are conferencing cases remotely on days not assigned to Part.
- c. **Magistrates:** Magistrates will commence hearing virtual calendars on Monday June 29, 2019. An e-mail group has been established specifically to address support related matters. Attorneys may e-mail [SCFCchildsupport@nycourts.gov](mailto:SCFCchildsupport@nycourts.gov) for inquiries, electronically submit documents or request conference or remote appearance. Each Magistrate will be assigned a Court Assistant to assist with virtual calendar, calendar set up and notifications. Arrangements have been made with LabCorp to conduct offsite paternity testing.
- d. **Riverhead:** Riverhead shall continue to operate with one Judicial Essential Part daily following the same protocols as Central Islip. Court Attorney Referee will assist with remote domestic violence request on Fridays. There will be an associated "litigant hearing

room” set up but court may also operate an in-person part depending upon case and Judges’ discretion. To ensure timely response, Riverhead Family Court has also been provided a specific email address [SCFCRiverhead@nycourts.gov](mailto:SCFCRiverhead@nycourts.gov) .

2. **Case Conferencing:** When not assigned to the in-person courtroom, all Family Court Judges and Referees conduct virtual case conferences via Skype or phone on pending matters. Attorneys may request a case conference by emailing [SCFCRemoteClerk@nycourts.gov](mailto:SCFCRemoteClerk@nycourts.gov) or contact the Jurists directly. Jurists may be reached by emailing “Suf” followed by Judge’s last name and [@nycourts.gov](mailto:@nycourts.gov) (Ex: [SufQuinn@nycourts.gov](mailto:SufQuinn@nycourts.gov) ).
3. **Treatment Court:** Judges have the discretion to calendar treatment court appearances as necessary. Limited drug testing is available upon Judge’s referral.
4. **Adoptions:** Private and Agency adoptions are being finalized. Parties have option, with Judge’s approval, of in person, virtual or hybrid finalization. In person adoptions are limited to immediate family and will be conducted in courtroom.
5. **Notices:** Litigants on all pending cases were mailed an automated statewide notice that case has been adjourned to a date to be determined and the court will contact them in near future. Attorneys may check the NYS Court System e-court located at <https://iapps.courts.state.ny.us/fcasfamily/main> to get updated information regarding case scheduling information. Or contact the court at [SCFCRemoteclerk@nycourts.gov](mailto:SCFCRemoteclerk@nycourts.gov) .
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](mailto: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. Additionally, a dedicated child support e-mail has been established to address any attorney related inquiries. [SCFCCchildsupport@nycourts.gov](mailto:SCFCCchildsupport@nycourts.gov) .
7. **ADR:** Effective immediately, the court will be resuming its ADR programs virtually. EAC is now accepting referrals for their offsite Custody/Visitation Mediation Program. The Family Court’s Parental Settlement Part will start conducting settlement conference via telephone. All ADR programs welcome and encourage attorney participation.
8. **Vouchers:** Filing of AFC vouchers continue to be accepted via e-mail to Laura Trunzo, [Ltrunzo@nycourts.gov](mailto:Ltrunzo@nycourts.gov) . Judges may continue to sign/authorize remotely.
9. **Subpoenas:** All subpoenas are being accepted and processed. If there is any question regarding the matter, the sitting Judge will contact the Judge whose case it is.
10. **Maintenance:** The courtrooms and public areas are thoroughly cleaned each night. Sanitizer dispensers have been strategically placed in high volume private and public areas throughout each building.

**Suffolk County Surrogate's Court**  
**Protocols for Phase III of Return to In-Person Operations**  
**Including Resumption of Citations and Process Calendars**

**Effective June 26, 2020**  
**(631) 852-1745**  
**[sufwhelan@nycourts.gov](mailto:sufwhelan@nycourts.gov)**

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1. The Surrogate's Court courthouse is open with limitations. If you have any questions, please call 631-852-1745 or the telephone number of a specific department.
2. You may arrange to drop off original wills and death certificates at the Surrogate's Court in Riverhead.
3. While the Surrogate's Court courthouse will be open, most court appearances, including call of the process calendar will be held virtually. There will be a limited number of in-person hearings and trials scheduled as deemed warranted. All other matters will be heard either on submission or by Skype 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/115/20, 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 [sufwhelan@nycourts.gov](mailto:sufwhelan@nycourts.gov) 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. During Phase III, the court will be conducting a limited number of in-person court trials and hearings, where appropriate. All other conferences, the call of the process calendar or other necessary hearings will be held remotely. We are presently rescheduling 17-A guardianship hearings for Skype appearances, but can hold these hearings at the courthouse if necessary. We will also reschedule all other hearings for dates in the future, either by SKYPE, or in-person, where necessary.
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 new process is required, the court will issue new citation.
8. We will continue to accept Guardian ad Litem and Attorney for the Child 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 to request a conference. In addition, the court is rescheduling all conferences on contested matters for teleconference and Skype. We will work with you to set up a convenient time and method to hold the conference. Please call 631-852-1745 if you have any questions.
12. Mediation by our in-house mediators is available upon request.
13. 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 (We will have calendar dates every Tuesday through the end of September except for August 25, 2020 and September 8, 2020. Please see attached revised calendar for all process dates through the end of the year.

- 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.
14. 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.
15. We are now issuing citations and scheduling virtual process calendars, with the first return date of July 28, 2020. Citations will be returnable on Tuesdays and there will be a process calendar every Tuesday from July 28, 2020 through the end of September except for August 25, 2020 and September 8, 2020. Please see attached calendar for all new process calendar dates.
16. There will be no in-person appearances allowed at the process calendar until further notice subject to these limited exceptions:
- a. For those few matters where citation issued in March or April 2020 with a return date of August 18, 2020, a personal appearance will be allowed. These citations did not include a notice for virtual appearances and will therefore be held in person. For those appearing on August 18, 2020, we will stagger the appearances in the courtroom to ensure compliance with social distancing requirements.
  - b. SCPA 2104 examinations will be allowed in the courthouse on the call of the calendar where permission has been sought in advance and granted in the order to show cause. Such examinations will be conducted in a manner that will ensure compliance with social distancing requirements.
17. The court will call the calendar at 9:30 am and make an audio record of the status of each case. Unless otherwise allowed and arranged, all matters will be on submission.

18. The court will issue new citations and implement procedures for all matters scheduled for process dates March 17, 2020 and after. Petitioners and/or counsel must submit new citation with language:
  - a. Advising interested parties that this is a virtual court appearance and the steps that must be taken to preserve his or her right to oppose the relief requested on the citation; and
  - b. The citation must also include language that the citation is to be served in accordance with the court's order directing alternative service (see attached form citation).
19. Whenever the court issues a citation (except in guardianship matters where the proposed ward or other interested party lives with the petitioners), it will simultaneously issue an order for alternate service which provides that the petitioner shall serve the citation and all accompanying paperwork on all interested parties named in the citation and on any attorney who has appeared in the proceeding by mail (see attached form order for all specifics).
20. Together with the citation, service order, and other required paperwork, the petitioner shall also include the "Suffolk County Surrogate's Court Notice to Cited Parties." This attached notice explains that if the cited party has no objection, they do not need to contact the court. If they do object, they must notify the court in writing prior to the return date. If the court does not hear from the cited party either by timely filing of objections or a stated intention to file objections, the court will assume that party has no objection.
21. If the court receives notice that a party intends to file objections, the court will adjourn the matter for the appropriate amount of time to conduct 1404's or 2211's, where applicable, and/or file objections. These matters will appear separately on the process calendar from new and other pending proceedings.
22. New contested matters will be subject to mandatory ADR and otherwise governed by the court's standard and customary procedures.
23. In guardianship matters where the respondent or other interested parties reside in the same home as petitioner, petitioner may continue to serve those individuals by personal delivery. The petitioner will serve individuals not residing at the same address by alternate service with appropriate citations and attached service order as indicated above.
24. We have attached forms for various citations, a copy of the service order that the court will issue, the notice that must be included with service for all

departments (except where personal delivery is permitted) as well as a copy of the revised 2020 process calendar dates.

25. Where a conference or hearing is being conducted via Skype, the participants (counsel, parties, etc.) should enter the meeting twenty (20) minutes prior to its scheduled time and be ready to proceed.

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
SUFFOLK COUNTY DISTRICT COURT  
JOHN P. COHALAN, JR. COURT COMPLEX  
400 Carleton Avenue  
P.O. Box 9080  
Central Islip, NY 11722-9080  
(631) 208-5916 Fax (631) 853-7417

LAWRENCE K. MARKS  
Chief Administrative Judge

C. RANDALL HINRICHS  
District Administrative Judge  
Suffolk County

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

KAREN KERR  
Supervising Judge District Court

MEMORANDUM

TO: Hon. C. Randall Hinrichs

FROM: Hon. Karen Kerr, Supervising Judge District Court, Family Court Judge, Acting Supreme Court Judge.

DATE: June 23, 2020

RE: Phase 3- Suffolk County District Court Civil Courts

The goal of Phase 3 in the outlying civil courts continues to be to gradually increase the number of in-person proceedings while continuing to utilize virtual appearance protocols with respect to non-essential matters. The biggest change from Phase 2 to Phase 3 is with respect to landlord/tenant matters. The operational plan is as follows:

Essential Matters: Essential matters set forth in AO 78 and AO 99/20 will continue to be heard in person by the assigned judge in their respective courthouses Monday through Friday. On weekends and holidays, these matters will continue to be heard virtually in D11 by the civil judges on a rotational basis pursuant to the attached schedule. Some of the essential matters which may be heard in person include applications involving landlord lockouts, serious code violations or order repairs and applications for post-conviction relief, dangerous dog hearings and any other matter the court deems essential. All other matters deemed non-essential, will continue to be heard virtually.

Town Ordinance Cases: Town Ordinance matters, which are considered criminal cases, will continue to be heard virtually unless the court, on a case by case basis, deems the proposed application an emergency. In that instance, the matter may be heard in person.

While ordinance violations may now be filed directly with the outlying courts, these cases will continue to be adjourned administratively for arraignment at this time. With respect to cases in which a disposition has been reached, the court may calendar the case and take the disposition virtually.

No Fault Cases- In each of the outlying courts, the judge's clerks will begin to create conference calendars for no-fault cases. The calendars will be generated using either the firm or the carrier depending on the judge's preference. These matters will also continue to be handled virtually.

Landlord/Tenant Matters- The outlying District Courts will continue to hear essential matters in-person and non-essential matters virtually.

Administrative Orders 121/20 and 127/20 now govern the filing of new matters for eviction proceedings pursuant to Article 7 of the RPAPL. New eviction proceedings, may be commenced by mail only where the landlord is represented by counsel. Pro-se landlords may file in person. Eviction matters commenced on or before March 16, 2020, where both parties are represented by counsel, may be conferenced with the judge virtually to arrange a settlement.

Eviction proceedings, both commercial and residential must now include two additional documents with the filing. The first is a statement by the petitioner indicating the filing is consistent with the gubernatorial Executive Orders and Chief Administrative Judge Administrative Orders regulating the time and manner of commencement and prosecution of eviction proceedings and the federal Coronavirus Aid, Relief and Economic Security Act, enacted on March 27, 2020. The second document is a form notice in English and Spanish informing respondents they may be entitled to an extension of time to answer the petition due to the COVID-19 pandemic and providing a phone number and email to obtain additional information. Regardless of whether an answer has been filed, further hearings will be stayed until the Governor's Executive Order suspending statutory timetables is rescinded.

Pursuant to the Governor's executive order 202.8 and AO 68-20 issued by the Chief Administrative Judge Marks, residential and commercial evictions continue to be prohibited. Emergency applications will be heard in person by the assigned judge.

General Civil Cases- All general civil cases will continue to be handled virtually by the assigned judge. A general civil calendar will not be generated unless both parties are represented by counsel, the case has been conferenced with the court and a settlement has been reached.

In order to facilitate conferences and scheduling, please find attached a list of preferred contact numbers and emails for the judges along with a weekend/holiday schedule for the judges. For litigants and attorneys who do not have access to a computer or other means to appear virtually, arrangements can be made by contacting the court.

cc: Michael Papatatto;  
Len Badia

STATE OF NEW YORK  
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LAWRENCE K. MARKS  
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C. RANDALL HINRICHS  
District Administrative Judge  
Suffolk County

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

PIERCE FOX COHALAN  
Supervising Judge Town and Village Courts

MEMORANDUM

TO: Hon. C. Randall Hinrichs

FROM: Hon. Pierce Fox Cohalan, Supervising Judge Town and Village Courts

DATE: June 23, 2020

RE: Phase 2- Suffolk County Town and Village Courts

Phase 3 operations in the Suffolk County Town and Village Courts, will be focused on increasing traffic in a measured manner and to expanding the categories of proceedings that are heard in-person. The success of Phase 3 relies upon communication among judges and clerks to ensure that available court space and resources are utilized to optimize safety and efficiency. To that end courtroom capacity will be limited to 25% of its maximum capacity to limit the number of cases scheduled in a courtroom at any given time, appearances should be staggered throughout the day and courts should continue to handle all non-essential matters, including conferences virtually. The operational plan is as follows:

Arraignments: Responsibility for in-custody arraignments will continue to rest with the Town and Village Courts in accordance with the existing virtual arraignment protocols. Any Good Cause applications will continue to be heard virtually in courtroom D32 by Judge Karen Kerr. Any necessary Felony Exams for East End Town and Village Courts will be heard virtually in the County Court East Riverhead Part.

Essential Matters: Essential matters set forth in AO 78 and AO 99/20 may now be heard in person by the assigned judge in their respective courthouses Monday through Friday. Essential matters which may continue to be heard in person include applications involving landlord

lockouts, serious code violations or repair orders, applications for post-eviction relief, dangerous dog hearings and any other matters the court deems essential. Phase 3 seeks to expand in-person matters to include criminal bench trials and pre-trial evidentiary hearings, pleas and sentences for defendants at liberty that do not involve a sentence of incarceration, arraignments of defendants whose Appearance Tickets were filed prior to April 1<sup>st</sup>, 2020 and Treatment Court and Judicial Diversion appearances where the assigned judge determines that an appearance in an acute case is necessary to protect the health and safety of a defendant. Courts are encouraged to conference criminal matters virtually and if acceptable dispositions are reached, plea affidavits are preferred.

Town Ordinance Cases: Town Ordinance matters, which are considered criminal cases, will be heard virtually unless the court, on a case by case basis, deems the proposed application an emergency. In that instance, the matter may be heard in person.

While ordinance violations may now be filed, these cases will continue to be adjourned administratively for arraignment at this time. With respect to cases in which a disposition has been reached, the court may calendar the case and take the disposition virtually.

Landlord/Tenant Matters- Administrative Orders 121/20 and 127/20 now govern the filing of new matters for eviction proceedings pursuant to Article 7 of the RPAPL. New eviction proceedings, may be commenced by mail only where the landlord is represented by counsel. Pro-se landlords may file in person. Eviction matters commenced on or before March 16, 2020, where both parties are represented by counsel, may be conferenced with the judge virtually to arrange a settlement.

Eviction proceedings, both commercial and residential must now include two additional documents with the filing. The first is a statement by the petitioner indicating the filing is consistent with the gubernatorial Executive Orders and Chief Administrative Judge Administrative Orders regulating the time and manner of commencement and prosecution of eviction proceedings and the federal Coronavirus Aid, Relief and Economic Security Act, enacted on March 27, 2020. The second document is a form notice in English and Spanish informing respondents they may be entitled to an extension of time to answer the petition due to the COVID-19 pandemic and providing a phone number and email to obtain additional information. Regardless of whether an answer has been filed, further hearings will be stayed until the Governor's Executive Order suspending statutory timetables is rescinded.

Pursuant to the Governor's executive order 202.8 and AO 68-20 issued by the Chief Administrative Judge Marks, residential and commercial evictions continue to be prohibited. Emergency applications will be heard in person by the assigned judge.

We anticipate that the town and village courts, on a state wide basis, will be provided further guidance on the processing of Landlord/Tenant matters and will keep you advised of any additional directives.

Civil Cases- The Court may hear appropriate civil matters in person keeping in mind applicable safety protocols. All general civil cases will continue to be handled virtually by the assigned judge. A general civil calendar will not be generated unless both parties are represented by counsel, the case has been conferenced with the court and a settlement has been reached.

In order to facilitate conferences and scheduling, please contact the individual courts directly. All "in-person" foot traffic within the Town and Village Courts will be conducted by established social distancing rules (ie. 6-foot separation maintained, facial coverings worn at all times by anyone entering the Courthouse/rooms, etc.)

Cc: Town and Village Court Justices  
Town and Village Court Clerks