



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

C. RANDALL HINRICHS
District Administrative Judge
Suffolk County

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

WARREN G. CLARK, Esq.
District Executive

March 28, 2020

Re: Update on Consolidated Operations and Plans for Virtual Courts

Dear Suffolk County Legal Community,

I would like to extend my thanks and appreciation to the entire Suffolk County legal community for your incredible cooperation and support during this unprecedented time. The New York State Courts are making every effort to provide essential justice services for the public, while taking all appropriate measures to protect the health and safety of court visitors and court employees. In order to achieve these ends, we have consolidated all operations into the John P. Cohalan, Jr. Court Complex, 400 Carleton Avenue, Central Islip, New York.

I would like to take this opportunity to update you on recent changes in our consolidated operations and our plans for virtual courtrooms. We are making an effort in every one of our courts to have all attorneys and parties appear remotely via video, as well as having Judges appear remotely. I will address the present status of these changes court by court below. The technology that will be utilized in all of these courts is the same. For all video appearances, you will be given a link by the Court Clerk and by clicking on that link and the utilization of Skype for Business, you will be able to participate from either your home or office computer. This technology is simple and straightforward and has been successfully utilized and tested in all of our courts. Please check the Suffolk County Courts website at <http://ww2.nycourts.gov/courts/10jd/suffolk/index.shtml> for updates as well.

In District Court, all matters will be held virtually commencing this Monday, March 30, 2020. A more detailed notice has been forwarded directly to the members of the Criminal Bar. All appearances will be via video and the Judge will also be appearing virtually. Any application to have an essential matter calendared or to have questions answered about the new protocol may be addressed by calling the District Court Clerk's Office at 631-208-5829.

In County Court, all matters will be held virtually commencing this Tuesday, March 31, 2020. A more detailed notice has been forwarded directly to the members of the Criminal Bar. All appearances will be via video and the Judge will also be appearing virtually. Any application to have an essential matter calendared or to have questions answered about the new protocol may be addressed by calling the County Court Clerk's Office at 631-208-5723.

In Family Court, efforts are underway to have all parties appear remotely and have the Judges appear virtually. This last week, remote Order of Protection applications were heard by a Judge who was remote. It is anticipated that all matters will ultimately be held remotely and virtually, but the first class of cases in this category will be applications for Temporary Orders of Protection under Article 8 of the Family Court Act. We are encouraging applicants for Orders of Protection to reach out to one of the domestic violence agencies who can help coordinate a remote application. This information is posted on our court website. Further details about the procedures and protocols to be utilized in Family Court will be provided. Any questions may be addressed by calling the Family Court Clerk at 631-740-3770.

In Supreme Court, essential matters have already been held with attorneys appearing remotely and it is anticipated that by later next week the Judge will be appearing virtually as well. Information concerning the protocol to be followed in Supreme Court under the Administrative Order of Judge Marks has been posted on the website and distributed to the Bar. Practitioners should also consult the New York State Courts Electronic Filing System website at <https://iapps.courts.state.ny.us/nyscef/HomePage> for questions about e-filing at the present time. Any questions regarding filing an essential application in Supreme Court can be addressed by calling 631-740-3852.

I will make every effort to continue to update you throughout this crisis. I wish you and your families good health and safety during this extraordinary time.

Sincerely,

C. Randall Hinrichs
District Administrative Judge