



Hon. Richard I. Horowitz

Court of Claims Judge

Acting Supreme Court Justice

Suffolk County Guardianship Part

MEMORANDUM

TO: The Legal Community

FROM: Hon. Richard I. Horowitz, AJSC

DATE: April 15, 2020

RE: Virtual Operations of the Suffolk County Guardianship Part

I hope that all of you, and your loved ones, are well.

In accordance with the recent directives issued by Chief Administrative Judge Lawrence K. Marks and District Administrative Judge C. Randall Hinrichs, I would like to make you aware that the Suffolk County Guardianship Part is operational on a remote basis to address emergency and pending nonessential matters. While the ban on new nonessential matters remains in effect, given the urgent nature of Guardianship proceedings, we will entertain new applications deemed to be essential by the Court. Please be mindful that the Court, and its appointees, will not have access to individuals who are hospitalized or residing in skilled nursing facilities or assisted living facilities

If you have a pending matter which requires, or would benefit from, Court intervention send an email to the Guardianship Part at **sufhorowitz@nycourts.gov**. We are prepared to conference all pending matters by telephone and conduct hearings via Skype, if necessary. Petitioner's counsel should be prepared to provide a call-in number for any scheduled telephone conferences. (Please be aware that we do not have access to our Chambers telephone or fax machine.) Your email should be cc'd to all interested parties. Please include the name of the assigned Justice/Judge in your email. Additionally, since we do not have access to any of our files, I will also direct that your request include an attachment containing any available **relevant** documents including, but not limited to, the Order and Judgment, Appointment Orders, the Commission, the Court Evaluator's Report, correspondence and the name of the Court Examiner.

Orders to Show Cause and Motions must be submitted through the Supreme Court Portal at SuffolkSupremeCourt@NYCourts.gov. Submissions will then be forwarded to the Court for review and a determination will be made as to whether the application will be addressed at this time.

Lastly, I wanted to make you aware that the New York State Legislature has failed to include funding in the recently passed budget for **Guardianship Corp**, a not for profit, which has been handling many of our indigent cases. If any of you are available to assist in this regard, please notify us immediately.

I realize that these are very challenging times for all of you as you seek to serve your clients and keep your businesses operational. We appreciate the difficulties you are encountering in caring for your wards, representing your clients and operating your law offices during this crisis. The Court, and its entire staff, are available to assist you in any way we can.

Stay safe.