

OFFICE OF THE ADMINISTRATIVE JUDGE
10TH Judicial District - Nassau County



MEMORANDUM

To: Nassau County Legal Community

From: Norman St. George, Administrative Judge, 10th Judicial District

Date: March 19, 2020

Re: Consolidation of Nassau County Court Operations

As you are aware, the New York State Courts have consolidated all Court operations due to the coronavirus (COVID-19) medical crisis. In Nassau County, all essential court operations have been temporarily moved into the Nassau County Court Building located at 262 Old Country Road, Mineola, New York. In the event that the County Court building becomes compromised, the backup location for all essential court operations will be District Court located at 99 Main Street, Hempstead, NY. On March 17, 2020, I issued an Administrative Order for the 10th Judicial District, Nassau County, implementing this consolidation. It is important to emphasize that in Nassau County and throughout the state, no eviction orders will be signed or executed, foreclosure sales will not be conducted, default judgments will not be granted, and bench warrants will not be issued.

On weekdays, a District Court Part, a County Court Criminal Part, a Supreme Court Part, a Family Court Part and the Surrogate's Court are operational. On weekends, only the District Court Part will be open for arraignments. Please be aware that due to the statewide directive, each Court will only be hearing essential/ emergency matters as defined in the Administrative Order and as determined by the Supervising Judge of each Court in consultation with the Administrative Judge.

The Administrative Orders can be found on the Nassau County Court homepage at <http://ww2.nycourts.gov/COURTS/10JD/nassau/index.shtml>. Similar Administrative Orders have been issued in every jurisdiction throughout New York State. Any amendments or revisions to the Administrative Orders will be similarly posted.

The following contact numbers can be used for questions about each of the Court's operations:

District Court—Criminal:	516-493-4201
District Court—Civil:	516-493-4113
County Court:	516-493-3690
Surrogate's Court:	516-493-3805
Family Court:	516-493-3900
Supreme Court and Matrimonial Center:	516-493-3401

In addition, included in this memorandum are general guidelines regarding procedures in each Court. These guidelines have been taken from the Administrative Order. The cooperation of all of the Bar Associations, agencies, and court users in Nassau County is of paramount importance to our success during these challenging times. I am thankful for the efforts that each of you have made to date. My Chambers will remain open for the duration of this crisis and I will be available to address any concerns that you may have.

Supreme Court—Civil

- 1) Supreme Court will operate in Judge Sullivan's Courtroom on the first floor of the County Court building. In addition, Judge O'Brien's Courtroom, also on the first floor, will be used for Article 9 and Article 81 proceedings should the need arise.
- 2) Pursuant to the terms of the Administrative Order signed on March 17, 2020, all Temporary Orders of Protection shall be extended by 90 days. In addition, attached please find an Administrative Order by Chief Administrative Judge Lawrence Marks regarding same. The Office of Court Administration will be sending out extension notices consistent with these Administrative Orders.
- 3) All non-essential matters are administratively adjourned, due to the exceptional circumstances of the Coronavirus medical crisis, until a date on or after April 30, 2020. The date will either be determined by the Assigned Justice or the Designated Justice on a given day. Essential staff will be responsible for notifying attorneys or pro-se litigants of the adjourned dates.
- 4) "Essential/Emergency matters" are defined as, but not limited to: Urgent applications in Article 81 cases, Mental Hygiene Law applications (Retention Cases/Medication Over Objection cases), Orders to Show Cause, Extreme Risk Protection Order applications, Isolation and Quarantine matters, and any other matter determined to be essential by the Assigned Justice or the Designated Judge in consultation with the Administrative Judge.
- 5) E-filing requirements remain unchanged and must be adhered to for Supreme Court Civil.

County Court:

- 1) County Court will operate in Judge Corrigan's Courtroom on the third floor of the County Court building.
- 2) Pursuant to the terms of the Administrative Order signed on March 17, 2020, all Temporary Orders of Protection shall be extended by 90 days. In addition, attached please find an Administrative Order by Chief Administrative Judge Lawrence Marks regarding same. The Office of Court Administration will be sending out extension notices consistent with these Administrative Orders.
- 3) All non-essential Criminal matters are administratively adjourned due to the exceptional circumstances of the Coronavirus medical crisis. Pending in-custody matters will be administratively adjourned for 30 days. Pending out-of-custody matters will be administratively adjourned for 45 days. Defendants will be notified by the Office of Court Administration of their new date. Any defendant who appears for their case will be sent home and told to look for their new date. Arraignments on Desk Appearance Tickets will be adjourned administratively for 60 days from the original return date.
- 4) In-Custody Arraignments and appearances for essential/emergency matters will be done through a video conferencing system between Nassau County Police Headquarters or the Nassau County Sheriff's Department and the County Court Part. Counsel may meet with their clients at either facility or by phone in the courtroom. We are working on the ability for counsel to appear remotely and confer with their clients remotely through a similar video-conferencing system. Incarcerated defendants will not be produced in Court.
- 5) "Essential/Emergency Matters" are defined as, but not limited to: Applications concerning incarcerated defendants pending release; Writs; Extreme Risk Protective Order applications; Time sensitive SORA applications; Search Warrant applications; Arraignments on Indictments; and any matter determined to be essential by the Supervising Judge in consultation with the Administrative Judge.
- 6) Regarding Grand Jury Matters, the current sitting Grand Juries will complete their pending business. Thereafter, the Court will accept good cause applications for the empaneling of new grand juries.

Family Court:

- 1) Family Court will operate in the IDV/DV Courtroom on the first floor of the County Court building.
- 2) Pursuant to the terms of the Administrative Order signed on March 17, 2020, all Temporary Orders of Protection shall be extended by 90 days. In addition, attached please find an Administrative Order by Chief Administrative Judge

Lawrence Marks regarding same. The Office of Court Administration will be sending out extension notices consistent with these Administrative Orders.

- 3) All non-essential matters are administratively adjourned, due to the exceptional circumstances of the Coronavirus medical crisis, until a date on or after April 30, 2020. The date will either be determined by the Assigned Judge or the Designated Judge on a given day. Essential staff will be responsible for notifying attorneys or pro-se litigants of the adjourned dates.
- 4) "Essential/Emergency Matters" are defined as, but not limited to, Ex Parte Appearances on Family Offense Petitions which must be filed and sent to a judge on the same day or next court day; Emergency Applications on Permanency Cases, including Family Court Act ("FCA") 1022 applications, FCA 1027 hearings, FCA 1028 hearings, FCA 1029 applications and FCA 1034 Applications; Hearings on Juvenile Delinquency petitions; Statutory service and return dates on neglect and juvenile delinquency petitions; Returns on Warrants, Orders to Show Cause, and any matter determined to be essential by the Supervising Judge in consultation with the Administrative Judge.

District Court-Civil & Criminal

- 1) District Court will operate in Judge Quinn's courtroom on the first floor of the County Court building.
- 2) Pursuant to the terms of the Administrative Order signed on March 17, 2020, all Temporary Orders of Protection shall be extended by 90 days. In addition, attached please find an Administrative Order by Chief Administrative Judge Lawrence Marks regarding same. The Office of Court Administration will be sending out extension notices consistent with these Administrative Orders.
- 3) All non-essential Civil matters are administratively adjourned, due to the exceptional circumstances of the Coronavirus medical crisis, until a date on or after April 30, 2020. The date will be determined either by the Assigned Judge or the Designated Judge on a given day. Essential staff will be responsible for notifying attorneys or pro-se litigants of the adjourned dates.
- 4) All non-essential Criminal matters are administratively adjourned due to the exceptional circumstances of the Coronavirus medical crisis. Pending in-custody matters will be administratively adjourned for 30 days. Pending out-of-custody matters will be administratively adjourned for 45 days. Defendants will be notified by the Office of Court Administration of their new date. Any defendant who appears for their case will be sent home and told to look for their new date. Arraignments on Desk Appearance Tickets will be adjourned administratively for 60 days from the original return date.

- 5) In-Custody Arraignments and appearances for essential/ emergency matters will be done through a video conferencing system between Nassau County Police Headquarters or the Nassau County Sheriff's Department and the District Court Part. Counsel may meet with their clients at either facility, or by phone in the courtroom. We are working on the ability for counsel to appear remotely and confer with their clients remotely through a similar video-conferencing system. Incarcerated defendants will not be produced in Court.
- 6) "Essential/Emergency Matters" are defined as, but not limited to, Incarcerated defendants pending release; Protective Orders if compliance time frame not waived by the defense; Bail applications, and Civil Orders to Show Cause, and any matter determined to be essential by the Supervising Judge in consultation with the Administrative Judge.
- 7) All Essential/ Emergency Matters from the City of Long Beach and the City of Glen Cover will be heard in the District Court Part.

Surrogate's Court

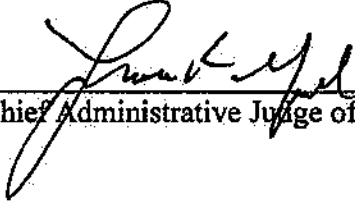
- 1) Surrogate's Court will remain in its current location in the County Court building.
- 2) All non-essential matters are administratively adjourned, due to the exceptional circumstances of the Coronavirus medical crisis, until a date on or after April 30, 2020. The date will be determined by the Surrogate. Essential staff will be responsible for notifying attorneys or pro-se litigants of the adjourned dates.
- 3) "Essential/Emergency Matters" are defined as, but not limited to, urgent guardianships, urgent adoptions, and other essential matters as determined by the Surrogate in consultation with the Administrative Judge.

Town and Village Courts

- 1) All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (for defendants not in custody and for civil matters) or on or after April 15, 2020 (for defendants in custody). The adjourned date shall be determined by the Assigned or Designated Judge. Town and Village staff shall be responsible for notifying attorneys or pro-se litigants/defendants of the adjourned dates.

**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to a delegation of authority to me by Chief Judge of the State of New York in response to the 2020 coronavirus public health emergency in this State, I hereby direct that, effective immediately and until further order, any temporary orders of protection issued in any criminal or civil matter in any court of the Unified Court System that is due to expire on or after the date of this order shall be extended under the same terms and conditions until the date the matter is re-calendared, unless the order is sooner terminated or modified by a judge or justice of the court that issued the order.



Chief Administrative Judge of the Courts

Dated: March 19, 2020

AO/68/20