



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


ANDREW A. CRECCA
District Administrative Judge
Suffolk County

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

WARREN G. CLARK, Esq.
District Executive

MEMORANDUM

TO: Suffolk County Legal Community

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

DATE: October 5, 2020

RE: Transition to Microsoft Teams for Virtual Proceedings in the Suffolk County Courts

I am writing to announce that the Suffolk County courts are transitioning to Microsoft Teams ("Teams") in place of Skype for Business ("Skype"). This transition began incrementally on October 5, 2020 and will end on November 13, 2020. This means that by the end of this period, all virtual proceedings will be conducted in Teams.

In order to make this transition as smooth as possible for the legal community, I want to advise you of several opportunities to learn about using the Microsoft Teams platform.

First, general reference materials about participating in a virtual court proceeding using Microsoft Teams can be found at the Virtual Court Resource Center, accessible at: <https://portal.nycourts.gov>.

Additionally, the New York State Bar Association, in conjunction with the Office of Court Administration, is offering a CLE webinar program entitled "New Platform to Communicate with the Courts: Microsoft Teams!" on Friday, October 9, 2020 and on Friday October 16, 2020 from 10 a.m. to 11:00 a.m. The program will provide an overview of how the new platform works and all of its features. Additional information regarding the program and registration can be found at: <https://nysba.org/events/new-platform-to-communicate-with-the-courts-microsoft-teams-october-9>.

Also, attached is a helpful guide for Virtual Court Appearances, which includes a link to a test Teams meeting where you may experiment with the Teams software.

I appreciate your cooperation during this process. If you have any difficulties accessing a Teams court conference, hearing or trial, please contact the Clerk in the Part.