

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



MEMORANDUM

To: Nassau County Legal Community

From: Hon. Norman St. George, District Administrative Judge

Date: December 8, 2020

Re: Updated Operating Protocols for Nassau County Courts

Throughout the pandemic, we have provided periodic updates detailing the evolution of In-Person Operations during the Covid-19 Pandemic. Back in March and April, we discussed how In-Person Operations would be reduced to Essential and Emergency Operations in each Courthouse. With the advent of the summer months, as the virus receded, we discussed how In-Person Operations would expand. Expansion efforts were so successful that in October and November we were able to resume both Grand Juries and Jury Trials in Nassau County.

Thereafter, New York State experienced an increase in the spread of the virus, resulting in the determination that the Courts should reduce In-Person Operations. A few weeks ago, Grand Juries and Jury Trials were suspended for the foreseeable future. Many other proceedings which had been permitted to proceed In-Person were directed to be held either as a hybrid of In-Person and Virtual proceedings or exclusively Virtual proceedings.

Now, the Chief Judge and the Chief Administrative Judge have decided that the Courts throughout New York State should immediately dramatically decrease In-Person proceedings in order to protect the health and safety of all court users, court staff and Judges and to further reduce the community spread of the Coronavirus. Accordingly, these new protocols have been developed to implement that change and are intended to require that Virtual appearances are prevalent and In-Person appearances are infrequent.

The following should be considered an update to the Return to In-Person Operations Plan effective October 19, 2020; Judge Marks' Memorandum "Revised Pandemic Procedures in the

Trial Courts” dated November 13, 2020; and the Updated Operating Protocols effective November 23, 2020. Commencing December 9, 2020 all court operations in the Tenth Judicial District—Nassau County shall be conducted pursuant to this Plan.

I. Courthouse Operations

A. Scheduling

1. Calendar times shall be staggered so that different parts in the same building start at different times.
2. Each Judge may hold In-Person proceedings one day per week, unless an exception is requested and granted by the Administrative Judge. The scheduling shall be as coordinated by Supervising Judges and Chief Clerks to assure appropriate limiting of foot traffic in the Courts.
3. In each court, there shall be a maximum of 5 cases/proceedings scheduled In-Person per hour.

B. Occupancy of all courtrooms shall be limited to a maximum of the lesser of 10 people or ½ the posted room occupancy per code. An exception shall be granted for Grand Juries (in those instances, occupancy shall be limited to the lesser of 30 people or ½ the posted room occupancy per code). Any exceptions that were previously granted to the occupancy limits are rescinded until further notice.

C. The number of non-judicial staff reporting to the courthouse shall be reduced at the discretion of the Administrative Judge to the minimum number necessary to ensure safe operations. In-Person staffing at these reduced levels should be scheduled in a manner that limits the likelihood and adverse consequence of a positive COVID transmission in the Courts. All staff not reporting to the courthouse shall work remotely. Under no circumstance shall the number of non-judicial staff reporting to the courthouse exceed between 25% to 40% of normal pre-COVID staffing.

D. All current safety measures and protocols will continue. Court managers and PPE Compliance Coordinators shall take steps to enhance monitoring and compliance with all safety measures including social distancing at all times.

II. Court Proceedings

A. No new prospective Trial Jurors (Criminal or Civil) will be summoned for jury service until further notice.

B. No new prospective Grand Jurors will be summoned to report for Grand Jury service unless authorized by appropriate Administrative Order. Existing Grand Juries, pursuant to Section 190.15 of the Criminal Procedure Law, may continue until completion of their term or work and until a new Grand Jury is convened. In the event that the current Grand Jury is unable to continue, a new Grand Jury may be convened upon application of the District Attorney to the Administrative Judge.

C. Notwithstanding any other provision herein, no adult In-Custody in the Tenth Judicial District’s Nassau County Correctional Center shall be produced to any Court (Supreme, County, Family, City, Town or Village), unless the Administrative Judge grants permission for an In-Person appearance. Where an In-Person proceeding involves an adult housed at a facility other than one located in the Tenth Judicial District—Nassau

County, that individual shall appear virtually utilizing electronic means unless the Presiding Judge orders otherwise after appropriate application is made.

D. Matters that may be heard In-Person (or hybrid of In-Person and Virtual)

PROVIDED THAT THE PRESIDING JUDGE FIRST FINDS:

(a) THAT IT IS UNLAWFUL TO CONDUCT THE PROCEEDING VIRTUALLY OR

(b) THAT IT IS IMPRACTICAL TO CONDUCT THE PROCEEDING VIRTUALLY AND CRITICAL THAT THE MATTER PROCEED IMMEDIATELY

1. Matters as designated in Exhibit A.
2. Family Court Act Article 10 evidentiary hearings.
3. Permanency Hearings.
4. Criminal Preliminary Hearings.
5. Pleas and Sentences.
6. Arraignments of In-Custody defendants.
7. Arraignments where the Court is notified of a request for an In-Person arraignment by either the prosecution or the defense.
8. Surrogate's Court Citations.
9. Treatment Court and Judicial Diversion appearances where the Presiding Judge determines, in consultation with Supervising Judge, that an appearance in an acute case is necessary to protect the health and safety of a defendant.
10. Any proceeding involving a self-represented litigant(s) where the Presiding Judge determines that holding the proceeding via Microsoft Teams denies the self-represented litigant(s) meaningful access to the proceeding and where the Presiding Judge determines that the matter can be heard In-Person consistent with all OCA safety protocols.

E. ALL other matters MUST be heard virtually using Microsoft Teams video conferencing, or telephone, including but not limited to:

1. Bench Trials in Civil and Criminal cases. (For compelling reasons, the Presiding Judge may forward a request for permission to conduct a bench trial In-Person to the Administrative Judge. If deemed appropriate, the Administrative Judge will forward the request to the Deputy Chief Administrative Judge, whose permission is required if the matter is to be held In-Person.).
2. Evidentiary Hearings in Civil and Criminal Cases. (For compelling reasons, the Presiding Judge may forward a request for permission to conduct a hearing In-Person to the Administrative Judge. If deemed appropriate, the Administrative Judge will forward the request to the Deputy Chief Administrative Judge, whose permission is required if the matter is to be held In-Person.).
3. Motion arguments.
4. Mental Hygiene Law Proceedings pertaining to a hospitalized adult (Chief Administrative Judge Lawrence Marks' Administrative Order AO/72/20).
5. ADR where both parties are represented by counsel and counsel will be present.
6. Arbitrations pursuant to the Part 137 Attorney-Client Fee Dispute Resolution Program.
7. Small Claims Assessment Review proceedings.
8. Desk Appearance Tickets not otherwise addressed herein.

9. Conferences.
10. Other routine court matters not expressly included in Paragraph II(D).

Exhibit A

- A. Criminal matters.
 - 1. Arraignments.
 - 2. Bail applications, reviews and writs.
 - 3. Temporary orders of protection.
 - 4. Resentencing of retained and incarcerated defendants.
 - 5. Essential sex offender registration act (SORA) matters.

- B. Family Court.
 - 1. Child protection intake cases involving removal applications.
 - 2. Juvenile delinquency cases involving remand placement applications, or modification thereof.
 - 3. Emergency family offense petitions/temporary orders of protection.
 - 4. Orders to show cause.

- C. Supreme Court.
 - 1. MHL applications for an assisted outpatient treatment (AOT) plan
 - 2. Emergency applications in guardianship matters.
 - 3. Temporary orders of protection (including but not limited to matters involving domestic violence).
 - 4. Emergency applications related to the coronavirus.
 - 5. Emergency Election Law applications.
 - 6. Extreme risk protection orders (ERPO).

- D. Civil/Housing matters.
 - 1. Applications addressing landlord lockouts (including reductions in essential services).
 - 2. Applications addressing serious code violations.
 - 3. Applications addressing serious repair orders.
 - 4. Applications for post-eviction relief.

- E. Surrogate's Court - Any matter involving an individual who passed away due to COVID-related causes.