

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
SUFFOLK COUNTY DISTRICT COURT  
JOHN P. COHALAN, JR. COURT COMPLEX  
400 Carleton Avenue  
P.O. Box 9080  
Central Islip, NY 11722-9080  
(631) 208-5800 Fax (631) 853-7417

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

KAREN KERR  
Supervising Judge District Court

M E M O R A N D U M

TO: Suffolk County District Attorney's Office; Legal Aid Society; Assigned Counsel  
Bureau; Criminal Bar Association; Suffolk County Bar Association; District  
Court Committee.

FROM: Hon. Karen Kerr

DATE: 2/22/21

RE: Amended Suffolk County District Court Attorney Appearance Protocol

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**As COVID-19 cases continue to decline, in accordance with OCA directives and consistent with Judge Crecca's memo dated February 18, 2021, effective March 1, 2021, the courts will increase in-person proceedings to two days per week. The proceedings scheduled for the remaining days will continue to be conducted virtually. In addition, in-person, pre-trial evidentiary hearings are permissible effective immediately with jury trials slated to commence on March 22, 2021. If necessary, Judges conducting in-person hearings and trials will be allotted additional in-person courtroom time separate from their scheduled in-person days.**

**Courtrooms are limited to a maximum of 10 in-person proceedings per hour with courtroom occupancy limited to the lessor of 20 people or half the courtroom capacity at a given time. For jury trials and grand jury proceedings, the limit is the lessor of 30 people or half the courtroom capacity.**

**Matters that may be heard in person, include pleas and sentences, treatment court appearances where the court determines an appearance is necessary to protect the health and safety of a participant, certain pro-se matters, bail applications, TOP requests and SORA proceedings, provided the court first makes the determination that the matter cannot proceed virtually. Unless otherwise directed by the court, attorneys and their clients may continue to appear virtually on any day.**

**All misdemeanor, desk appearance ticket arraignments, (i.e., SAP & 254 cases), except for misdemeanor DWI desk appearance tickets continue to be suspended until further notice and will be administratively adjourned. Misdemeanor DWI and felony desk appearance tickets will continue to be heard in person in the D11 in-person arraignment part. (D66)**

**Out of custody warrant recalls will be heard before the assigned judge if judge has an in-person day. Otherwise, the warrant will be re-called in the D11 in-custody arraignment part (D66), along with all TOP requests and 180.80 applications.**

**As a reminder, as of January 4, 2021, Judge Henry began presiding over the Drug and Mental Health Courts (DP1/MHC). Judge Sachs is assigned to handle J. Henry's DWI cases and will remain in courtroom D53. Judge Sachs' cases have been re-assigned to the other all-purpose parts. Judge Hennessey will preside over the ECL calendar in D63. Judge Jacobs will be assigned to D46. SFYP/RTA matters will be heard in D31. Re: the D31 link, please use J. Camacho's old D31 link if you are appearing before him. My SFYP/RTA/Old case part link is labeled D31 SFYP/RTA. (it is the old D32 link renamed.)**

If you have questions concerning dates or who the assigned judge is, please contact the clerk's office at 631-208-5829. I will keep you apprised of any future changes as they occur.

# SUFFOLK COUNTY DISTRICT COURT PROTOCOL, SCHEDULES AND CONTACT INFORMATION:

## I. D11 IN-CUSTODY ARRAIGNMENTS:

The physical D11 Arraignment Courtroom is located on the 6th floor in courtroom D66 Monday through Friday. On weekends and holidays the D11 in-custody arraignment calendar is in the D11 courtroom on the first floor.

The D11 in-custody arraignment court handles:

- \* In-custody arraignments;
- \* **In-custody warrant returns;**
- \* **Out of custody warrant vacates only where the assigned part is closed;**
- \* Arraignments on felony DATs;
- \* Requests for ex-parte orders of protection.

All in-custody arraignments continue to be held virtually. The phone number for D11 in-custody part is 631-208-5664, 5662 or 5663. While Counsel may opt to appear in person, the procedure for handling a virtual in-custody arraignment in D11 is as follows:

1. Each day, Legal Aid, CAFA and the District Attorney's office will email to [Suffarr@nycourts.gov](mailto:Suffarr@nycourts.gov), and [kkerr@nycourts.gov](mailto:kkerr@nycourts.gov), a list of attorneys who will be available to conduct arraignments remotely. Contact information should include email and cell phone contacts.
2. Legal Aid, 18b and District Attorney's Office Paperwork-  
District Court Clerks will scan and send defense counsel paperwork to the Court at [Suffarr@nycourts.gov](mailto:Suffarr@nycourts.gov), Legal Aid at [Arraignments@sclas.org](mailto:Arraignments@sclas.org), the District Attorney's Office at [DAarraignments@suffolkcountyny.gov](mailto:DAarraignments@suffolkcountyny.gov), and Assigned counsel at [smccall@scacp.org](mailto:smccall@scacp.org). In the event LAS has a conflict, Legal Aid will call D11 at 631-208-5664. D11 will then contact CAFA via the contact information provided.
3. Private Counsel-  
Once retained, private counsel should send an email to D11 at [Suffarr@nycourts.gov](mailto:Suffarr@nycourts.gov) and [DAarraignments@suffolkcountyny.gov](mailto:DAarraignments@suffolkcountyny.gov), with the name of the defendant and DOB notifying D11 he or she represents the defendant. Please do not email a formal notice of appearance until you are ready to have the case called. Upon receipt of the email, D11 will email a copy of the paperwork to counsel at the email address provided.
4. Non-monetary Conditions-  
The court, the ADA and defense counsel should review all files in the a.m. in the event non-monetary conditions are being contemplated as probation will need to speak to the defendant before the arraignment.
5. TOPs-  
In the event the DA is requesting a TOP, the DA will email the TOP to [Suffarr@nycourts.gov](mailto:Suffarr@nycourts.gov). The

D11 clerk will be provided with both a stay away TOP and a refrain from TOP to allow the court as much discretion as possible.

6. DA Notices-

All notices including 710.30 and Grand Jury notices will be served on defense counsel by the ADA directly.

7. Attorney/Client Telephone Conferences-

When the attorney is ready to speak to the client, he or she will call the Sheriff Attorney Liaison at 631-853-7937. The Sheriff Attorney Liaison will request a call-back number from the attorney. Once the defendant is positioned to take the call, the sheriff will contact the attorney. The attorney will be given one of two conference call numbers to call in order to speak to the client: 631-853-7980 or 631-853-7427.

8. Notice of Appearance-

Once Legal Aid/CAFA/Private counsel is ready for the arraignment, he/she will file the Notice of Appearance (NOA) with the court at [Suffarr@nycourts.gov](mailto:Suffarr@nycourts.gov) along with a completed “preferred method of contact” form, attached.

9. The Arraignment-

The attorneys should then join the meeting at [Arraignments Teams Link](#) and mute the audio until the clerk calls the case.

10. Service of TOPs-

In the event a TOP is granted, the court will inform the defendant of its content indicate the defendant is “deemed served.” When the arraignment is complete, the court officer will bring the order to the Sheriff for the defendant’s signature. The court officer will make copies for all parties. The same procedure will be utilized for any other documents, GPS, SRP, which require the defendant’s signature.

11. DC111s-

The completed DC-111 will be marked “video-arraignment.” Copies of any relevant paperwork for discharge or lodging at the Correctional Facility will be attached to the DC111.

12. Copies of Forms -

Once the arraignment is complete, copies of the paperwork, TOPs, SRP forms, etc., will be placed in room 220 in separate bins designated for the DA’s office, Legal Aid and probation. All CAFA and private counsel paperwork will be sent by regular mail. In addition, at the end of the day the D11 clerk will scan TOPs and send to [DAarraignments@suffolkcountyny.gov](mailto:DAarraignments@suffolkcountyny.gov).

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## II.WARRANTS AND SCOFFS:

**There is an 11:00 a.m. cut off time to recall scoffs and out of custody warrants. All out of custody warrant returns and scoffs will be handled in the assigned part unless that judge has a virtual appearance day, or the part is closed. In that event, warrant recalls will be sent to D11(D66).**

**Where the defendant has both an in-custody warrant vacate and a scoff matter, both will be handled in the D11(D66) in-custody part to alleviate the necessity of the defendant and attorney from having to appear in two different parts.**

### **III. DISTRICT COURT VIRTUAL IN-CUSTODY PLEAS:**

In-custody pleas should be arranged in advance with the assigned judge. If the case is an add-on, please allow 48 hours' notice so the files can be pulled, necessary paperwork exchanged, the calendar created, and the jail notified as to the time of the plea. Exceptions to the 48-hour notice requirement will be made in the event the disposition reached will result in the defendant's immediate release from jail.

Prior to the plea, the attorneys should contact Sheriff Attorney Liaison at 631-852-2247 to schedule a call with the client to go over any necessary paperwork, the terms of the pleas and waivers.

Prior to the plea, if there is paperwork requiring the Defendant's signature, the ADA will email it to [Sheriff.records@suffolkcountyny.gov](mailto:Sheriff.records@suffolkcountyny.gov) with courtesy copies to the courtroom email and the Defense attorney.

At the time of the plea, the sheriff will provide the Defendant with the paperwork. Afterwards, the sheriff will scan and send the paperwork back to the ADA who will email it to the Defense Counsel and the court part. Original paperwork will be delivered by the sheriff to the court the following morning in D11. In the alternative, the client should be prepared to give counsel or the court clerk permission to sign any documentation necessary to facilitate the plea on the client's behalf.

If the attorney wishes to consult with the client during the plea, the attorney will second call the case and speak to the defendant privately on the phone set up in the conference room at the jail. The Riverhead Attorney/Client Call Station # is 631-852-2698. The Yaphank Attorney/Client Call Station # is 631-852-7078. Once the attorney is ready, the attorney will sign back into the meeting and advise the clerk.

### **IV. MOTIONS:**

Motions may be filed in person at the clerk's window on the second floor or by mail or the EDDS system. More detailed instructions for sending or filing documents through EDDS may be found on the [EDDS FAQ](#) page by clicking this link.

### **V. SUFFOLK FELONY YOUTH PART AND YOUTH PART WEST (RTA):**

The Suffolk Felony Youth Part (SFYP), Youth Part West (RTA) and the old case misdemeanor calendars are called in D31 SFYP/RTA Monday, Tuesday, and Wednesday. Judge Cohalan also presides over a misdemeanor old case part in D33 Monday through Friday.

**District Court Courtroom Teams Links 2021:**

SAP:	<a href="#">SAP Teams Link</a>
D11 Arraignments:	<a href="#">Arraignments Teams Link</a>
D31 SFYP/RTA:	<a href="#">D31 Teams Link</a>
D33/Vets:	<a href="#">D33 Teams Link</a>
D34 FP1:	<a href="#">D34 Teams Link</a>
D35 DP1/MHC/CARE:	<a href="#">D35 Teams Link</a>
D41 DV1/HTI:	<a href="#">D41 Teams Link</a>
D42 DV2/Parole:	<a href="#">D42 Teams Link</a>
D43:	<a href="#">D43 Teams Link</a>
D44:	<a href="#">D44 Teams Link</a>
D45:	<a href="#">D45 Teams Link</a>
D46 :	<a href="#">D46 Teams Link</a>
D51:	<a href="#">D51 Teams Link</a>
D52:	<a href="#">D52 Teams Link</a>
D53:	<a href="#">D53 Teams Link</a>
D54:	<a href="#">D54 Teams Link</a>
D55:	<a href="#">D55 Teams Link</a>
D61:	<a href="#">D61 Teams Link</a>
D63 ECL:	<a href="#">D63 Teams Link</a>
****D31 Judge Camacho	<a href="#">D31 Teams Link</a>

**District Court Courtroom Emails:**

[SufD31@nycourts.gov](mailto:SufD31@nycourts.gov)

[SufD32@nycourts.gov](mailto:SufD32@nycourts.gov)

[SufD33@nycourts.gov](mailto:SufD33@nycourts.gov)

[Suffarr@nycourts.gov](mailto:Suffarr@nycourts.gov)

[SufD34@nycourts.gov](mailto:SufD34@nycourts.gov)

[SufD35@nycourts.gov](mailto:SufD35@nycourts.gov)

[SufD41@nycourts.gov](mailto:SufD41@nycourts.gov)

[SufD42@nycourts.gov](mailto:SufD42@nycourts.gov)

[SufD43@nycourts.gov](mailto:SufD43@nycourts.gov)

[SufD44@nycourts.gov](mailto:SufD44@nycourts.gov)

[SufD45@nycourts.gov](mailto:SufD45@nycourts.gov)

[SufD46@nycourts.gov](mailto:SufD46@nycourts.gov)

[SufD51@nycourts.gov](mailto:SufD51@nycourts.gov)

[SufD52@nycourts.gov](mailto:SufD52@nycourts.gov)

[SufD53@nycourts.gov](mailto:SufD53@nycourts.gov)

[SufD54@nycourts.gov](mailto:SufD54@nycourts.gov)

[SufD55@nycourts.gov](mailto:SufD55@nycourts.gov)

[SufD56@nycourts.gov](mailto:SufD56@nycourts.gov)

[SufD61@nycourts.gov](mailto:SufD61@nycourts.gov)

[SufD63@nycourts.gov](mailto:SufD63@nycourts.gov)

[SufD66@nycourts.gov](mailto:SufD66@nycourts.gov)

[SufD11SAP@nycourts.gov](mailto:SufD11SAP@nycourts.gov)

**\*\*\*Please cc the judge on any emails sent to the court email.**

**DISTRICT COURT JUDGE CONTACT INFORMATION: 2021**

**JUDGES**

HON. KAREN KERR  
SUPERVISING JUDGE  
D31 - YP/RTA

**SECRETARY**

KATHY MEYER  
208-5917 (fax 853-7417)  
Kmeyer@nycourts.gov

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**D33 Vets Ct**

PIERCE F. COHALAN

**DP1 (Drug Ct, MHC, Care)**

JENNIFER A. HENRY

**FP1**

RICHARD T. DUNNE

MAY BURKE

208-5784 (fax 853-6245)  
Meburke@nycourts.gov

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**D41 (DV1 & HTI)**

PATRICIA GRANT  
FLYNN

**D42 (DV2 & Parole)**

TONI BEAN

**D44**

PAUL E. HENNINGS

JACKIE MCCLEAN

208-5863 (fax 853-5402)  
Jmcclean@nycourts.gov

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**D45**

JOHN KELLY

**D46**

ALONZO G. JACOBS

**D43**

STEPHEN L. UKEILEY

KATHY LOGIUDICE

208-5880 (fax 853-5405)  
Klogiudi@nycourts.gov

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**D51**

JOHN J. ANDREWS

**D52**

JAMES A. SALADINO

**D53 (DWI)**

ERIC SACHS

DONNA FITZHUGH

208-5735 (fax 853-7610)  
Dfitzhug@nycourts.gov

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**D55 (DWI)**

JAMES A. McDONOUGH

**D54**

ALFRED C. GRAF

JOANNE WILSON

208-5755 (fax 853-7603)  
Jewilson@nycourts.gov

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**D61**

ROSANN O. ORLANDO

**D63 (ECL)**

EDWARD J. HENNESSEY

CAROLANN McCLAIN

208-5644 (fax 208-5637)  
Cmcclain@nycourts.gov

**DISTRICT COURT JUDGE EMAIL LIST: Effective January 1, 2021:**

Judge Andrews D51	<a href="mailto:Sufandrews@nycourts.gov">Sufandrews@nycourts.gov</a>
Judge Bean D42/DV2/PARL	<a href="mailto:Sufbean@nycourts.gov">Sufbean@nycourts.gov</a>
Judge Cohalan D33/Vets	<a href="mailto:Sufcohalan@nycourts.gov">Sufcohalan@nycourts.gov</a>
Judge Dunne D34	<a href="mailto:Sufdunne@nycourts.gov">Sufdunne@nycourts.gov</a>
Judge Flanagan 6 <sup>th</sup> DC	<a href="mailto:Sufflanagan@nycourts.gov">Sufflanagan@nycourts.gov</a>
Judge Flanagan/Kendra	<a href="mailto:SufKNDflanagan@nycourts.gov">SufKNDflanagan@nycourts.gov</a>
Judge Graf D54	<a href="mailto:Sufgraf@nycourts.gov">Sufgraf@nycourts.gov</a>
Judge Grant Flynn D41/DV1/HTI	<a href="mailto:Sufflynn@nycourts.gov">Sufflynn@nycourts.gov</a>
Judge Hackeling 3 <sup>rd</sup> & 4 <sup>th</sup> DC	<a href="mailto:Sufhackeling@nycourts.gov">Sufhackeling@nycourts.gov</a>
Judge Helfer 1 <sup>st</sup> & 5 <sup>th</sup> DC	<a href="mailto:Sufhelfer@nycourts.gov">Sufhelfer@nycourts.gov</a>
Judge Hennessey D63 ECL	<a href="mailto:Sufhennessey@nycourts.gov">Sufhennessey@nycourts.gov</a>
Judge Hennings D44	<a href="mailto:Sufhennings@nycourts.gov">Sufhennings@nycourts.gov</a>
Judge Henry DP1/MHC	<a href="mailto:Sufhenry@nycourts.gov">Sufhenry@nycourts.gov</a>
Judge Kelly D45	<a href="mailto:Sufkelly@nycourts.gov">Sufkelly@nycourts.gov</a>
Judge Kerr D31	<a href="mailto:Sufkerr@nycourts.gov">Sufkerr@nycourts.gov</a>
Judge Jacobs D46	<a href="mailto:Sufjacobs@nycourts.gov">Sufjacobs@nycourts.gov</a>
Judge Matthews 325D	<a href="mailto:Sufmatthews@nycourts.gov">Sufmatthews@nycourts.gov</a>
Judge McDonough D55/DWI	<a href="mailto:Sufmcdonough@nycourts.gov">Sufmcdonough@nycourts.gov</a>
Judge Orlando D61	<a href="mailto:Suforlando@nycourts.gov">Suforlando@nycourts.gov</a>
Judge Sachs D53(DWI)	<a href="mailto:Sufsachs@nycourts.gov">Sufsachs@nycourts.gov</a>
Judge Saladino D52	<a href="mailto:Sufsaladino@nycourts.gov">Sufsaladino@nycourts.gov</a>

Judge Schettino    ADR                    [Sufschettino@nycourts.gov](mailto:Sufschettino@nycourts.gov)

Judge Swenson 2<sup>nd</sup> DC                    [Sufswenson@nycourts.gov](mailto:Sufswenson@nycourts.gov)

Judge Ukeiley        D43/Guard                    [Sufukeiley@nycourts.gov](mailto:Sufukeiley@nycourts.gov)

**In-Person Court Appearance Schedule : Effective March 1, 2021**

<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
D33	D31	D31	D44	D45
D35(DP1)	D33	D34(FP1)	D46	D46
D41(DV1)	D34(FP1)	D35(DP1)	D52	D52
D42(DV2)	D41(DV1)	D42(DV2)	D53	D53
D43	D43	D44	D54	
D45	D51	D54	D55	
D51	D63	D61	D61	
D55		D63		

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**Outlying Districts**

<b><u>Mon</u></b>	<b><u>Tues.</u></b>	<b><u>Wed.</u></b>	<b><u>Thurs.</u></b>	<b><u>Fri.</u></b>
Ronkonkoma Lindenhurst	Hauppauge	Patchogue Huntington Lindenhurst	Huntington	Patchogue

**Misc.**

In-custody Arraignments, Warrant vacates & TOPs Mon.-Fri. are heard in D66/D11 on the 6<sup>th</sup> floor.

In-custody Arraignments, Warrant vacates & TOPs Sat., Sun, & Holidays are heard in D11 on 1<sup>st</sup> floor.







