



CHAMBERS OF THE DISTRICT COURT
COUNTY OF NASSAU
99 MAIN STREET
HEMPSTEAD, NY 11550
516-493-4166

HON. ELIZABETH FOX-MCDONOUGH
Supervising Judge, District Court, Nassau County

MEMORANDUM

To: Nassau County District Court Criminal Court Stakeholders
Nassau County District Court Civil Court Stakeholders

From: Hon. Elizabeth Fox-McDonough
Supervising Judge of the District Court

Date: May 1, 2020

Re: Virtual Court Filing Requirement on Pending Matters in District Court

Pursuant to the Chief Administrative Judge Marks' memorandum dated April 30, 2020, commencing May 4, 2020 in Nassau County District Court new motions, responsive papers to previously filed motions and other applications on pending matters may be filed through the District Court correspondence email at correspondenceD@nycourts.gov subject to the following requirements.

Prior to filing a motion, response papers, reply papers or any other documents relating to a pending matter in the Nassau County District Court, the party must first contact the Virtual Chambers of the Judge of the Part where the case is assigned. The email contact addresses can be found at ww2.nycourts.gov/COURTS/10JD/nassau/district.shtml. The party must indicate to the Court the nature of the application that the party seeks to file. After the party has received leave of Court to file the matter by the assigned Judge, the application may be filed at the above mentioned email address with a statement indicating that leave of Court was granted.

A newly created Electronic Document Delivery System may become available through the Unified Court System Web portal to allow for filing of these applications. When that filing means becomes available a notification will be sent out.