

## **TO ALL TOWN AND VILLAGE COURTS:**

Please see the attached state wide Memo from Judge Marks regarding updated protocols in relation to the Coronavirus public health emergency.

Outside New York City, special court parts are being established within each county (at the courthouses listed in the attached Appendix A) wherein essential court matters will be consolidated. In addition to these protocols, the following is specific to town and village courts:

Effective Monday, March 16, 2020 at 5pm, OCA will be postponing all non-essential functions of town and village courts until further notice. Thus, all court activity should be suspended effective 5pm Monday evening.

All essential operations will be consolidated into one special court part within each county to be designated by the District Administrative Judge. During regular business hours, all town and village court matters that are deemed to be of an essential nature, e.g.: arraignments and applications for orders of protection, will be handled within the special court part within the county.

Preliminary protocols regarding after-hour proceedings: Those matters that are deemed essential (e.g.: immediate arraignments and the issuance of orders of protection) may be handled within the town or village court facility. At such essential proceeding, judges should continue to do their best to obtain attorneys at first appearance. If no attorney is available to represent the defendant at such essential proceeding, the judge must make a record of their efforts to obtain same proceed with the arraignment. If an order of protection is issued, it should be entered into the WebDVS system as soon as possible.

If a Centralized Arraignment Part exists within a county, that plan should continue to be followed.

All pending criminal matters wherein a defendant is not incarcerated, should be adjourned for no less than 45 days. Any matter where a defendant is in custody, should be adjourned for 30 days.

All pending civil matters should be adjourned for no less than 45 days.

These protocols and plans are being facilitated through your judicial district and more guidance will be forthcoming. If you have any questions relating to these protocols, please reach out to your Special Counsel, Supervising Judge or District Administrative Judge.

Please know this guidance is subject to change, so we ask that you access your Outlook emails on a regular basis.

Best regards during this challenging time,

*Nancy M. Sunukjian*

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