



TWELFTH AMENDED ADMINISTRATIVE ORDER
THIRD JUDICIAL DISTRICT

Pursuant to the authority vested in me, in accordance with the recent operational protocols issued by the Chief Administrative Judge for the trial courts of the Unified Court System and after consultation with the Chief Administrative Judge and the Deputy Chief Administrative Judge and

WHEREAS, New York State and the nation are now amid an unprecedented public health crisis surrounding the outbreak of COVID-19 (coronavirus); and

WHEREAS the Courts of the Third Judicial District commenced Phase I of the Return to In-Person Operations Plan ("RIOP") on May 26, 2020, Phase II of the RIOP on June 11, 2020, Phase III of the RIOP on June 25, 2020, Phase IV of the RIOP on July 9, 2020 and Phase 4.1 of the RIOP on August 10, 2020 (**with the updated RIOP to be effective October 19, 2020**) (Attachment - Highlights and Summaries); it is hereby

ORDERED that effective immediately the following rules be put into effect in the Third Judicial District until rescinded:

A. General matters and matters applicable to more than one case type

1. **Until further Administrative Order or Executive Order, eviction matters may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated October 9, 2020 and pursuant to Administrative Order AO/231/20. Further reference is made to Executive Order 202.67 signed by the Governor on October 4, 2020 and the CDC Agency Order filed on September 1, 2020.**
2. **Until further Administrative Order or Executive Order, default judgments shall not be granted where, pursuant to CPLR 3215, the default occurred after March 16, 2020. Notwithstanding the foregoing, a Judge presiding over a matter wherein a party has defaulted may grant a default judgment where, after inquiry, the Judge determines that (a) the defaulting party has received actual notice of the action or proceeding; (b) the failure of the defaulting party to respond to the action or proceeding is not due to the COVID-19 pandemic; and (c) the granting of the default judgment is not contrary to any statute, Executive Order or Administrative Order. Note: Executive Order 202.67 extends the toll on statutes of limitations (first set forth in EO 202.8 on March 20, 2020 and**

later extended) through November 3, 2020. Default judgments may be governed by the suspension of “any specific time limit for the commencement, filing or service of any legal action, notice, motion or other process or proceeding, as described by the procedural laws of the state.” A judgment adverse to the party seeking relief (plaintiff, petitioner, moving party, etc.) may be granted if a party fails to proceed with the action or appear in court.

3. All Family Court and all County Court Judges are cross assigned to the County and Family Courts in all Counties of the District.
4. The Return to In-Person Operations Plan (“RIOP”) (Phase I) implemented on May 26, 2020, the RIOP (Phase II) implemented on June 11, 2020, the RIOP (Phase III) implemented on June 25, 2020, the RIOP (Phase IV) implemented on July 9, 2020, the RIOP (Phase 4.1) implemented on August 10, 2020, **(with the updated RIOP to be effective October 19, 2020)** and any RIOPs for any subsequent phases are incorporated herein and all provisions of this Administrative Order shall be read in conjunction with the RIOP.
5. The Virtual Courtroom Protocol enacted by the Third Judicial District Administrative Order signed on April 3, 2020, to the extent not inconsistent with the RIOP, remains in full force and effect and all provisions of this Administrative Order shall be read in conjunction with the Virtual Courtroom Protocol and any subsequent amendments thereto. A district-wide transition from Skype for Business to Microsoft Teams was implemented and will be completed by October 19, 2020. The Virtual Courtroom Protocol shall be modified to reflect the use of Microsoft Teams commencing October 19, 2020.
6. **Occupancy of all courtrooms shall be limited to the number of seats as marked by the District Office. Notwithstanding the above, in all instances the maximum occupancy of any space in the courthouse shall be limited to the number of seats as marked by the District Office. A Chief Clerk or Judge may apply to the Administrative Judge for an exception for a specific courtroom or court proceeding. The Chief Clerk must be able to demonstrate that 1) the proposed occupancy limit does not exceed the number of seats as marked by the District Office and that 2) social distancing can be maintained with the proposed occupancy limit.**
7. Naturalization Ceremonies, wherever they occur, shall comply with the room occupancy limits stated herein.
8. All Staff shall report to the courthouse as determined by his/her supervisor. All Judges and Chambers’ staff should report to the courthouse. Any requests for exemptions must be discussed with the Administrative Judge.
9. All filings shall be pursuant to the Administrative orders signed by the Chief Administrative Judge of the Courts (AO/111/2020, AO/114/20, AO/115/20, AO/149/20, AO/209A/20 and any amendments thereto).
10. **The Judges should encourage or require, to the greatest extent possible, the use of virtual technology in matters that occur off court premises (depositions, discovery, etc.). Such language should be included in any scheduling orders.**

B. Supreme Civil

1. All Mental Hygiene Law proceedings in which a party is confined to a hospital or other facility shall be conducted with appearances by means of remote audiovisual technology or telephone pursuant to Administrative Order AO/72/20 signed by the Chief Administrative Judge of the Courts on March 22, 2020.
2. Until further Administrative Order or Executive Order, foreclosure matters may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated July 24, 2020 and pursuant to Administrative Order AO/157/20 dated July 23, 2020. **Further reference is made to Executive Order 202.28 signed by the Governor on May 7, 2020, Executive Order 202.64 signed by the Governor on September 18, 2020, Executive Order 202.67 signed by the Governor on October 4, 2020, and the Laws of New York 2020, Chapters 112 and 126.**

C. Superior Court Criminal Cases

1. All pending criminal cases shall be addressed by the Assigned Judge and appropriately scheduled consistent with applicable Executive Orders and Administrative Orders. The issuance of the new return date shall occur on or before the currently scheduled adjourned date or within 7 days of the signing of this order, whichever is later. For Defendants not in custody, there shall be no adjournment of a matter that is greater than 60 days. For defendants in custody, there shall be no adjournment of a matter that is greater than 30 days.
2. Grand Juries shall be empaneled in each County pursuant to Administrative Order 130/2020 signed on June 22, 2020 and updated July 21, 2020 and pursuant to the amended 3rd Judicial District Assignment Book.
3. **Jury trials shall be conducted in each County pursuant to the individual plan reviewed by the Administrative Judge and pursuant to the 3rd Judicial District Civil Jury Trials Plan dated August 10, 2020 and the 3rd Judicial District Criminal Jury Trial Pilot Plan dated August 18, 2020 approved by the Deputy Chief Administrative Judge.**
4. **Each County, in consultation with the Sheriff, shall develop a plan for the imposition of intermittent sentences.**

D. Treatment Courts/OSP

1. Treatment Courts and Opioid Stabilization Parts will be handled by the Assigned Judge and reference is made to Paragraph (C)(2)(f) of the **Summary of the Updated RIOP to be effective October 19, 2020.**
2. Virtual conferences are encouraged (reference is made to Administrative Order AO/87/20 of Chief Administrative Judge Lawrence Marks dated May 1, 2020). Problem-solving Courts may conduct virtual court conferences with counsel, court staff, service providers, and, where practicable, clients.

E. Family Court

1. All matters shall be addressed by the Assigned Judge and appropriately scheduled. Virtual calendars are encouraged.

2. Judges should ensure that all Permanency Planning Hearings are timely scheduled and heard pursuant to existing Federal or State Law. Difficulties in scheduling the hearings should immediately be brought to the attention of the Supervising Judge.
3. All cases involving youth that are currently in detention shall be reviewed by the Assigned Judge, at a minimum, at least once every fourteen days.
4. No new S (PINS), F (Support), P (Paternity), or U (UIFSA) warrants may be issued unless approved by the Supervising Judge. Only D (Juvenile Delinquent) warrants may be issued in the discretion of the Assigned Judge.

F. Surrogate's Court

All matters shall be calendared consistent with all Administrative Orders and Executive Orders at the discretion of the presiding Surrogate. Virtual calendars are encouraged.

G. City Court

All pending criminal cases shall be addressed by the Assigned Judge and appropriately scheduled consistent with applicable Executive Orders and Administrative Orders. The issuance of the new return date shall occur on or before the currently scheduled adjourned date or within 7 days of the signing of this order, whichever is later. For defendants not in custody, there shall be no adjournment of a matter that is greater than 60 days. For defendants in custody, there shall be no adjournment of a matter that is greater than 30 days.

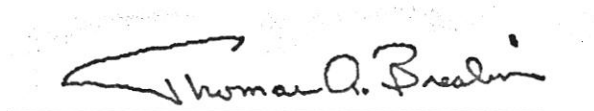
H. Town and Village Courts

Town and Village Courts are authorized to do the following:

1. In-person arraignments 24/7, including on appearance tickets – scheduled one at a time (virtual arraignments may continue for those that were previously approved, only if all parties consent)
2. In-person small claims proceedings – scheduled one at a time (not virtual); no default judgment may be awarded to Claimant.
3. In-person civil proceedings, except summary proceedings– scheduled one at a time (not virtual)
4. In-person dangerous dog proceedings – scheduled one at a time (not virtual)
5. In-person preliminary hearings and pre-trial hearings - scheduled one at a time (not virtual)
6. In-person conferences on criminal cases – scheduled one at a time (virtual, if approved and all counsel and parties consent)
7. In-person Town or Village code violation proceedings – scheduled one at a time (not virtual)
8. Guilty pleas, reduced pleas and fine assessments by mail on vehicle and traffic matters (see UCS DCJA Form 1.0 explaining options to litigants and providing prosecutor's contact information)
9. Decide motions and other matters that may be decided on papers, except summary proceedings

10. In-person Residential Summary Proceedings (both holdover and nonpayment) may proceed pursuant to the protocol established in the Memorandum and Administrative Order (AO/231/20) from Chief Administrative Judge Lawrence Marks dated October 9, 2020 (not virtual).(The Petition may be filed, filing fee collected, settlement conference held when both parties are represented by counsel, and a hearing may be held on the question of whether Respondent is a “covered” person adversely effected by COVID-19. If Respondent is found to be a “covered” person, the matter is stayed until January 1, 2021. If Respondent is not found to be a “covered” person, then a hearing on the merits may be held, but any warrant or judgment that may be granted shall be stayed until January 1, 2021 if the Respondent is found to be “suffering financial hardship during the COVID-19 disaster”. No default judgment may be awarded in favor of the Petitioner.)
11. Commercial Summary Proceedings may proceed in the normal course pursuant to AO/231/20.
12. Processing of payments, issuance of receipts, lifting of suspensions, depositing of monies, submitting CDRs and TSLED reports, preparation and submission of the monthly Comptroller’s Report

Dated: October 15, 2020

A handwritten signature in black ink, reading "Thomas A. Breslin". The signature is written in a cursive style with a horizontal line underneath it.

Hon. Thomas A. Breslin
Administrative Judge
Third Judicial District

Distribution:
HON. VITO CARUSO

AO/3JD/20/116

3rd Judicial District
Return to In-Person Operations Plan (RIOP)
Updates Effective October 19, 2020

On August 10, 2020, the 3rd Judicial District implemented Phase 4.1 of the RIOP. In anticipation of the resumption of both civil and criminal trials, Phase 4.1 shall be modified.

The metrics provided by the Governor will continue to be monitored (<https://forward.ny.gov/metrics-guid-reopening-new-york>) and adjustments will be made as necessary.

I. Safety Measures

A. Courthouses

1. Case times shall be staggered;
2. All courthouses remain open to the public and the media;
 - a. Excess foot traffic should be discouraged, but at no time should a member of the media or public be excluded from the courthouse (unless there is another security concern).
 - b. The public or media may be excluded from the courtroom only by direct order of the presiding judge in consultation with the Administrative Judge;
 - c. Should the public and/or media's presence in the courtroom cause the occupancy limits to exceed the seats designated by the District Office. Exceptions may be granted in consultation with the District Executive and Administrative Judge or by an DCAJ approved jury trial plan.
3. No more than 50% of the number of courtrooms in a facility will be in use at the same time. If there is a conflict that cannot be resolved by the Chief Clerk, the Administrative Judge shall be notified. Any courtroom being used for a bench or jury trial (other than jury selection) shall not be included in the 50% calculation.
4. No more than 50% of Judges/Referees/Magistrates of one court type may hold in-person calendars at the same time.
5. Non-judicial staffing levels will remain as they are currently (not to exceed 80%).
6. Any ancillary services (i.e. childcare centers, libraries, help centers, etc.) may operate at the discretion of the Administrative Judge and shall comply with the above-mentioned safety measures.

B. Courtrooms

1. Court calendar times shall be staggered to reduce the number of individuals in the courthouse and courtrooms. Courts shall determine the appropriate staggering of cases based on the type and nature of the proceeding.
2. Occupancy of all courtrooms shall be limited to the number of seats marked by the District Office. A Chief Clerk or Judge may apply to the Administrative Judge for an exception for a specific courtroom or court proceeding. The Chief Clerk must be able to demonstrate that the proposed occupancy limit does not exceed the number of seats marked by the District Office and that social distancing can be maintained with the proposed occupancy limit.

C. PPE/Screening

1. All measures contained in the Memoranda of John McConnell and Nancy Barry dated February 28, 2020, March 6, 2020, March 31, 2020, May 15, 2020, May 29, 2020, June 8, 2020, June 17, 2020, August 5, 2020 and August 18, 2020 are incorporated as part of this Plan.
2. Visitors to the Courthouse shall be screened pursuant to the June 30, 2020 Memorandum from John McConnell and Nancy Barry.
3. Employees shall adhere to the Self-Assessment and Thermal Temperature Screening Protocol pursuant to the July 10, 2020 Memorandum from John McConnell and Nancy Barry and the UCS COVID-10 Daily Self-Assessment and Temperature Screening Memorandum from Carolyn Grimaldi dated July 14, 2020. (Please note, there is no longer a question in the self-assessment regarding awaiting COVID-19 test results).
4. Disposable face shields will be made available as appropriate to court users.

D. Outside Agencies

1. The District Executive shall maintain an updated list of all non-UCS agencies or individuals who maintain a regular presence (other than court appearances) in court buildings.
2. The District Executive shall assure that the individuals working/volunteering for all non-UCS agencies are required to answer screening questions the same or substantially similar to those in the June 30, 2020 Memorandum from John McConnell and Nancy Barry and the July 10, 2020 Memorandum from John McConnell and Nancy Barry.
3. These agencies may be asked, from time to time (for contact tracing purposes) for the names of individuals who were present in their courthouse office during a particular time period.

II. Courts should note the following:

A. The transition to Microsoft Teams began October 1, 2020 as follows:

1. Until October 1, 2020, ONLY Skype for Business may be used to conduct a virtual appearance.
2. Commencing immediately, a virtual court proceeding to be held on or after October 1, 2020 may be scheduled and held using Microsoft Teams.
3. On and after October 19, 2020 ALL virtual court proceedings must be scheduled and held using Microsoft Teams.
4. Notwithstanding the foregoing, after October 19, 2020, all virtual court proceedings must be conducted using Microsoft Teams.

B. Included in the Microsoft Teams invitation is a call-in number for lawyers and litigants that do not have access to video. In the event that a self-represented litigant is unable to access Skype for Business or Microsoft Teams, arrangements shall be made at the courthouse for the litigant to appear virtually.

C. Housing matters may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated October 9, 2020 and pursuant to Administrative Order AO/231/20.

D. Foreclosure matters may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated July 24, 2020 and pursuant to Administrative Order AO/157/20 dated July 23, 2020.

E. Default judgments shall not be granted where, pursuant to CPLR 3215, the default occurred after March 16, 2020. Notwithstanding the foregoing, a Judge

presiding over a matter wherein a party has defaulted may grant a default judgment where, after inquiry, the Judge determines that (a) the defaulting party has received actual notice of the action or proceeding; (b) the failure of the defaulting party to respond to the action or proceeding is not due to the COVID-19 pandemic; and (c) the granting of the default judgment is not contrary to any statute, Executive Order or Administrative Order. Note: Executive Order 202.67 extends the toll on statutes of limitations (first set forth in EO 202.8 on March 20, 2020 and later extended) through November 3, 2020. Default judgments may be governed by the suspension of “any specific time limit for the commencement, filing or service of any legal action, notice, motion or other process or proceeding, as described by the procedural laws of the state.” A judgment adverse to the party seeking relief (plaintiff, petitioner, moving party, etc.) may be granted in the event that a party fails to proceed with the action or appear in court.

- F. No default judgment may be entered upon the failure of a respondent to answer a petition in an eviction matter.
- G. ADR shall be conducted virtually (Chief Administrative Judge Lawrence Marks’ AO/87/20).
- H. Arbitrations pursuant to the Part 137 Attorney-Client Fee Dispute Resolution Program will occur virtually.
- I. Small Claims Assessment Review proceedings shall be conducted virtually.

III. Presumptions

- A. Incarcerated Individuals - Notwithstanding any other provision herein, where an in-person proceeding involves an incarcerated individual, that individual shall appear virtually, utilizing electronic means unless the presiding Judge orders otherwise.
- B. Notwithstanding the presumptions as stated below, virtual appearances shall be utilized to the greatest extent possible where a virtual appearance is legally permissible and logistically possible, and where all parties consent to the same.
- C. Matters that shall presumptively be heard in-person - a Judge may deviate from the presumptions that a matter be heard in-person, on their own initiative, only upon consent of all of the parties.
 - 1. Superior Civil
 - (a) Trials
 - (b) Evidentiary hearings and inquests
 - (c) All appearances and conferences here at least one party is self-represented
 - (d) Oral argument of motions
 - 2. Superior Criminal (Incarcerated Defendants shall appear virtually, unless otherwise ordered)
 - (a) Trials
 - (b) Evidentiary hearings
 - (c) Non-custodial arraignments
 - (d) Waivers of Indictment, Pleas and Sentences for Defendants at liberty
 - (e) Motion argument
 - (f) Treatment Court and Judicial Diversion where the Judge determines that an appearance is necessary to protect the health

and safety of a defendant or where there is a concern that the defendant is not compliant.

(g) Instances where the defendant cannot be located or communicated with

(h) Grand Jury proceedings

3. Family Court

(a) All evidentiary hearings (priority given to matters filed first)

(b) Child Support proceedings

(c) Permanency Hearings

(d) Article 10 Consents, Admissions and Surrenders

4. Surrogate's Court

(a) Citations and Show Cause orders

(b) Bench trials

(c) Evidentiary hearings

(d) All appearances and conferences where at least one party is self-represented

5. City Court Civil

(a) Bench trials

(b) Evidentiary hearings

(c) Small claims matters, including the small claims arbitration program

6. City Court Criminal

(a) Bench trials

(b) Preliminary hearings

(c) Evidentiary hearings

(d) Appearance Ticket arraignments

(e) Vehicle & Traffic Appearances

(f) Pleas and Sentences for defendants at liberty

(g) Motion arguments

(h) Arraignments of defendants accused of a violation of any provision of Article 31 of the Vehicle and Traffic Law (VTL 1190 et. seq.)

(i) Treatment Court where the Judge determines that an appearance is necessary to protect the health and safety of a defendant or where there is a concern that the defendant is not compliant.

7. Treatment Courts

(a) Appearances for individual participants on matters deemed essential by the presiding Judge.

(b) Regular drug court sessions with a limit of 10 participants at any one time obeying all social distancing and COVID-19 safety rules.

(c) Testing shall resume following the protocols provided by the Office of Policy and Planning.

D. Matters that shall presumptively be heard virtually - a Judge may deviate from the presumptions that a matter be heard virtually for compelling reasons on their own initiative, or based upon a request from a party or attorney, or if any party to the proceeding does not consent. If a request to appear in-person is granted, the Administrative Judge shall be notified.

1. Superior Civil

- (a) All conferences, including foreclosures, where all parties are represented by counsel
- (b) Motion arguments where all parties are represented by counsel
- (c) Mental Hygiene Law
- (d) All other proceedings not listed in (III)(C)(1) above, where testimony is not required

2. Superior Criminal

- (a) Conferences
- (b) Waivers of Indictment, pleas and sentences when defendant is incarcerated

3. Family Court

- (a) Conferences
- (b) Juvenile Delinquency Proceedings
- (c) Person in Need of Supervision Proceedings
- (d) Adoptions
- (e) Appearances calendars
- (f) All other proceedings not listed in (III)(C)(3) above

4. Surrogate's Court

- (a) Conferences where all parties are represented by counsel
- (b) Motion Arguments where all parties are represented by counsel
- (c) Adoptions
- (d) All other proceedings not listed in (III)(C)(4) above

5. City Court Civil

- (a) Conferences
- (b) Motion arguments
- (c) All other proceedings not listed in (III)(C)(5) above

6. City Court Criminal

- (a) Conferences
- (b) All other proceedings not listed in in (III)(C)(6) above where testimony is not required

A. Jury trials shall be conducted in each County pursuant to the individual plan submitted to the Administrative Judge by the S&C Chief Clerk and pursuant to the 3rd Judicial District Civil Jury Trials Memorandum dated August 10, 2020.

B. Schedule

1. The 3rd Judicial District shall keep a centralized schedule of jury trials updated weekly.

C. Following the completion of all Civil and Criminal Jury Trials held in Term 10-Term 13, each District shall review the jury trial protocol with the presiding Judge, lawyers, and to the extent possible, jurors, to determine what portions of the protocol should be modified.

- D. Prior to the scheduling of any case for trial and again immediately prior to jury selection, there shall be a robust effort to resolve the case through settlement or plea.

IV. Jury Trials

- A. Jury trials shall be conducted in each County pursuant to the individual plan reviewed by the Administrative Judge and pursuant to the 3rd Judicial District Civil Jury Trials Plan dated August 10, 2020 and the 3rd Judicial District Criminal Jury Trial Pilot Plan dated August 18, 2020 approved by the Deputy Chief Administrative Judge.
- B. Schedule
1. The 3rd Judicial District shall keep a centralized schedule of jury trials updated weekly
 2. Planning for a Special City Court Criminal Jury Trial Pilot shall commence in Term 11 with Jury Summonses to be sent in Term 12 and trials to be held in Term 13 (in selected jurisdictions). Any trial scheduled pursuant to this paragraph shall be with the Administrative Judge's approval.
- C. Following the completion of all Civil and Criminal Jury Trials held in Term 10-Term 13, each District shall review the jury trial protocol with the presiding judge, lawyers, and to the extent possible, jurors, to determine what portions of the protocol should be modified.
- D. Prior to the scheduling of any case for trial and again immediately prior to jury selection, there shall be a robust effort to resolve the case through settlement or plea.

V. Town and Village Courts

The Courts are encouraged to work with their municipality to obtain necessary personal protective equipment (PPE), and to make decisions implementing safety protocols for eventual return to regular operations (see previously forwarded memo regarding recommended Safety Protocols). In Phase IV.1, the Town and Village Courts are **authorized** to do the following:

1. In-person arraignments 24/7, including on appearance tickets – scheduled one at a time (virtual arraignments may continue for those that were previously approved, only if all parties consent)
2. In-person small claims proceedings – scheduled one at a time (not virtual); no default judgment may be awarded to Claimant.
3. In-person civil proceedings, except summary proceedings– scheduled one at a time (not virtual)
4. In-person dangerous dog proceedings – scheduled one at a time (not virtual)
5. In-person preliminary hearings and pre-trial hearings - scheduled one at a time (not virtual)
6. In-person conferences on criminal cases – scheduled one at a time (virtual if approved and all counsel and parties' consent)
7. In-person Town or Village code violation proceedings – scheduled one at a time (not virtual)
8. Guilty pleas, reduced pleas and fine assessments by mail on vehicle and traffic matters
9. Decide motions and other matters that may be decided on papers, except summary proceedings
10. In-person Residential Summary Proceedings (both holdover and nonpayment) may proceed pursuant to the protocol established in the Memorandum and Administrative Order (AO/231/20) from Chief Administrative Judge Lawrence Marks dated October 9, 2020 (not virtual). *(The Petition may be filed, filing fee collected, settlement conference held when both parties are represented by counsel, and a hearing may be held on the question of whether Respondent is a "covered" person adversely effected by COVID-19. If Respondent is found to be a "covered" person, the matter is stayed until January 1, 2021. If Respondent is not found to be a "covered" person, then a hearing on the merits may be held,*

but any warrant or judgment that may be granted shall be stayed until January 1, 2021 if the Respondent is found to be “suffering financial hardship during the COVID-19 disaster”. No default judgment may be awarded in favor of the Petitioner.)

11. Commercial Summary Proceedings may proceed in the normal course pursuant to AO/231/20.
12. Processing of payments, issuance of receipts, lifting of suspensions, depositing of monies, submitting CDR's and TSLED reports, preparation and submission of the monthly Comptroller's Report

Town and Village Courts are **not authorized** to do the following:

1. Accept pleas on criminal matters by mail (including VTL misdemeanors)
2. Suspend licenses or take other punitive action (including issue warrants) for failure to pay or appear for all matters, including but not limited to code violations, criminal or traffic infractions
3. Hold regular in-person calendars for vehicle and traffic matters
4. Hold regular in-person calendars for criminal matters
5. Handle anything related to summary proceedings except as specified above (including, but not limited to, permitting the execution of small claims judgments for recovery of rent, attorneys' or late fees, security deposit, damages to apartment, etc., when the defendant has been identified as a person suffering financial hardship during the COVID-19 pandemic. In that instance, the judgment may be awarded, after a hearing, but shall be stayed until January 1, 2021).