



STATE OF NEW YORK
UNIFIED COURT SYSTEM
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Third Judicial District -- Capital District Region
Return to In-Person Operations Plan Highlights
Phase 1
Commencing May 26, 2020

The Capital District Region has met established benchmarks, triggering the first phase of a return to more in-person operations for state courts. Throughout this public health crisis, the courts have remained opened and, while limiting foot traffic, have continued to hear Essential Matters. Over the past several weeks, courts have been steadily increasing cases handled and clearing up existing pending matters. Thanks to the dedication and hard work of our remarkable judges and court staff, we are ready to begin Phase 1 of the Return to In-Person Operations.

We will begin a flexible, measured and steady return to in-person operations commencing on May 26, 2020. We will continue to ensure the safety of all who enter the Courthouses – Judges, Staff and the Public by assuring that the following safety measures are followed:

- Commencing May 26, 2020, all Supreme, County, Family and City Courthouses in Albany, Columbia, Greene, and Rensselaer will be open and staffed.
- Judges and Chamber Staff in Albany, Columbia, Greene, and Rensselaer Counties will return to their courthouses on this day.
- All court proceedings will be confined to essential matters, which will continue to be held virtually.
- All court conferences will also remain virtual.
- All Judicial and Non-Judicial Staff will be required to use appropriate PPE, and social distancing will be maintained.
- On May 26, 2020, the Courts in these counties will begin accepting filings in new matters unless excluded by the Governor's current Executive Order.
 - Represented parties must use the NYCEF system were available or otherwise may commence filing by mail (see AO/114/20 attached);
 - Non-represented parties may file papers through non-electronic means.
- Security personnel will ensure members of the public entering any court facility have face coverings, use hand sanitizer and practice social distancing.
- Town & Village Courts will open for non-Judicial staff to perform clerical work and for Judicial staff to work on written decisions.
- Town & Village Courts will not hold calendars during this phase and foot traffic will be limited.