

**FOURTH JUDICIAL DISTRICT
RETURN TO IN-PERSON OPERATIONS - PHASE I**

The Mohawk Valley, North Country and Capital District Regions have now met established benchmarks set forth by the Governor. Accordingly, the first phase of return to more “in-person” operations has been triggered in those regions. Thus, **effective May 18 for the Mohawk Valley, May 20 for the North Country and May 26, 2020, for the Capitol District**, all courts located in these Regions have and will begin their “Return to In-Person Operations Plan – Phase One”. The following are the key provisions of our plan:

1. All Judges and chambers staff will return to their respective courthouses. Non-judicial staffing will be supplemented.
2. New filings will be accepted as follows:
 - a. **Surrogate Courts:** Surrogate Court E-filing is in place in the Surrogate Courts. Filings in new or existing cases can be made through the New York State Electronic Filing System. efile@nycourts.gov.
 - b. **Supreme Court:** In those counties where Supreme Court E-filing is in place, filings in new or existing cases can be made through the New York State Electronic Filing System. efile@nycourts.gov. In counties without E-Filing, such filings can be delivered to the Supreme Court electronically, through the Unified Court System’s Electronic Document Delivery Service (EDDS). <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>
 - c. **County, Family and City Courts:** Filings in new or existing cases can be delivered to these courts electronically, through the Unified Court System’s Electronic Document Delivery Service (EDDS). <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>
 - d. **Town and Village Courts:** Filings in new and existing cases can be made by delivery to Court Clerk’s offices.
 - e. **Alternate Methods of Filing:** Other possible methods of filing may be available. Please contact the Court for additional information. A list of court contact information is available at www.nycourts.gov. For Supreme Court filings, please contact the County Clerk.
3. Facility safety measures will be in place at all court facilities. Personal protective equipment (masks and gloves) are available to all judges and court staff. Hand sanitizer dispensers will be placed at visible and accessible locations throughout the facilities for use by judges, court staff and members of the public. All members of the public entering a court facility will be required to wear a face covering. Physical distance cues (e.g. six-foot floor markers) will be in place to ensure proper physical distancing and enhanced court facility cleaning measures will be instituted in cooperation with municipal officials. Reduced courthouse capacity in State-paid court facilities will also be implemented based upon “density” estimates.
4. Case Processing and Court Activity: In the State-paid courts, case processing will continue in existing cases, as well as in newly filed matters, through the use of audio-visual technology. Town and Village Courts will continue to process mail and review pending cases with the expectation of potentially scheduling cases in the weeks to come, as additional phases are established.