

FOURTH JUDICIAL DISTRICT
PLAN HIGHLIGHTS
RETURN TO IN-PERSON OPERATIONS - PHASE I
MAY 20, 2020

Because the North Country Region has met established benchmarks set forth by the Governor, the first phase of return to more “in-person” operations has been triggered in Clinton, Essex, Hamilton, Franklin and St. Lawrence Counties. Thus, effective Wednesday, May 20, 2020, all courts located in these five counties will begin their “Return to In-Person Operations Plan – Phase One”. The following are the key provisions of our plan:

1. On Wednesday, May 20, 2020, 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:** In those counties where Surrogate Court E-filing is in place (i.e., Franklin), filings in new or existing cases can be made through the New York State Electronic Filing System. efile@nycourts.gov. In the other counties (Clinton, Essex, St. Lawrence and Hamilton), such filings can be delivered to the Surrogate Court electronically, through the Unified Court System’s Electronic Document Delivery Service (EDDS). <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>
 - b. **Supreme Court:** In those counties where Supreme Court E-filing is in place (i.e., Clinton, Essex, Franklin and St. Lawrence), filings in new or existing cases can be made through the New York State Electronic Filing System. efile@nycourts.gov. In Hamilton County, 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.