



## Summary of Phase 3 Operations July 6, 2020

Phase 3 operations will commence on July 13, 2020.

### **SAFETY MEASURES**

All safety measures in place for Phases 1 and 2 will continue.

### **CURRENT OPERATIONS**

Currently, 25 virtual courtrooms are fully functioning in the New York City Family Court. Seven citywide virtual intake courtrooms handle essential and emergency matters and 18 virtual courtrooms, allocated to each county based on the county's caseload, are shared by the county's jurists (i.e., judges, support magistrates and court attorney referees) to conduct virtual hearings and conferences in continuing cases. In addition, separate space has been established in each county for in-person appearances of unrepresented persons who are unable to access court services by remote means.

### **PHASE 3**

In Phase 3, all current operations will continue and we will increase our capacity for virtual appearances as well as in-person appearances by conducting proceedings involving unrepresented litigants seeking to file a family offense petition in a limited number of fully-staffed, plexiglass-protected courtrooms and following social distancing protocols

To minimize foot traffic in courthouses, this method will be employed **only when the litigant is unable to appear remotely.**

In addition, arraignments and pre-petitions of newly arrested youths will be heard in Manhattan Family Court at 60 Lafayette Street where they will appear electronically in one of the citywide virtual courtrooms. Parents and guardians of newly arrested youths will be permitted to accompany their child during the proceeding.

### **Increased Virtual and Remote Capacity**

We will continue to increase our number of virtual county courtrooms and all jurists will continue to conduct remote proceedings via Skype for Business and/or by telephone. The virtual county courtrooms will accommodate the more complex cases requiring a court reporter.

**Support**

Support magistrates will continue conferencing and hearing pending cases in which litigants are represented. We are implementing a plan to hear and conference support cases with unrepresented litigants.

**Filing and Appearing**

We continue to pursue the use of electronic document delivery systems NYSCEF and EDDS. All existing telephone lines and email addresses for accepting applications, documents, and inquiries from the public will be maintained.

**Making Court Records Available for Inspection**

We are currently developing a protocol for making court records available to those entitled to see them, either electronically or, if necessary, in person by appointment, in order to minimize foot traffic in court.

**Work Schedules for Court Staff**

Continued staggered work schedules will help to maintain social distancing and to safely address the challenges presented by the use of elevators, which is required in most of our buildings.

**Keeping the Public Informed**

We will keep open communication with the public by maintaining our current citywide information telephone number and by updating our website as conditions change. Existing subcommittees established to maintain communication with attorneys who regularly practice in the New York City Family Court will continue to meet.