

## Notice to All Court Users

As part of a statewide initiative by the Office of Court Administration, the New York County Surrogate's Court will be implementing a new database system. This Universal Case Management System ("UCMS") will incorporate scanned images of all documents filed in the court. The new system will greatly improve public access to the court records. In order to implement the new database, the court will temporarily suspend operation of the current system for two weeks.

### **NOTE:**

During the weeks of August 30<sup>th</sup> and September 6<sup>th</sup>, the court will not have access to the existing database. **The cashier's office will not be able to process any financial transactions.** Orders for any **certificates** should be submitted prior to August 30<sup>th</sup>.

All departments will remain open. All filings will be reviewed and date stamped but will not be processed until the weeks of September 13<sup>th</sup> and September 20<sup>th</sup>.

Any proceedings that need to be expedited should be submitted **no later than** Monday, August 23<sup>rd</sup>.

During the weeks of September 13<sup>th</sup> and September 20<sup>th</sup>, all court staff will be trained in the use of the UCMS. All papers or requests for assistance should be directed to room 302. A clerk in each department will be available to answer telephone calls; we ask that phone calls be kept to a minimum.

**Beginning August 23<sup>rd</sup> the court will no longer accept papers that are stapled.** Please use a clip or rubber band to attach them together and please be sure all pages are numbered.

**Your patience and cooperation are appreciated.**