

The following documents are a collection of Administrative Orders of the Chief Administrative Judge of the Courts which pertain to the Court's emergency operations implemented in response to the COVID-19 (Coronavirus) public health crisis.

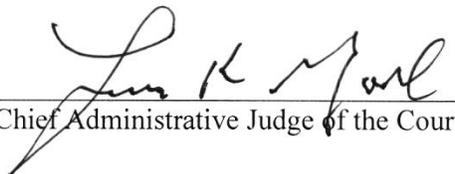
Updated May 29, 2020

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, I hereby promulgate the following protocols to mitigate the adverse effects of the COVID-19 outbreak upon the practice of civil litigation before the courts of the Unified Court System, effective immediately:

1. Civil Litigation Generally: The prosecution of pending civil matters (including discovery) in a manner that requires in-person appearances or travel, or otherwise requires actions inconsistent with prevailing health and safety directives relating to the coronavirus health emergency, is strongly discouraged.

2. Civil Discovery Generally: Where a party, attorney or other person is unable to meet discovery or other litigation schedules (including dispositive motion deadlines) for reasons related to the coronavirus health emergency, the parties shall use best efforts to postpone proceedings by agreement and stipulation for a period not to exceed 90 days. Absent such agreement, the proceedings shall be deferred until such later date when the court can review the matter and issue appropriate directives. In no event will participants in civil litigation be penalized if discovery compliance is delayed for reasons relating to the coronavirus public health emergency.



Chief Administrative Judge of the Courts

Dated: March 19, 2020

AO/71/20

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, in light of the emergency circumstances caused by the continuing COVID-19 outbreak in New York State and the nation, and consistent with the Governor of New York's recent executive order suspending statutes of limitation in legal matters, I direct that, effective immediately and until further order, no papers shall be accepted for filing by a county clerk or a court in any matter of a type not included on the list of essential matters attached as Exh. A. This directive applies to both paper and electronic filings.



Chief Administrative Judge of the Courts

Dated: March 22, 2020

AO/78/20

Exhibit A

Essential Proceedings
Administrative Order AO/78/20
March 22, 2020

- A. Criminal matters
 - 1. arraignments
 - 2. bail applications, reviews and writs
 - 3. temporary orders of protection
 - 4. resentencing of retained and incarcerated defendants
 - 5. essential sex offender registration act (SORA) matters

- B. Family Court
 - 1. child protection intake cases involving removal applications
 - 2. newly filed juvenile delinquency intake cases involving remand placement applications, or modification thereof
 - 3. emergency family offense petitions/temporary orders of protection
 - 4. orders to show cause
 - 5. stipulations on submission

- C. Supreme Court
 - 1. Mental Hygiene Law (MHL) applications and hearings addressing patient retention or release
 - 2. MHL hearings addressing the involuntary administration of medication and other medical care
 - 3. newly filed MHL applications for an assisted outpatient treatment (AOT) plan
 - 4. emergency applications in guardianship matters
 - 5. temporary orders of protection (including but not limited to matters involving domestic violence)
 - 6. emergency applications related to the coronavirus
 - 7. emergency Election Law applications
 - 8. extreme risk protection orders (ERPO)

- D. Civil/Housing matters
 - 1. applications addressing landlord lockouts (including reductions in essential services)
 - 2. applications addressing serious code violations
 - 3. applications addressing serious repair orders
 - 4. applications for post-eviction relief

- E. All Courts
 - 1. any other matter that the court deems essential

This list of essential proceedings is subject to ongoing review and amendment as necessary.

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective April 13, 2020, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the users, visitors, staff, and judicial officers of the Unified Court System.

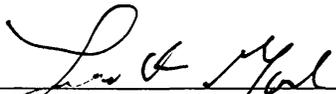
1. In addition to essential court functions as set forth in AO/78/20, trial courts will address the following matters through remote or virtual court operations and offices:

- Conferencing Pending Cases: Courts will review their docket of pending cases, assess matters that can be advanced or resolved through remote court conferencing, and schedule and hold conferences in such matters upon its own initiative, and where appropriate at the request of parties.
- Deciding Fully Submitted Motions: Courts will decide fully submitted motions in pending cases.
- Discovery and Other Ad Hoc Conferences: Courts will maintain availability during normal court hours to resolve ad hoc discovery disputes and similar matters not requiring the filing of papers.

2. Video Technology: Video teleconferences conducted by the court, or with court participation, will be administered exclusively through Skype for Business.

3. No New Filings in Nonessential Matters: No new nonessential matters may be filed until further notice; nor may additional papers be filed by parties in pending nonessential matters. The court shall file such orders in essential and nonessential matters as it deems appropriate.

Provisions of prior administrative orders inconsistent with this order shall be superseded by this order.



Chief Administrative Judge of the Courts

Dated: April 8, 2020

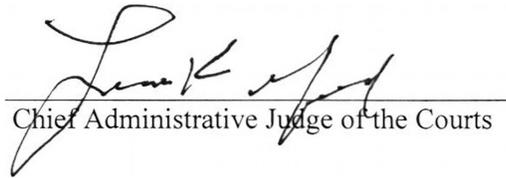
AO/85/20

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective April 20, 2020 and until further order, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the judicial officers, staff, and users of the Unified Court System.

- A. Digital copies of orders, decisions, judgments and other decrees by judges and justices of the Unified Court System shall be accepted for filing purposes by all courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) when presented for filing through (1) uploading to the UCS New York State Courts Electronic Filing (NYSCEF) system by the signatory judge or by an authorized court user at the direction of the signatory judge; (2) UCS electronic mail transmission originating at the UCS email address of the signatory judge (or a member of the signatory judge's chambers staff), through authorized UCS staff intermediaries (if any), with ultimate delivery to the Clerk or County Clerk charged with filing the document; or (3) such other secure system of electronic document delivery as the Chief Administrative Judge shall approve.
- B. Such digital copies may be signed by the issuing judge or justice by any of the following methods:
1. a UCS Division of Technology approved electronic signature system with two-factor authentication (Exh. A), as previously authorized under Administrative Orders AO/138/16, AO/117/17, and AO/343/18;
 2. a commercial electronic signature program for application to pdf documents through Adobe or Foxit, provided the e-signature includes, inter alia, the printed name of the signer and the date and time of signature (Exh. B);
 3. a hand-written signature made directly upon a pdf or Word document through the signer's computer, phone, or other electronic device;
 4. a hand-written signature upon a hard copy of the document that is subsequently scanned, photographed, or otherwise converted to a digital image;
 5. an image of a signature affixed upon a pdf or Word document through the signer's computer, phone, or other electronic device; or

6. in issuing temporary orders of protection, or in matters where exigent circumstances prevent signing by any other method, the application of an “/s/ <name of judicial signatory>” on the signature line of the document.
- C. The signatory judge or justice shall strive to employ the most secure method of electronic signature as circumstances allow.
- D. In the event that any Clerk or County Clerk has concerns over the validity of a digital copy of order, judgment or decree electronically signed and presented for filing, that Clerk or County Clerk, or a designee, may contact the signatory judge directly and confirm the validity of the document and electronic signature prior to accepting it for filing.
- E. These methods of electronic signature are authorized on a temporary basis, and will be reviewed and circumscribed promptly at the conclusion of the COVID-19 public health emergency.



Chief Administrative Judge of the Courts

Dated: April 20, 2020

AO/86/20

EXHIBIT A

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY**

PRESENT: HON. JANE DOE

PART

Justice

-----X

INDEX NO. 999999/2018

CLARK KENT,

MOTION DATE _____

Plaintiff,

MOTION SEQ. NO. 001

- v -

PETER PARKER,

**DECISION + ORDER ON
MOTION**

Defendant.

-----X

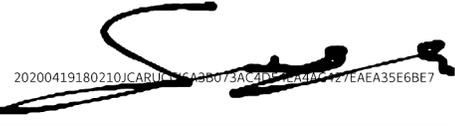
The following e-filed documents, listed by NYSCEF document number (Motion 001) 5, 6, 7, 8, 9, 25, 32, 39, 40, 41, 42, 44, 46, 49, 50, 52, 53, 54, 59, 60, 61, 62, 64

were read on this motion to/for _____.

Upon the foregoing documents, it is

4/19/2020

DATE


20200419180210JCARU... CAB073AC... 427/EAEA35E6BE7

HON. JANE DOE

CHECK ONE:

CASE DISPOSED

GRANTED

SETTLE ORDER

INCLUDES TRANSFER/REASSIGN

DENIED

NON-FINAL DISPOSITION

GRANTED IN PART

SUBMIT ORDER

FIDUCIARY APPOINTMENT

OTHER

REFERENCE

APPLICATION:

CHECK IF APPROPRIATE:

EXHIBIT B

xx/xx/2020
DATE

Jane Doe

Digitally signed by Jane Doe
DN: cn=Jane Doe, email=jane.doe@mycourts.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2020.04.18 13:10:09
Full PhantomPDF Version: 9.5.0

Hon. Jane Doe

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective May 4, 2020 and until further order, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the judicial officers, staff, and users of the Unified Court System.

A. In pending matters, digital copies of (1) motions, cross-motions, responses, replies and applications (including post-judgment applications), (2) notices of appeal and cross-appeal, (3) stipulations of discontinuance, stipulations of adjournment, and other stipulations; (4) notes of issue, and (5) such other papers as the Chief Administrative Judge may direct, shall be accepted for filing purposes by all courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) when presented for filing through (1) the UCS New York State Courts Electronic Filing (NYSCEF) system; (2) the UCS Electronic Document Delivery System (EDDS); or (3) such other document delivery method as the Chief Administrative Judge shall approve.

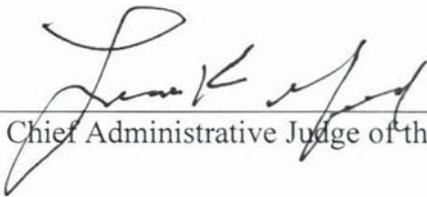
B. Documents filed through the EDDS system shall be served by electronic means, including electronic mail or facsimile. Filing fees required for documents filed through the EDDS system shall be paid by credit card or, where credit card payment is unavailable, by check delivered to the appropriate clerk's office by U.S. Mail or overnight mail service.

C. The provisions of paragraphs A and B above are authorized on a temporary basis, and will be reviewed and circumscribed promptly at the conclusion of the COVID-19 public health emergency.

D. Problem-solving courts may conduct virtual court conferences with counsel, court staff, service providers, and, where practicable, clients.

E. Judges may refer matters for virtual alternative dispute resolution, including to neutrals on court-established panels, community dispute resolution centers, and ADR-dedicated court staff.

F. The court shall not request working copies of documents in paper format.



Chief Administrative Judge of the Courts

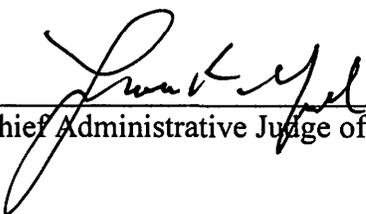
Dated: May 1, 2020

AO/87/20

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, filings through the New York State Courts Electronic Filing System (NYSCEF), including the filing of new matters, shall be accepted by courts (including County Clerks as clerks of the court) in case types approved for electronic filing. Service in such matters (other than service of commencement documents) shall be by electronic means through NYSCEF, except that unrepresented parties may file, serve and be served in such matters by non-electronic means.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties set forth in Exh. A, (a) the filing of new matters shall be accepted by courts (including County Clerks as clerks of the court) if commenced by mail; (b) the Unified Court System's Electronic Document Delivery System (EDDS) must be employed to deliver documents for filing following commencement; (c) service (other than service of commencement documents) shall be by electronic means; except that (d) unrepresented parties may file, serve and be served by non-electronic means.
3. This order shall have no effect upon filing or service in essential proceedings in any county (AO/78/20, as amended), or in non-essential proceedings in counties other than those listed in Exh. A.



Chief Administrative Judge of the Courts

Dated: May 15, 2020

AO/111/2020

Exhibit A

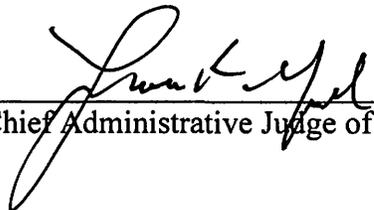
Region: Counties	Effective Date
Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca. Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie. Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.	May 18, 2020
North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex. Central: Oswego, Cayuga, Cortland, Onondaga, and Madison.	May 20, 2020

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, in courts and case types approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF. Following commencement, represented parties must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF or, where permitted under NYSCEF court rules, by mail. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties set forth in Exh. A, represented parties must commence new matters exclusively by mail. Following commencement of a new matter, and in pending matters, represented parties must file papers through the Unified Court System's Electronic Document Delivery System (EDDS) or by mail, and must serve papers (other than commencement documents) by electronic means or by mail. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.
3. In the counties and on the date set forth in Exh. B, in courts and case types approved for electronic filing through NYSCEF, represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF. Represented parties must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.

This order shall not affect procedures for the filing and service of essential matters, and supersedes AO/111/2020.



Chief Administrative Judge of the Courts

Dated: May 20, 2020

AO/114/20

Exhibit A

Region: Counties	Effective Date
<p>Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.</p> <p>Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.</p> <p>Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.</p>	May 18, 2020
<p>North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex.</p> <p>Central New York: Oswego, Cayuga, Cortland, Onondaga, and Madison.</p>	May 20, 2020
<p>Western New York: Allegany, Cattaraugus, Chautauqua, Erie, and Niagara.</p>	May 21, 2020
<p>Capital Region: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.</p>	May 26, 2020

Exhibit B

Region: Counties	Effective Date
Mid-Hudson: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester New York City: New York, Bronx, Queens, Kings, and Richmond. Long Island: Nassau and Suffolk.	May 25, 2020

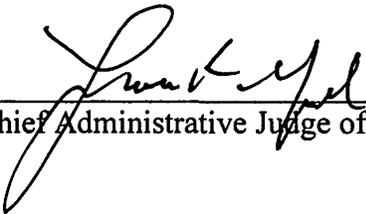
ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, in courts and case types approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF or, where permitted under NYSCEF court rules, by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties and on the dates set forth in Exh. A, represented parties must commence new matters exclusively by mail, except where otherwise authorized by the Chief Administrative Judge. Following commencement of a new matter, and in pending matters, represented parties must file papers through the Unified Court System's Electronic Document Delivery System (EDDS) or by mail, and must serve papers (other than commencement documents) by electronic means or by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.
3. In the counties and on the date set forth in Exh. B, in courts and case types approved for electronic filing through NYSCEF, represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
4. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties and on the date set forth in Exh. B, represented parties in pending matters may submit for filing digital copies of (1) motions, cross-motions, responses, replies and applications, (2) notices of appeal and cross-appeal, (3) stipulations of discontinuance, stipulations of adjournment, and other stipulations; (4) notes of issue, and (5) such other papers as the Chief Administrative Judge may direct, to courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) through EDDS

or such other document delivery method as the Chief Administrative Judge shall approve. Represented parties must serve documents filed through EDDS by electronic means, including electronic mail or facsimile. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.

This order shall not affect procedures for the filing and service of essential matters, and, on the dates that it becomes effective, supersedes administrative orders AO/87/20 (pars. A-C) and AO/114/20.



Chief Administrative Judge of the Courts

Dated: May 28, 2020

AO/115/20

Exhibit A

Region: Counties	Effective Date
<p>Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.</p> <p>Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.</p> <p>Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.</p>	May 18, 2020
<p>North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex.</p> <p>Central New York: Oswego, Cayuga, Cortland, Onondaga, and Madison.</p>	May 20, 2020
<p>Western New York: Allegany, Cattaraugus, Chautauqua, Erie, and Niagara.</p>	May 21, 2020
<p>Capital Region: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.</p>	May 26, 2020
<p>Mid-Hudson: Dutchess, Orange, Putnam, Rockland, and Westchester.</p>	May 27, 2020
<p>Mid-Hudson (remainder): Sullivan and Ulster.</p>	May 28, 2020
<p>Long Island: Nassau and Suffolk.</p>	May 29, 2020

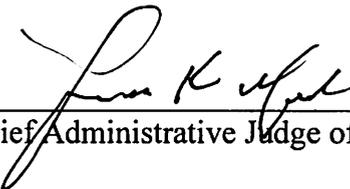
Exhibit B

Region: Counties	Effective Date
New York City: New York, Bronx, Queens, Kings, and Richmond.	May 25, 2020

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, effective June 10, 2020:

1. In courts and case types approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF or, where permitted under NYSCEF court rules, by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the trial courts, represented parties must commence new matters exclusively by mail, except where otherwise authorized by the Chief Administrative Judge. Following commencement of a new matter, and in pending matters, represented parties must file papers through the Unified Court System's Electronic Document Delivery System (EDDS) or by mail, and must serve papers (other than commencement documents) by electronic means or by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.
3. This order shall not affect procedures for the filing and service of papers in essential matters.
4. The court shall not request working copies of documents in paper format.



Chief Administrative Judge of the Courts

Dated: June 9, 2020

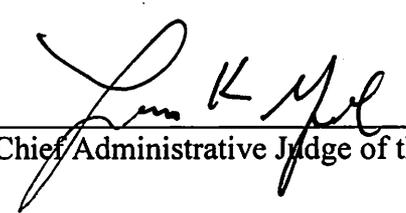
AO/121/20

**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, I hereby order and direct that, effective June 20, 2020, petitions in eviction proceedings involving residential or commercial property pursuant to Article 7 of the Real Property Actions and Proceedings Law (RPAPL), whether brought on the ground that the respondent has defaulted in the payment of rent or on some other ground, shall require the inclusion of (1)(a) an attorney affirmation in the form attached as Exh. 1a, in cases where the petitioner is represented by counsel, or (1)(b) a petitioner's affidavit in the form attached as Exh. 1b, in cases where the petitioner is self-represented; and (2) a Notice to Respondent Tenant in the form attached as Exh. 2a (if filing within the City of New York) or Exh. 2b (if filing outside the City of New York).

Consistent with prior and current gubernatorial Executive Orders (EO/202.8, EO/202.14, EO/202.28, EO/202.38) and Administrative Order AO/68/20, RPAPL eviction matters commenced on or before March 16, 2020 shall continue to be suspended until further order; eviction proceedings filed after March 16, 2020 shall, upon the filing of a petition (if no answer is filed thereafter) or the filing of an answer, be suspended until further order. Notwithstanding the foregoing, eviction matters in which all parties are represented by counsel shall be eligible for calendaring for virtual settlement conferences.

This order shall take effect on June 20, 2020, and shall remain in effect for such time as state and federal emergency measures addressing the COVID-19 pandemic amend or suspend statutory provisions governing eviction proceedings, or until further order.



Chief Administrative Judge of the Courts

Dated: June 18, 2020

AO/127/20

Exh. 1a

[Court]
COUNTY OF _____

Index No. L&T _____

Petitioner (Landlord)

AFFIRMATION

v.

Respondent (Tenant)

Address:

Please note: As a result of the COVID-19 pandemic, the commencement and prosecution of eviction proceedings were stayed under various provisions of law, including but not limited to Governor Cuomo's Executive Order 202.8 and Executive Order 202.28, Chief Administrative Judge Marks's Administrative Orders AO/68/20, AO/121/20, and AO/127/20, and the federal Coronavirus Aid, Relief, and Economic Security Act of 2020 (Public Law 116-136). This affirmation is designed to advance the purpose of these federal and state directives, and to avoid unnecessary in-person appearances of parties and others in courthouses.

[_____], Esq., pursuant to CPLR §2106 and under the penalties of perjury, affirms as follows:

1. I am an attorney at law duly licensed to practice in the state of New York and am affiliated with the law firm of _____, attorneys for Petitioner in the above-captioned eviction proceeding pursuant to RPAPL §732. As such, I am fully aware of the underlying action, as well as the proceedings had herein.

2. I am aware that, as a result of the COVID-19 pandemic, various state and federal authorities have issued statutes and executive orders regulating the time and manner of commencement and prosecution of eviction proceedings. These include (without limitation), gubernatorial Executive Orders EO-202.8 (March 20, 2020), EO-202.14 (April 7, 2020), EO-202.28 (May 7, 2020), and EO 202.38 (June 6, 2020); Chief Administrative Judge Administrative Orders AO/68/20 (March 16, 2020), AO/121/20 (June 9, 2020), and AO/127/20

(June 18, 2020), and federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, enacted on March 27, 2020).

3. I have reviewed these authorities, have consulted with my client, and affirm that, to the best of my knowledge, information, and belief, the petition and other papers filed or submitted to the Court in this matter comport with the requirements of those state and federal directives -- including the directive, set forth in Executive Order 202.28, that “[t]here shall be no initiation of a proceeding or enforcement of ... an eviction of any residential or commercial tenant, for nonpayment of rent ... by someone that is eligible for unemployment insurance or benefits under state or federal law or otherwise facing financial hardship due to the COVID-19 pandemic for a period of sixty days beginning on June 20, 2020.”

4. I am aware of my obligations under New York Rules of Professional Conduct (22 NYCRR Part 1200) and 22 NYCRR Part 130.

DATED:

Please note: Counsel may augment this affirmation to provide explanatory details, and may file supplemental affirmations or affidavits for the same purpose.

Exh. 1b

[Court]
COUNTY OF _____

Index No. L&T _____

Petitioner (Landlord)

PETITIONER'S AFFIDAVIT

v.

Respondent (Tenant)

Address:

Please note: As a result of the COVID-19 pandemic, the commencement and prosecution of eviction proceedings were stayed under various provisions of law, including but not limited to Governor Cuomo's Executive Order 202.8 and Executive Order 202.28, Chief Administrative Judge Marks's Administrative Orders AO/68/20, AO/121/20, and AO/127/20, and the federal Coronavirus Aid, Relief, and Economic Security Act of 2020 (Public Law 116-136). This affidavit, to be filed by petitioners who are self-represented in eviction matters, is designed to advance the purpose of these federal and state directives, and to avoid unnecessary in-person appearances of parties and others in courthouses.

STATE OF NEW YORK)
)ss.
COUNTY OF _____)

_____, being duly sworn, says:

1. I am the petitioner in this eviction proceeding, and am not represented by counsel. I have personal knowledge of the facts stated in the petition.

2. I am aware that, as a result of the COVID-19 pandemic, various state and federal authorities have issued statutes and orders regulating the bringing of eviction proceedings. These include (without limitation), Governor Cuomo's Executive Orders EO-202.8 (March 20, 2020), EO-202.14 (April 7, 2020), EO-202.28 (May 7, 2020), and EO 202.38 (June 6, 2020) (<https://www.governor.ny.gov/executiveorders>); Chief Administrative Judge Administrative

Orders AO/68/20 (March 16, 2020), AO/121/20 (June 9, 2020), and AO/127/20 (June 18, 2020) (<https://www.nycourts.gov/latest-AO.shtml>), and section 4024 of the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, enacted on March 27, 2020) (see, e.g. <https://crsreports.congress.gov/product/pdf/IN/IN11320>).

3. I have reviewed these authorities, and declare that, to the best of my knowledge, information, and belief, the petition and other papers filed in this matter meet the requirements of those state and federal directives -- including the requirement contained in Executive Order 202.28, that “[t]here shall be no initiation of a proceeding or enforcement of ... an eviction of any residential or commercial tenant, for nonpayment of rent ... by someone that is eligible for unemployment insurance or benefits under state or federal law or otherwise facing financial hardship due to the COVID-19 pandemic for a period of sixty days beginning on June 20, 2020.”

Petitioner's Full Name

Sworn to before me this
_____ day of _____, 20____

Public Notary

NOTICE TO RESPONDENT TENANT

**DURING THE CORONAVIRUS EMERGENCY, YOU
MIGHT BE ENTITLED BY LAW TO TAKE ADDITIONAL
DAYS OR WEEKS TO FILE AN ANSWER TO THIS
PETITION.**

**PLEASE CONTACT YOUR ATTORNEY FOR MORE
INFORMATION.**

IF YOU DON'T HAVE AN ATTORNEY, PLEASE CALL

718-557-1379

OR VISIT

www.nycourts.gov/evictions/nyc/

AVISO A INQUILINO DEMANDADO

**DURANTE LA EMERGENCIA DEL CORONAVIRUS,
ES POSIBLE QUE USTED TENGA DERECHO POR LEY
A TOMAR DÍAS O SEMANAS ADICIONALES
PARA PRESENTAR UNA RESPUESTA
A ESTA PETICIÓN**

**POR FAVOR CONTACTE A SU ABOGADO PARA MAS
INFORMACIÓN.**

SI USTED NO TIENE UN ABOGADO, LLAME AL

718-557-1379

O VISITE

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FOR MORE INFORMATION.

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PARA PRESENTAR UNA RESPUESTA
A ESTA PETICIÓN**

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INFORMACIÓN.**

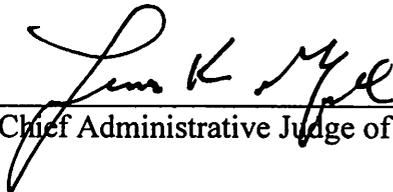
**SI USTED NO TIENE UN ABOGADO, VISITE
www.nycourts.gov/evictions/outside-nyc/**

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, I hereby order and direct that, effective June 24, 2020, commencement papers in foreclosure proceedings involving residential or commercial property shall require the inclusion of (1) an attorney affirmation in the form attached as Exh. 1 and (2) a Notice to Respondent, in English and Spanish, in the form attached as Exhs. 2 and 3.

Consistent with prior and current gubernatorial Executive Orders (EO/202.8, EO/202.14, EO/202.28, EO/202.38) and Administrative Order AO/68/20, foreclosure matters commenced on or before March 16, 2020 shall continue to be suspended until further order; foreclosure proceedings filed after March 16, 2020 shall, upon the filing of a complaint (if no answer is filed thereafter) or the filing of an answer, be suspended until further order; initial mandatory settlement conferences in residential foreclosures pursuant to CPLR 3408 shall not be scheduled; and foreclosure auctions shall continue to be suspended until further order. Notwithstanding the foregoing, foreclosure matters in which all parties are represented by counsel shall be eligible for calendaring for both initial and follow-up virtual settlement conferences; lenders may move for a judgment of foreclosure and sale on the ground that a property is vacant and abandoned; and lenders may move to discontinue a pending case.

This order shall take effect on June 24, 2020, and shall remain in effect for such time as state and federal emergency measures addressing the COVID-19 pandemic amend or suspend statutory provisions governing foreclosure proceedings, or until further order.



Chief Administrative Judge of the Courts

Dated: June 23, 2020

AO/131/20

Exh. 1

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

Index No. _____

Petitioner

AFFIRMATION

v.

Defendant

Mortgaged Premises:

Please note: As a result of the COVID-19 pandemic, the commencement and prosecution of foreclosure proceedings were stayed under various provisions of law, including but not limited to Governor Cuomo's Executive Order 202.8 and Executive Order 202.28, Chief Administrative Judge Marks's Administrative Orders AO/68/20, AO/121/20, and AO/127/20, and the federal Coronavirus Aid, Relief, and Economic Security Act of 2020 (Public Law 116-136). This affirmation is designed to advance the purpose of these federal and state directives, and to avoid unnecessary in-person appearances of parties and others in courthouses.

[_____], Esq., pursuant to CPLR §2106 and under the penalties of perjury, affirms as follows:

1. I am an attorney at law duly licensed to practice in the state of New York and am affiliated with the law firm of _____, attorneys for Plaintiff(s) in the above-captioned foreclosure proceeding. As such, I am fully aware of the underlying action, as well as the proceedings had herein.

2. I am aware that, as a result of the COVID-19 pandemic, various state and federal authorities have issued statutes and executive orders regulating the time and manner of commencement and prosecution of foreclosure proceedings. These include (without limitation), gubernatorial Executive Orders 202.8 (March 20, 2020), 202.14 (April 7, 2020), 202.28 (May 7, 2020), and 202.38 (June 6, 2020); Chief Administrative Judge Administrative Orders AO/68/20

(March 16, 2020), AO/121/20 (June 9, 2020), and AO/127/20 (June 18, 2020); and federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, enacted on March 27, 2020), Department of Veterans Affairs Circular 26-20-22 (June 17, 2020), and Department of Housing and Urban Development Mortgagee Letter 2020-19 (June 17, 2020).

3. I have reviewed these authorities, have consulted with my client, and affirm that, to the best of my knowledge, information, and belief, the petition and other papers filed or submitted to the Court in this matter comport with the requirements of those state and federal directives -- including the directive, set forth in Executive Order 202.28, that “[t]here shall be no initiation of a proceeding or enforcement of ... a foreclosure of any residential or commercial mortgage, for nonpayment of such mortgage, owned ... by someone that is eligible for unemployment insurance or benefits under state or federal law or otherwise facing financial hardship due to the COVID-19 pandemic for a period of sixty days beginning on June 20, 2020.”

4. I am aware of my obligations under New York Rules of Professional Conduct (22 NYCRR Part 1200) and 22 NYCRR Part 130.

DATED:

Please note: Counsel may augment this affirmation to provide explanatory details, and may file supplemental affirmations or affidavits for the same purpose.

NOTICE TO DEFENDANT

**DURING THE CORONAVIRUS EMERGENCY, YOU
MIGHT BE ENTITLED BY LAW TO TAKE ADDITIONAL
DAYS OR WEEKS TO FILE AN ANSWER TO THIS
COMPLAINT.**

**PLEASE CONTACT YOUR ATTORNEY FOR MORE
INFORMATION.**

**IF YOU DON'T HAVE AN ATTORNEY,
PLEASE VISIT**

<http://ww2.nycourts.gov/admin/OPP/foreclosures.shtml>

OR

<https://www.nycourts.gov/courthelp/Homes/foreclosures.shtml>

AVISO A DEMANDADO

**DURANTE LA EMERGENCIA DEL CORONAVIRUS,
ES POSIBLE QUE USTED TENGA DERECHO POR LEY
A TOMAR DÍAS O SEMANAS ADICIONALES
PARA PRESENTAR UNA RESPUESTA
A ESTA PETICIÓN**

**POR FAVOR CONTACTE A SU ABOGADO PARA MAS
INFORMACIÓN.**

**SI USTED NO TIENE UN ABOGADO,
VISITE**

<http://ww2.nycourts.gov/admin/OPP/foreclosures.shtml>

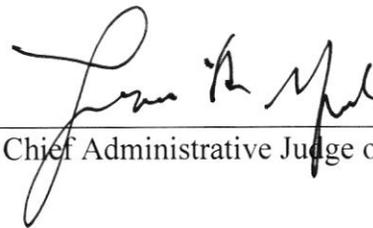
O

<https://www.nycourts.gov/courthelp/Homes/foreclosures.shtml>

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, I hereby order and direct that petitions in eviction proceedings involving property pursuant to Article 7 of the Real Property Actions and Proceedings Law (RPAPL) and in foreclosure proceedings shall no longer require an accompanying attorney affirmation or petitioner's affidavit, as previously required pursuant to Administrative Orders AO/127/20 and AO/131/20. AO/127/20 and AO/131/20 are modified to this extent only, and shall otherwise continue in full force and effect, including but not limited to the continued requirement of service of a Notice to Respondent Tenant or Notice to Respondent as described in those orders.

This order shall take effect immediately, and shall remain in effect until further order.



Chief Administrative Judge of the Courts

Dated: July 7, 2020

AO/143/20

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS
[corrected 8/13/20]

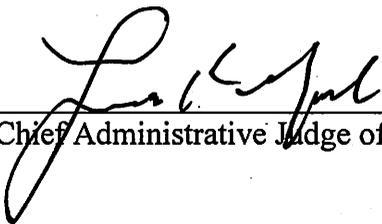
Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, effective August 13, 2020, notwithstanding the terms of any prior administrative order, the following procedures and protocols shall apply to the conduct of residential and commercial eviction matters before the New York State courts:

1. Commercial Eviction Matters Commenced Prior to March 17, 2020: Commercial eviction matters commenced prior to March 17, 2020 may proceed in the normal course, subject to the following:
 - a. Consistent with Executive Order 202.28, as modified by Executive Order 202.48, "[t]here shall be no initiation of a proceeding or enforcement of ... an eviction of any ... commercial tenant, for nonpayment of rent ... rented by someone that is eligible for unemployment insurance or benefits under state or federal law or otherwise facing financial hardship due to the COVID-19 pandemic" for a period of sixty days beginning on June 20, 2020.
 - b. Further proceedings in commercial eviction matters may be governed by the suspension of "any specific time limit for the commencement, filing, or service of any legal action, notice, motion, or other process or proceeding, as described by the procedural laws of the state," set forth in Executive Orders 202.8, 202.14, 202.28, 202.38, 202.48, and 202.55.
2. Residential Eviction Matters Commenced Prior to March 17, 2020: Effective August 13, 2020, residential eviction matters commenced prior to March 17, 2020 may proceed as follows:
 - a. Prior to conducting any further proceedings in any pending residential eviction matter filed prior to March 17, 2020, the court must initiate a status or settlement conference. This requirement shall apply in all matters at any stage of the eviction process, including any matter where a warrant of eviction has issued and been delivered to an enforcement agent but has not been executed.
 - b. At the conference, the court shall review the procedural history of the matter; confirm compliance with notice requirements; inquire into the effects, if any, that the COVID-19 pandemic has had upon the parties; review any special relief under state or federal law to which the parties may be entitled in light of the pandemic, including the New York Tenant Safe Harbor Act (L. 2020, c. 127); refer unrepresented parties to local

civil legal service providers and housing counseling agencies; assess any pending and anticipated motions; approve briefing schedules proposed by stipulation of the parties; and use best efforts (including referral to alternative dispute resolution) to resolve any outstanding issues.

- c. Following the conference, the court may take such further steps as it deems appropriate, including allowing the matter to proceed. If the court directs an eviction to proceed following the conference, the eviction shall be scheduled or rescheduled to take place no sooner than October 1, 2020.
 - d. Further proceedings in residential eviction matters may be governed by the suspension of “any specific time limit for the commencement, filing, or service of any legal action, notice, motion, or other process or proceeding, as described by the procedural laws of the state,” set forth in Executive Orders 202.8, 202.14, 202.28, 202.38, 202.48, and 202.55.
 - e. In ordering relief in any residential eviction matter, the court should remain particularly mindful of additional prohibitions on evictions that may be commanded by executive order, state statute, or federal law.
3. Continued Suspension of Eviction Matters Commenced After March 16, 2020: Eviction proceedings commenced after March 16, 2020 shall, upon the filing of a petition (if no answer is filed thereafter) or the filing of an answer, be suspended until further order. Notwithstanding the foregoing, eviction matters in which all parties are represented by counsel shall be eligible for calendaring for virtual settlement conferences.
 4. Filing and Service: Filing and service of process in eviction proceedings shall continue as set forth in Administrative Order AO/121/20.
 5. Notice to Respondent Tenant: Petitions in eviction proceedings pursuant to Article 7 of the Real Property Actions and Proceedings Law shall continue to include a Notice to Respondent Tenant in the form attached as Exh. 1a (if filing within the City of New York) or Exh. 1b (if filing outside the City of New York).
 6. Remote Proceedings: Eviction proceedings should be conducted remotely whenever appropriate.
 7. Essential Matters: This order shall not affect procedures for the filing and service of essential matters.
 8. New York City: In addition to the applicable provisions of this Administrative Order, eviction matters before the New York City Housing Court shall also be governed by DRP 213 of the Civil Court of the City of New York.

9. This order supersedes Administrative Order AO/127/20, and further supersedes the provisions of any other Administrative Order inconsistent with its terms.



Chief Administrative Judge of the Courts

Dated: August 13, 2020

AO/160A/20