

NASSAU COUNTY FAMILY COURT
MANDATORY ELECTRONIC CHECK-IN
EFFECTIVE JULY 9, 2012

Use the following link to check-in:

<http://www.nycourts.gov/familycourtcheckin/>

- Check-in between noon on the day before appearances and 9:00 am on the day of the appearances. No entry or editing is permitted between 9:00 am and noon.
- This is an internet application.
- Check-in for all appearances - by time and part. Entries must be entered in time order, for example a 2:00 pm entry cannot be entered before an 11:00 am entry is made. A drop down list of parts is available by the name of the judge, court attorney-referee, or support magistrate. In addition, court attorney conference parts are available for each judge.
- For general calls, choose the time scheduled followed by a G. For time certain calls, choose the time without a G.
- There is a specific area where you can inform the court if you are scheduled to be in another county or court during the day.
- If you are covering for someone else, check-in separately using that person's last name followed by the word "by" and your own last name. Ex., Smith for Jones.
- If Attorney Smith is covering for Attorney Jones, Attorney Smith checks in as "Jones by Smith." Attorney Smith must also check-in as "Smith" if he/she has their own cases.
- If you are appearing in more than one Family Court, check in separately for each court.
- There are further instructions and answers to Frequently Asked questions at the link above.
- For further information, comments, or questions contact:

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