

OPERATIONAL AND PROCEDURAL CHANGES DUE TO COVID-19 SAFETY CONCERNS

OPERATIONS:

The court is open and operating with a reduced number of staff members. Many operations, however, are being conducted virtually/remotely.

FILING PAPERS WITH THE COURT:

All types of petitions, motions and documents are being accepted for filing.

Papers may be:

- e-filed (for more information, visit the NYSCEF web page at www.nycourts.gov/efile and review the Nassau County Surrogate's Court e-filing protocols found on this website); or
- filed by mail; or
- if filed in person, brought to the courthouse and placed in the drop box located on the 3rd floor at the entrance of the Surrogate's Court.

All filings must include contact information for petitioner or petitioner's counsel, including an email address and telephone number.

CITATIONS AND OTHER PROCESS:

Citations or orders to show cause (as process) will continue to issue. Service shall be by alternative service. **There will be no in-person appearances on the return date of the Citation.** Litigants will be contacted by court personnel to arrange for virtual conferences.

CONFERENCES, TRIALS AND HEARINGS:

The court will continue to conduct most conferences, trials and hearings using electronic means (Microsoft Teams), with all parties appearing virtually. Finalizations of adoptions and hearings in 17-A Guardianships will be scheduled and conducted through electronic means as well.

VISITING THE COURTHOUSE:

Safety measures and precautions are being taken to protect the health of employees and court users. Court staff is equipped with personal protective equipment ("P.P.E."), including face masks and face shields. Hand sanitizer dispensers and floor markers are in place to assist with hygiene measures and physical distancing.

SCPA 1404 AND 2211 EXAMINATIONS:

Until further notice, SCPA 1404 and 2211 examinations will not be conducted at the courthouse. Such exams shall be held at a location and time mutually convenient to the parties.

MOTIONS:

File all motions through NYSCEF, and provide the court with a hard copy of all papers. Motion papers will not be submitted without a physical hard copy. You may mail your hard copy to Nassau County Surrogate's Court, 262 Old Country Road, Mineola, New York 11501, or you may deliver it in person and place it in the drop box at the court. Whatever is mailed or dropped off must have a clear indication that it must go to the Motion Clerk (ie: ATTN: MOTION CLERK).

Any questions regarding motions can be directed to our Motion Department via email at:

nassausurrogatemotions@nycourts.gov.