

## IMPORTANT NOTICE

**PUBLIC ENTRY INTO THE COURTHOUSE.** The Bronx County courthouse is open to public. Court users who have been fully vaccinated for COVID-19 and can provide proof of vaccination (a vaccination card or a New York State Excelsior Vaccination Pass) may request a court-issued Visitor or Attorney/Agency pass permitting them to enter the courthouse and its offices without completing a health safety screening and without wearing a face covering or mask. The Visitor or Agency pass must be worn on the outermost piece of clothing at all times in the courthouse or you must wear a mask. Unvaccinated court users must continue to complete a health safety screening before entering the courthouse and wear a mask of face covering at all times.

**THE BRONX SURROGATE'S COURT'S ADMINISTRATIVE OFFICES.** The Court's administrative offices are open to the public from 9:00 am to 5:00 pm. Absent exigent circumstances, clerks will meet with attorneys and public users by appointment only. Such appointments can be requested using the individual Department's e-mail address (see below) or by speaking with the Court's representative who is stationed daily at the administrative offices' entrance.

The cashier's office is open from 9:00 am to 4:00 pm. Appointments are generally not required to pay fees, obtain certificates or purchase certified copies. Please note that the Court does not accept personal checks. All checks (attorney or bank certified) and money orders should be made payable to the "Bronx Surrogate's Court." The Court also accepts credit card payments, which are subject to a nonrefundable service charge.

You must make an appointment to access the Court's Record Room. Those appointments can be scheduled by calling (718) 618-2395.

The Court's administrative offices adhere to all CDC protocols for preventing the spread of the COVID-19 virus. The number of visitors permitted in the offices at the same time will be limited to ensure social distancing and the safety of court personnel.

**OPERATIONS.** All Departments are working daily to process new and existing matters. Due to staffing shortages, there may be delays in returning telephone messages left with the Departments. As such, we suggest e-mailing the Department instead.

**SCPA 1404 EXAMINATIONS.** Examinations pursuant to SCPA 1404 may be conducted in the courtroom by appointment. Appointments can be scheduled by e-mailing the Probate Department.

**COMMUNICATIONS.** Departments can be contacted by telephone, e-mail or dropping off written communications in the Surrogate's Court bin located at the entrance of the Court's administrative offices (the bin's contents are regularly distributed to the appropriate Departments).

The Departments' general telephone numbers are shown on our website's home page. Please be advised that due to staffing shortages there will be significant delays in returning phone messages left with the Departments. The best way to contact the Departments is by e-mail. The e-mail addresses for each of the Departments are as follows:

Accounting/Miscellaneous: [BronxSurr-AcctgMisc@nycourts.gov](mailto:BronxSurr-AcctgMisc@nycourts.gov)  
Administration: [BronxSurr-Administration@nycourts.gov](mailto:BronxSurr-Administration@nycourts.gov)  
Cashier: [BronxSurr-Cashier@nycourts.gov](mailto:BronxSurr-Cashier@nycourts.gov)  
Guardianship [BronxSurr-Guardianship@nycourts.gov](mailto:BronxSurr-Guardianship@nycourts.gov)  
Law Department: [BronxSurr-LawDept@nycourts.gov](mailto:BronxSurr-LawDept@nycourts.gov)  
Probate: [BronxSurr-Probate@nycourts.gov](mailto:BronxSurr-Probate@nycourts.gov)  
Record Room: [BronxSurr-RecordRoom@nycourts.gov](mailto:BronxSurr-RecordRoom@nycourts.gov)  
Small Estates: [BronxSurr-SmallEstates@nycourts.gov](mailto:BronxSurr-SmallEstates@nycourts.gov)

Mailings are to be addressed to the Bronx Surrogate's Court, 851 Grand Concourse, Room 317, Bronx, New York 10451. You can leave a voicemail with a Department by using the Court's main number (718) 618-2300 and then selecting the appropriate prompt.

All communications with the Court must include your contact information, INCLUDING YOUR CURRENT HOME/OFFICE ADDRESS, E-MAIL ADDRESS AND TELEPHONE NUMBER. You will not receive a response if you do not provide the Court with such updated contact information.

**FILING PAPERS WITH THE COURT.** All types of petitions, motions and documents are being accepted for filing. Papers may be filed by mail (USPS or any express mail service) or by dropping them off in the Surrogate's Court bin referenced above. Papers may also be filed using the New York State Court's Electronic Filing System ("NYSCEF"). For more information regarding NYSCEF, you can click on the grey tab marked "E-Filing" on the left side of this website's home page or visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile).

Filed papers will be reviewed by the Court staff in the order they are received but not necessarily on the same date that they are filed. Court personnel may contact petitioners or their counsel as needed once filed papers are reviewed.

All communications with the Court must include your contact information, INCLUDING YOUR CURRENT HOME/OFFICE ADDRESS, E-MAIL ADDRESS AND TELEPHONE NUMBER. You will not receive a response if you do not provide the Court with such updated contact information.

**Please note you may not file papers (e.g., petitions, objections, answers, motions, affidavits of service) with the Court by e-mail. All filings must be in proper form and the applicable fee, if any, must be paid.**

Filers requesting any documents must provide the court with self-addressed stamped envelopes bearing adequate postage for the return. The Court will not mail documents back to the filer without such properly stamped envelopes.

**VIRTUAL AND REMOTE APPEARANCES:** Unless otherwise ordered, all cases, hearings, conferences, motions, oral arguments and proceedings will be conducted virtually using means such as videoconferencing, joint telephone calls and the like.

**THERE WILL BE NO CALENDAR CALLS OR APPEARANCES PERMITTED IN THE COURTHOUSE ON RETURN DATES FOR CITATIONS OR MOTIONS.**

For those served with a citation for a virtual appearance:

**If you do not** oppose the relief requested by the citation or do not wish to appear, you do not need to contact the Court. No further action is required.

**If you oppose** the requested relief, you or your attorney must notify the Court of this **in writing** so that the Court receives your response at least two (2) business days before the date listed on the citation. You may respond in writing by an e-mail sent to [VirtualBronxSurrogatesCourt@nycourts.gov](mailto:VirtualBronxSurrogatesCourt@nycourts.gov) or by mail to the Court's administrative offices at 851 Grand Concourse, Room 321, Bronx New York 10451.

**Your written response must include an e-mail address and/or a telephone number by which you can be reached during normal business hours.** Prior to the return date in the citation, the Court will forward you an invitation to the provided e-mail address. **You must accept the invitation to virtually appear on the return date.**

**If you do not provide the Court with your e-mail address and/or phone number, the Court will not respond to you. If the Court does not hear from you on or before the citation's return date, it will be presumed that you consent to the Court granting the relief requested in the citation.**

If you lack the technology to remotely appear on the scheduled Court date via Teams, you must e-mail the Court's Calendar Clerk at [VirtualBronxSurrogatesCourt@nycourts.gov](mailto:VirtualBronxSurrogatesCourt@nycourts.gov), or leave a voicemail message with the Calendar Clerk's office at (718) 618-2373. **This communication must be made no more than two (2) business days before the scheduled Court date and include an e-mail address and/or telephone number where you can be reached during normal business hours.** Someone from the Court will contact you and make alternative arrangements to appear.

**THE HELP CENTER.** Unrepresented parties who have questions about Court procedures or policies may contact our Help Center by calling 718-618-1722 and 718-

618-1744 (a dedicated Spanish line) or by email at [bxsurhelpctr@nycourts.gov](mailto:bxsurhelpctr@nycourts.gov). For more information regarding our Help Center, you can click on the grey tab marked "Help Center" on the left side of our web site's home page.

**The terms of this Notice are subject to modification  
in the Court's discretion and as the need arises.**