

**BRONX COUNTY SURROGATE'S COURT**  
**VIRTUAL APPEARANCE NOTICE**

You have been served with a citation for a matter that is on the Bronx County Surrogate's Court calendar. Please be advised this Court has established "Virtual Chambers" to continue serving the public and Court users while limiting potential COVID-19 exposure. **All calendar appearances shall be conducted by virtual means using the Microsoft Teams platform ("Teams") unless a party notifies the Court that it wishes to appear in person at least three (3) business days before the scheduled court appearance.**

**IF YOU DO NOT OPPOSE** the relief requested in the citation and do not want 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 three (3) 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 (i) include an e-mail address and/or a telephone number by which you can be reached during normal business hours and (ii) state whether you or your counsel want to appear in person or by virtual means on the scheduled court date.**

If you elect to appear virtually, the Court will send a Teams invitation to your e-mail address prior to the court date. You must accept the invitation to appear via Teams.

**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 have questions regarding the procedure for responding to this citation, you may contact the Court at the e-mail address listed above. Please note that the Court may only provide procedural information and is prohibited from providing you with legal advice. If you have questions regarding the specific proceeding you are being cited for, you may contact the attorney identified at the bottom of the citation.

**Please note that except as expressly provided above, 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.**