



Family Court of the State of New York

County of Sullivan
Sullivan County Government Center
100 North Street
Monticello, NY 12701

Tel: 845-791-3505 Fax: 845-476-3620
sullivanfamilycourt@nycourts.gov

Hon. Jacqueline Ricciani
Family Court Judge

Hon. E. Danielle Jose-Decker
Acting Family Court Judge

Hannah Prall
Support Magistrate

Judith A. Yates
Deputy Chief Clerk

FAMILY COURT RULES

Effective March 21, 2023

1. All proceedings shall be conducted in person except for those matters for which circumstances necessitate a virtual appearance by Microsoft Teams. Request for same will be granted in the Court's discretion, upon application. Arraignments and conferences before the Support Magistrate will continue to be held virtually.
2. Childcare is available in the Government Center Annex. Children may be signed in for childcare which is available to parties and witnesses. Please call 845-791-3535 for the hours of operation of the Childcare Center.
3. All correspondence or communication with the Court shall be sent to the Family Court's e-mail at sullivanfamilycourt@nycourts.gov, and not to Chambers. All correspondence to the Court must be copied to all attorneys and self-represented parties.
4. Counsel, client(s), and any witnesses must follow all the protocols for appearing in person, including the wearing of appropriate attire. Shorts and tank tops are not permitted.
5. Counsel and parties shall arrive on time for their scheduled court appearances. If any attorney has two or more cases on for the same time before different Family Court Judges or the Support Magistrate, please advise the Court at least 24 hours prior to the scheduled appearance so the calendars can be coordinated.
6. By appearing virtually or in person, all parties, counsel, caseworkers, agency representatives or other persons represent that they are not recording the proceedings and agree that they will not do so. The Rules of the Chief Judge prohibit anyone from recording, broadcasting, streaming, or taking video or pictures of court proceedings. The Court makes the only official record, which is available upon request. Failure to abide by this mandate may result in removal from the building, a device being confiscated, or other remedial measures.
7. All participants shall maintain civility during their court proceedings. Failure to remain civil, may result in the person being removed from the proceeding after appropriate warning.

ALL HEARINGS

8. ***At least ten business days prior to the date scheduled for a trial or fact-finding hearing***, whether in person or virtual, you must provide the Court, all counsel (including the Attorney for the Child) and self-represented parties, with a list of all proposed witnesses whom you intend to call to testify. You must seek prior permission from the Court if a witness wishes to appear virtually.
9. Any documentary evidence sought to be introduced must be provided to the Court, all counsel and self-represented parties ***at least five days prior to the trial*** either by regular mail or personal delivery. Voluminous records, including medical records, need not be exchanged but must be filed with the Clerk and will be available for review by appointment.
10. All motions, including applications for subpoenas, must be mailed or delivered to the Family Court.
11. All exhibits must be pre-marked and identified as follows: Numerically for Petitioners, Alphabetically for Respondents and by Roman Numeral for the Child's Attorney.

VIRTUAL PROCEEDINGS

12. Arraignments and conferences before the Support Magistrate are held virtually through Microsoft Teams. Counsel must forward the Microsoft Teams invitation to their clients or witnesses who will be expected to join the meeting or call the number provided in the invitation, and then enter the conference ID number including the “#” at the end of the number. If a party or witness does not have access to Microsoft Teams, please contact the Court to make alternate arrangements.
13. Counsel are to make arrangements in advance with their clients to ensure that the clients or witnesses have computer access with audio and visual capability and sufficient bandwidth to support a virtual appearance. Counsel must confirm with the Court their clients or witness' email addresses and phone number.
14. For virtual appearances, counsel must advise clients and witnesses in advance of the following:
 - a) That any recordings of the proceedings made by any individual other than the official court reporter or FTR recording device, is strictly prohibited.
 - b) Witnesses must be instructed by counsel that they are not permitted to read or refer to any exhibit, image, document or other writing of any kind, including notes during virtual testimony, other than exhibits, images, documents or other writings provided to them by counsel in the course of direct or cross examination. They must also be instructed that they shall have no access to any sources of information, written or otherwise, out of the sight of the Court, including any other computer monitors, screens, tv screens or cell phones.

- c) Witnesses must be instructed by counsel that no other individual may be present either physically or electronically in the same room as the witness, or near the witness so as to be seen and/or heard by the witness.
- d) Counsel must instruct clients and/or witnesses that they are expected to wear proper attire and to be seated or standing as they are able (no lying down, walking around or driving).
- e) During the course of the proceedings, virtual participants must stay within camera range unless otherwise excused.
- f) Individuals appearing virtually must display their actual backgrounds, which should always remain professional and dignified, unless the Court grants permission to blur the background upon appropriate application.
- g) There shall be no eating, vaping, smoking, driving or consumption of alcoholic beverages during any virtual appearance.