

I. 2019 ANNUAL REPORTS

1. 2019 Annual Reports must be filed by May 31st, the usual deadline. There is no general extension of the filing deadline due to the current pandemic.
2. You should prepare, file and serve your annual reports always mindful that you can do so without risk to health or breach of social distancing measures or any other state and local ordinances.

3. New York State currently allows virtual notarization. You can have your Annual Report notarized remotely using audio video technology. Specific procedures must be followed to remotely notarize a document. For further details you can visit:

https://www.dos.ny.gov/licensing/notary/DOS_COVID19_RemoteNotaryGuidance.pdf

and

<https://www.law.com/newyorklawjournal/2020/04/28/interim-comment-on-use-of-remote-notarizations-pursuant-to-executive-order-202-7/#>

4. Annual Reports may be filed by mail, please follow the following steps:

- Include a cover letter with the case index number indicating that the report is for filing
- Send copies to all proper parties – See GAN’s “Guide to Guardianship for Lay Guardians” at: <http://ww2.nycourts.gov/sites/default/files/document/files/2017-11/ENGLISH.pdf>, pages 26-27
- Remember that attachments and copies of verification documents are included only with the copy sent to your Court Examiner. These are not included with the report filed in Court nor with copies sent to the other parties.
- Keep a copy of the annual report for your own records

5. When mailing your original report make sure to write the full Supreme Court or County Clerk address, including the filing room number. Below are addresses for counties in New York City and Long Island. Guardians filing in other counties, please contact the courthouse or county clerk office to confirm correct address.

Queens County

Queens County Supreme Court
Guardianship Department
88-11 Sutphin Blvd., Room 100
Jamaica, NY 11435

New York County

New York County Supreme Court
Guardianship and Fiduciary Services
60 Centre Street, Room 158
New York, NY 10007

Richmond County

Supreme Court, Richmond County
25 Hyatt Street, 4th Floor
Staten Island, NY 10301

Bronx County

Bronx County Supreme Court
Guardianship Department
851 Grand Concourse, Room 216
Bronx, New York 10451

Kings County

Kings County Clerk Office
Guardianship Records
360 Adams Street, Room 122A
Brooklyn, NY 11201

Nassau County:

Supreme Court, Nassau County
100 Supreme Court Drive, Room 152
Mineola, New York 11501

Suffolk County

Suffolk County Supreme Court
C/O: Guardianship Department
400 Carleton Avenue
Central Islip, NY 11722

6. Should it be impossible or very difficult to prepare and file your report timely, you should file it as soon as possible once your region reopens in conformance with state or local government orders. You should contact your Court Examiner to explain any expected filing delay. Later the Court may consider and excuse the delay on a case by case basis based on your particular circumstances.

II. GENERAL COURT PROCEDURE CHANGES

Currently courts are largely operating virtually (using video and audio technology) to hear only new essential or emergency cases and filing of motions and other pleadings in pending cases. Please contact the particular courthouse for further information and instructions on filing procedures.

III. PROCEDURE CHANGES BY COUNTY

FOR COUNTIES NOT LISTED, PLEASE CONTACT DIRECTLY THE COUNTY SUPREME COURT WHERE YOU WERE APPOINTED.

[Suffolk County](#)