

Jefferson County Supreme Court  
**FORECLOSURE AUCTION PROCEDURES**  
(Covid-19 Public Health Emergency)

In an Administrative Order of the Chief Administrative Judge of the Courts dated July 23, 2020 (AO 157/20), Chief Administrative Judge Lawrence Marks required each judicial district to assess auction practices within the district and to develop “appropriate procedures and protocols for the safe and healthful conduct of such actions within their districts in light of the COVID-19 pandemic” (AO 157/20). These policies and procedures set forth below for scheduling of Foreclosure Auctions have been approved for the 5<sup>th</sup> Judicial District, Jefferson County, and will take effect immediately. They shall remain in effect during the COVID-19 health emergency or until further direction.

1. **In order to schedule an auction**, Plaintiffs’ attorneys must now contact the Jefferson Foreclosure Part at [Jefferson-Foreclosures-Sales@nycourts.gov](mailto:Jefferson-Foreclosures-Sales@nycourts.gov) to **schedule a sale date and time**. The email and associated calendar will be monitored by court staff and they will confirm with you an approved sale date and time.

**LOCATION OF ALL AUCTIONS:    Jefferson County Court Complex  
Front Vestibule - Overflow into Lobby  
163 Arsenal Street  
Watertown, NY 13601**

2. **Only one auction at a time** may be conducted and auctions may only be scheduled in half-hour blocks, between the hours of 10:00 AM and 3:00 PM in order to avoid peak employee and general public entrance/exit times.

3. If the Jefferson Foreclosure Part becomes aware of an auction that is **scheduled without the approval of the Foreclosure Part** and it conflicts with an auction properly scheduled through the Jefferson Foreclosure Part, the following rules shall apply:

- a. The Plaintiffs’ attorneys and Referees involved in the conflicting sales will be directed to check with their clients and/or other principals to ensure that their auction is set to continue and their file in not on a loss mitigation hold or some other stay;
- b. If the conflicting auctions need to go forward, the auction that was scheduled through the Jefferson Foreclosure Part shall occur in the Jefferson County Court Complex Front Vestibule with any overflow into the Lobby.

For the auction that was not properly scheduled, the Referee must either:

- 1. Hold the auction outside
- 2. Properly re-schedule the auction with the court

Granted **Judgments of Foreclosure and Sale** shall incorporate directions consistent with the above and shall require compliance with the “Foreclosure Auction Rules for the 5<sup>th</sup> Judicial District” and the “Covid-19 Health Emergency Rules”.