

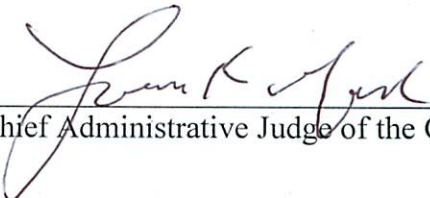
ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and upon consultation with and agreement of the Administrative Board of the Courts, I hereby amend section 200.4 of the uniform rules for courts exercising criminal jurisdiction (22 NYCRR Part 200) as follows, effective January 1, 2020:

\* \* \*

Section 200.4 Submission of papers to judge of a criminal court.

All papers for signature or consideration of the court shall be presented to the clerk of the trial court in the appropriate courtroom or clerk's office, except that where the clerk is unavailable or the judge so directs, papers may be submitted to the judge and a copy filed with the clerk at the first available opportunity. Where a court does not employ a clerk for at least part of every business day and where the clerk is unavailable on the day when it is necessary to submit papers timely, papers may be submitted by regular mail accompanied by an affidavit of service, or by facsimile or electronic mail and a copy filed with the clerk at the first available opportunity, and will be considered filed upon the date of mailing or when the papers are successfully delivered by facsimile or email. All papers for any judge that are filed in the clerk's office shall be promptly delivered to the judge by the clerk. The papers shall be clearly addressed to the judge for whom they are intended and prominently show the nature of the papers, the title and the identification number of the accusatory instrument or instruments by which defendant is charged, the name of the assigned judge, if any, the name of the attorney or party submitting them and the return date of any motion to which the papers refer.

  
Chief Administrative Judge of the Courts

Dated: December 20, 2019

AO/389/19