

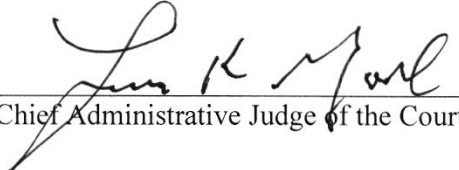
The following documents are a collection of Administrative Orders of the Chief Administrative Judge of the Courts which pertain to the Court's emergency operations implemented in response to the COVID-19 (Coronavirus) public health crisis.

Updated May 29, 2020

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, I hereby promulgate the following protocols to mitigate the adverse effects of the COVID-19 outbreak upon the practice of civil litigation before the courts of the Unified Court System, effective immediately:

1. Civil Litigation Generally: The prosecution of pending civil matters (including discovery) in a manner that requires in-person appearances or travel, or otherwise requires actions inconsistent with prevailing health and safety directives relating to the coronavirus health emergency, is strongly discouraged.
  
2. Civil Discovery Generally: Where a party, attorney or other person is unable to meet discovery or other litigation schedules (including dispositive motion deadlines) for reasons related to the coronavirus health emergency, the parties shall use best efforts to postpone proceedings by agreement and stipulation for a period not to exceed 90 days. Absent such agreement, the proceedings shall be deferred until such later date when the court can review the matter and issue appropriate directives. In no event will participants in civil litigation be penalized if discovery compliance is delayed for reasons relating to the coronavirus public health emergency.

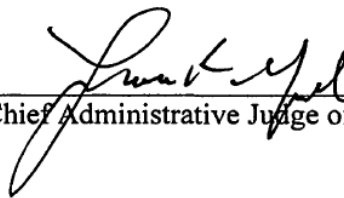
  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: March 19, 2020

AO/71/20

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, in light of the emergency circumstances caused by the continuing COVID-19 outbreak in New York State and the nation, and consistent with the Governor of New York's recent executive order suspending statutes of limitation in legal matters, I direct that, effective immediately and until further order, no papers shall be accepted for filing by a county clerk or a court in any matter of a type not included on the list of essential matters attached as Exh. A. This directive applies to both paper and electronic filings.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: March 22, 2020

AO/78/20

## Exhibit A

Essential Proceedings  
Administrative Order AO/78/20  
March 22, 2020

- A. Criminal matters
  - 1. arraignments
  - 2. bail applications, reviews and writs
  - 3. temporary orders of protection
  - 4. resentencing of retained and incarcerated defendants
  - 5. essential sex offender registration act (SORA) matters
  
- B. Family Court
  - 1. child protection intake cases involving removal applications
  - 2. newly filed juvenile delinquency intake cases involving remand placement applications, or modification thereof
  - 3. emergency family offense petitions/temporary orders of protection
  - 4. orders to show cause
  - 5. stipulations on submission
  
- C. Supreme Court
  - 1. Mental Hygiene Law (MHL) applications and hearings addressing patient retention or release
  - 2. MHL hearings addressing the involuntary administration of medication and other medical care
  - 3. newly filed MHL applications for an assisted outpatient treatment (AOT) plan
  - 4. emergency applications in guardianship matters
  - 5. temporary orders of protection (including but not limited to matters involving domestic violence)
  - 6. emergency applications related to the coronavirus
  - 7. emergency Election Law applications
  - 8. extreme risk protection orders (ERPO)
  
- D. Civil/Housing matters
  - 1. applications addressing landlord lockouts (including reductions in essential services)
  - 2. applications addressing serious code violations
  - 3. applications addressing serious repair orders
  - 4. applications for post-eviction relief
  
- E. All Courts
  - 1. any other matter that the court deems essential

This list of essential proceedings is subject to ongoing review and amendment as necessary.

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective April 13, 2020, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the users, visitors, staff, and judicial officers of the Unified Court System.

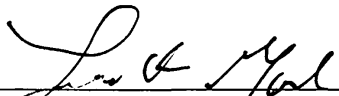
1. In addition to essential court functions as set forth in AO/78/20, trial courts will address the following matters through remote or virtual court operations and offices:

- Conferencing Pending Cases: Courts will review their docket of pending cases, assess matters that can be advanced or resolved through remote court conferencing, and schedule and hold conferences in such matters upon its own initiative, and where appropriate at the request of parties.
- Deciding Fully Submitted Motions: Courts will decide fully submitted motions in pending cases.
- Discovery and Other Ad Hoc Conferences: Courts will maintain availability during normal court hours to resolve ad hoc discovery disputes and similar matters not requiring the filing of papers.

2. Video Technology: Video teleconferences conducted by the court, or with court participation, will be administered exclusively through Skype for Business.

3. No New Filings in Nonessential Matters: No new nonessential matters may be filed until further notice; nor may additional papers be filed by parties in pending nonessential matters. The court shall file such orders in essential and nonessential matters as it deems appropriate.

Provisions of prior administrative orders inconsistent with this order shall be superseded by this order.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: April 8, 2020

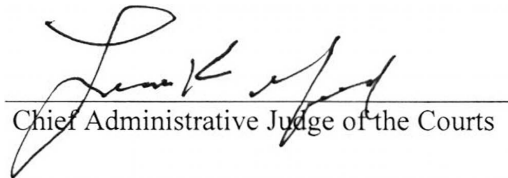
AO/85/20

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective April 20, 2020 and until further order, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the judicial officers, staff, and users of the Unified Court System.

- A. Digital copies of orders, decisions, judgments and other decrees by judges and justices of the Unified Court System shall be accepted for filing purposes by all courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) when presented for filing through (1) uploading to the UCS New York State Courts Electronic Filing (NYSCEF) system by the signatory judge or by an authorized court user at the direction of the signatory judge; (2) UCS electronic mail transmission originating at the UCS email address of the signatory judge (or a member of the signatory judge's chambers staff), through authorized UCS staff intermediaries (if any), with ultimate delivery to the Clerk or County Clerk charged with filing the document; or (3) such other secure system of electronic document delivery as the Chief Administrative Judge shall approve.
- B. Such digital copies may be signed by the issuing judge or justice by any of the following methods:
1. a UCS Division of Technology approved electronic signature system with two-factor authentication (Exh. A), as previously authorized under Administrative Orders AO/138/16, AO/117/17, and AO/343/18;
  2. a commercial electronic signature program for application to pdf documents through Adobe or Foxit, provided the e-signature includes, inter alia, the printed name of the signer and the date and time of signature (Exh. B);
  3. a hand-written signature made directly upon a pdf or Word document through the signer's computer, phone, or other electronic device;
  4. a hand-written signature upon a hard copy of the document that is subsequently scanned, photographed, or otherwise converted to a digital image;
  5. an image of a signature affixed upon a pdf or Word document through the signer's computer, phone, or other electronic device; or

6. in issuing temporary orders of protection, or in matters where exigent circumstances prevent signing by any other method, the application of an “/s/ <name of judicial signatory>” on the signature line of the document.
- C. The signatory judge or justice shall strive to employ the most secure method of electronic signature as circumstances allow.
- D. In the event that any Clerk or County Clerk has concerns over the validity of a digital copy of order, judgment or decree electronically signed and presented for filing, that Clerk or County Clerk, or a designee, may contact the signatory judge directly and confirm the validity of the document and electronic signature prior to accepting it for filing.
- E. These methods of electronic signature are authorized on a temporary basis, and will be reviewed and circumscribed promptly at the conclusion of the COVID-19 public health emergency.



Chief Administrative Judge of the Courts

Dated: April 20, 2020

AO/86/20



## **EXHIBIT A**

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY**

PRESENT: HON. JANE DOE

PART

*Justice*

-----X

INDEX NO. 999999/2018

CLARK KENT,

MOTION DATE \_\_\_\_\_

Plaintiff,

MOTION SEQ. NO. 001

- v -

PETER PARKER,

**DECISION + ORDER ON  
MOTION**

Defendant.

-----X

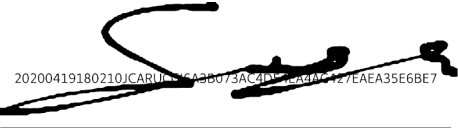
The following e-filed documents, listed by NYSCEF document number (Motion 001) 5, 6, 7, 8, 9, 25, 32, 39, 40, 41, 42, 44, 46, 49, 50, 52, 53, 54, 59, 60, 61, 62, 64

were read on this motion to/for \_\_\_\_\_.

Upon the foregoing documents, it is

4/19/2020

DATE

  
20200419180210JCARU... CAB073AC... 427/EAEA35E6BE7

**HON. JANE DOE**

CHECK ONE:

CASE DISPOSED

NON-FINAL DISPOSITION

GRANTED

DENIED

GRANTED IN PART

OTHER

APPLICATION:

SETTLE ORDER

SUBMIT ORDER

CHECK IF APPROPRIATE:

INCLUDES TRANSFER/REASSIGN

FIDUCIARY APPOINTMENT

REFERENCE

## **EXHIBIT B**

**xx/xx/2020**  
**DATE**

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**Jane Doe**

Digitally signed by Jane Doe  
DN: cn=Jane Doe, email=jane.doe@mycourts.gov  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2020.04.18 13:10:09  
Full PhantomPDF Version: 9.5.0

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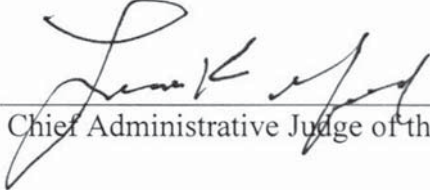
**Hon. Jane Doe**

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective May 4, 2020 and until further order, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the judicial officers, staff, and users of the Unified Court System.

- A. In pending matters, digital copies of (1) motions, cross-motions, responses, replies and applications (including post-judgment applications), (2) notices of appeal and cross-appeal, (3) stipulations of discontinuance, stipulations of adjournment, and other stipulations; (4) notes of issue, and (5) such other papers as the Chief Administrative Judge may direct, shall be accepted for filing purposes by all courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) when presented for filing through (1) the UCS New York State Courts Electronic Filing (NYSCEF) system; (2) the UCS Electronic Document Delivery System (EDDS); or (3) such other document delivery method as the Chief Administrative Judge shall approve.
- B. Documents filed through the EDDS system shall be served by electronic means, including electronic mail or facsimile. Filing fees required for documents filed through the EDDS system shall be paid by credit card or, where credit card payment is unavailable, by check delivered to the appropriate clerk's office by U.S. Mail or overnight mail service.
- C. The provisions of paragraphs A and B above are authorized on a temporary basis, and will be reviewed and circumscribed promptly at the conclusion of the COVID-19 public health emergency.
- D. Problem-solving courts may conduct virtual court conferences with counsel, court staff, service providers, and, where practicable, clients.
- E. Judges may refer matters for virtual alternative dispute resolution, including to neutrals on court-established panels, community dispute resolution centers, and ADR-dedicated court staff.

F. The court shall not request working copies of documents in paper format.



Chief Administrative Judge of the Courts

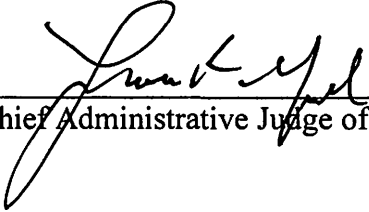
Dated: May 1, 2020

AO/87/20

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, filings through the New York State Courts Electronic Filing System (NYSCEF), including the filing of new matters, shall be accepted by courts (including County Clerks as clerks of the court) in case types approved for electronic filing. Service in such matters (other than service of commencement documents) shall be by electronic means through NYSCEF, except that unrepresented parties may file, serve and be served in such matters by non-electronic means.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties set forth in Exh. A, (a) the filing of new matters shall be accepted by courts (including County Clerks as clerks of the court) if commenced by mail; (b) the Unified Court System's Electronic Document Delivery System (EDDS) must be employed to deliver documents for filing following commencement; (c) service (other than service of commencement documents) shall be by electronic means; except that (d) unrepresented parties may file, serve and be served by non-electronic means.
3. This order shall have no effect upon filing or service in essential proceedings in any county (AO/78/20, as amended), or in non-essential proceedings in counties other than those listed in Exh. A.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: May 15, 2020

AO/111/2020

## **Exhibit A**



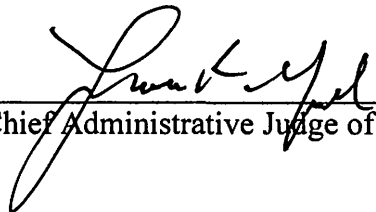
<b>Region: Counties</b>	<b>Effective Date</b>
Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.  Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.  Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.	May 18, 2020
North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex.  Central: Oswego, Cayuga, Cortland, Onondaga, and Madison.	May 20, 2020

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, in courts and case types approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF. Following commencement, represented parties must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF or, where permitted under NYSCEF court rules, by mail. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties set forth in Exh. A, represented parties must commence new matters exclusively by mail. Following commencement of a new matter, and in pending matters, represented parties must file papers through the Unified Court System's Electronic Document Delivery System (EDDS) or by mail, and must serve papers (other than commencement documents) by electronic means or by mail. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.
3. In the counties and on the date set forth in Exh. B, in courts and case types approved for electronic filing through NYSCEF, represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF. Represented parties must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF. Notwithstanding the foregoing, unrepresented parties may file, serve and be served in such matters by non-electronic means.

This order shall not affect procedures for the filing and service of essential matters, and supersedes AO/111/2020.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: May 20, 2020

AO/114/20

## **Exhibit A**

<b>Region: Counties</b>	<b>Effective Date</b>
<p>Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.</p> <p>Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.</p> <p>Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.</p>	May 18, 2020
<p>North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex.</p> <p>Central New York: Oswego, Cayuga, Cortland, Onondaga, and Madison.</p>	May 20, 2020
<p>Western New York: Allegany, Cattaraugus, Chautauqua, Erie, and Niagara.</p>	May 21, 2020
<p>Capital Region: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.</p>	May 26, 2020

## **Exhibit B**

<b>Region: Counties</b>	<b>Effective Date</b>
Mid-Hudson: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester  New York City: New York, Bronx, Queens, Kings, and Richmond.  Long Island: Nassau and Suffolk.	May 25, 2020

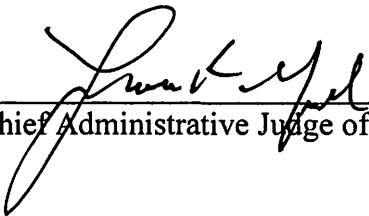
ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, notwithstanding the terms of any prior administrative order:

1. In the counties and on the dates set forth in Exh. A, in courts and case types approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF or, where permitted under NYSCEF court rules, by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
2. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties and on the dates set forth in Exh. A, represented parties must commence new matters exclusively by mail, except where otherwise authorized by the Chief Administrative Judge. Following commencement of a new matter, and in pending matters, represented parties must file papers through the Unified Court System's Electronic Document Delivery System (EDDS) or by mail, and must serve papers (other than commencement documents) by electronic means or by mail. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.
3. In the counties and on the date set forth in Exh. B, in courts and case types approved for electronic filing through NYSCEF, represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF, and must file and serve papers in such matters (other than service of commencement documents) by electronic means through NYSCEF. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they expressly opt in to participate in NYSCEF.
4. To the extent that NYSCEF electronic filing is unavailable in courts or case types in the counties and on the date set forth in Exh. B, represented parties in pending matters may submit for filing digital copies of (1) motions, cross-motions, responses, replies and applications, (2) notices of appeal and cross-appeal, (3) stipulations of discontinuance, stipulations of adjournment, and other stipulations; (4) notes of issue, and (5) such other papers as the Chief Administrative Judge may direct, to courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) through EDDS

or such other document delivery method as the Chief Administrative Judge shall approve. Represented parties must serve documents filed through EDDS by electronic means, including electronic mail or facsimile. Unrepresented parties must file, serve and be served in such matters by non-electronic means unless they provide written notification to the court and all parties that they wish to file, serve and be served electronically.

This order shall not affect procedures for the filing and service of essential matters, and, on the dates that it becomes effective, supersedes administrative orders AO/87/20 (pars. A-C) and AO/114/20.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: May 28, 2020

AO/115/20



# **Exhibit A**

<b>Region: Counties</b>	<b>Effective Date</b>
<p>Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.</p> <p>Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.</p> <p>Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and Delaware.</p>	May 18, 2020
<p>North Country: Clinton, Franklin, St. Lawrence, Jefferson, Lewis, Hamilton, and Essex.</p> <p>Central New York: Oswego, Cayuga, Cortland, Onondaga, and Madison.</p>	May 20, 2020
<p>Western New York: Allegany, Cattaraugus, Chautauqua, Erie, and Niagara.</p>	May 21, 2020
<p>Capital Region: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.</p>	May 26, 2020
<p>Mid-Hudson: Dutchess, Orange, Putnam, Rockland, and Westchester.</p>	May 27, 2020
<p>Mid-Hudson (remainder): Sullivan and Ulster.</p>	May 28, 2020
<p>Long Island: Nassau and Suffolk.</p>	May 29, 2020

## **Exhibit B**

<b>Region: Counties</b>	<b>Effective Date</b>
New York City: New York, Bronx, Queens, Kings, and Richmond.	May 25, 2020