STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT
One South Main Street
New City, New York 10956
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Ann Pfau
Chief Administrative Judge

Michael V. Cocomma
Deputy Chief Administrative Judge
Courts Outside New York City

Alan D.. Scheinkman
Administrative Judge
Ninth Judicial District

Charles Apotheker
Supervising Judge,
9th Judicial District Justice Courts

March 3, 2011

TO: **Town and Village Judges**
9th Judicial District

FROM: **Hon. Charles Apotheker**
Supervising Judge, 9th District Town and Village Courts

RE: **VISITATION OF FACILITIES - 22 NYCRR §17.1**

The Hon. Alan D. Scheinkman, Administrative Judge, Ninth Judicial District, has asked me to remind Judges of your obligation to visit facilities as set forth in 22 NYCRR §17.1. I have attached for your information a copy of §17.1.

I must submit to Judge Scheinkman a list of all Judges in the Ninth Judicial District who are in compliance. Please complete the bottom of this memo and **return a copy to my office at 1 South Main Street, New City, New York 10956 on or before April 1st, 2011. I must receive a response from <u>everyone</u>** (including acting justices). It is **<u>not</u>** necessary to send any certificates or letters, etc., from any facilities that you have visited. Also be advised that if you are visiting a facility with a Magistrates Association, please have that association submit the list.

Your immediate attention to this matter is appreciated.

_____ _____
Name (please print clearly) Court in which you sit (please print)

I am in compliance with 22 NYCRR §17.1 and I visited the appropriate facility on_____

Signature: _____ Date: _____

I am not required to be in compliance with 22 NYCRR§17.1:_____

CA/ajds/enclosure