



Surrogate's Court
541 Hall of Justice
Rochester, New York 14614-2186
Phone (585) 371-3310

Christopher S. Ciaccio
Surrogate

Mark L. Annunziata
Chief Clerk

***NOTICE TO BE SERVED WITH GUARDIANSHIP CITATIONS - for all
Wednesday 9:30 am return dates on or after January 3, 2024***

All proceedings on the Monroe County Surrogate's Court Guardianship calendar will continue to be held virtually, using "Microsoft Teams." Initial appearances may be made in person or virtually. Subsequent appearances will be as the Court directs.

Complete information and instructions about how to obtain and utilize "Microsoft Teams" is found at this website: <https://portal.nycourts.gov/>

If you are self-represented, you may also want to watch an on-line presentation about how to be part of a virtual court proceeding, at: <http://ww2.nycourts.gov/ip/nya2j/index.shtml>

If you have been served with a citation and you do not oppose any of the relief requested, there is nothing more you need to do. You do not need to contact the court, and you do not need to appear at court, or virtually. If you will oppose any of the relief requested, and you will not have a lawyer appear on your behalf, and you wish to appear virtually, please go to the Court's web page at: <http://ww2.nycourts.gov/courts/7jd/Monroe/surrogate/index.shtml>. Then use the link entitled "Virtual Wed Guardianship Calendar" in the "**Calendar and Virtual Appearances**" section.

Cited parties who do not have the ability to appear virtually may appear in person at the courthouse, on the return date of the citation, at the time specified in the citation.

All attorneys who will appear virtually will be expected to access the TEAMS meeting for calendar by using the link on our web page described above. The Court will no longer be emailing TEAMS invites for each calendar date.

PLEASE NOTE THAT IF YOU INTEND TO OPPOSE ANY RELIEF REQUESTED IN THE CITATION, FAILURE TO APPEAR VIRTUALLY, BY COUNSEL, OR IN PERSON SHALL BE CONSIDERED A DEFAULT.

Please contact the court at the phone number listed above for any questions.

Mark L. Annunziata
Chief Clerk