



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 CITATIONS - for all Tue / Thurs 9:30 am
return dates – updated as of 10/6/23 and effective January 2024***

Starting in January 2024, Attorneys will be expected to appear in person at the court for all return dates, unless prior approval for a virtual appearance is secured from the Surrogate. Requests to appear virtually (for good cause shown) should be directed to Melissa Ryan, Secretary to the Surrogate, at (585)371-3295 and should be made at least 2 days prior to the scheduled return date.

Cited parties who are not represented by an attorney and unrepresented petitioners may appear on the initial citation return date in person, or virtually, using “Microsoft Teams.” Subsequent appearances shall 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 in person, or virtually. If you do 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 Access to Tue / Thurs 9:30 a.m. Calendar” in the “Calendar and Virtual Appearances” section.

All attorneys who secure permission to 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. Additionally, the Court will no longer allow attorneys to appear on a return date by phone.

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