

Only effective through August 14, 2020.

Due to the coronavirus pandemic and the requirement for social distancing, the Family Court must limit “in-person” appearances. However, we are increasing “virtual” or electronic appearances. Please note that the Children’s Center is closed.

Your Summons or Notice to Appear will tell which applies to you. This information is also available in E-Courts on www.nycourts.gov if you have a master file or docket number.

A *PURPOSE* is provided on each summons or notice and on E-Courts. One of the purposes listed will be either

“In-Person Appearance Permitted” or “Electronic Appearances Only.”

If your purpose is listed as **“In-Person Appearance Permitted”** then please come to the courthouse prior to the time stated. However, you will not be permitted to enter the courthouse until just before the time stated. Please do not be late as there is a limited window of time for your case to be heard. Please bring your notice with you and show it to the court officer at the entrance to the building. Persons not a party to the case may not be permitted to enter the courthouse. Anyone entering the courthouse **MUST** wear a mask.

If your purpose is listed as **“Electronic Appearance Only”** then you must arrange to appear virtually. Please see the attached information about appearing by Skype for Business where an email is sent to you and then you are called by the court officer when you should click the link in the email so that the judge and other parties may see you and you may see the other parties. Please do not click the link until you are called to do so. If you cannot appear by Skype for Business, then you may appear by telephone.

Either way, you must send the applicable information to the court. Fill in the information below and email it to nasfamily@nycourts.gov or fax it to 516-493-3839 at least one day before your court date. In addition, on the morning of your electronic appearance, please email nasfamily@nycourts.gov to check in so we know that you are available. Please include the same information as below in your email. Should you have any questions, please call 516-493-3900.

Your Name: _____

Your Court Date and Time: _____

Your Judge: _____

Your File Number: _____

I want to appear by skype and my email address is: _____ and the phone number to call me is _____.

I can only appear by phone and the phone number to call me is _____.