

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.

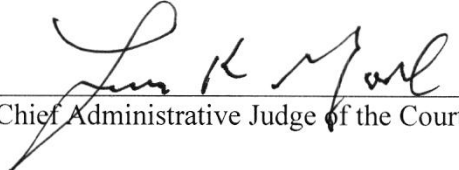
Updated 12/31/20

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.



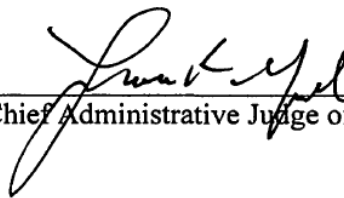
Chief Administrative Judge of the Courts

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.

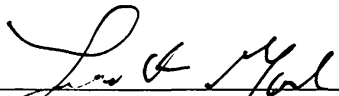
1. In addition to essential court functions as set forth in AO/78/20, trial courts will address the following matters through remote or virtual court operations and offices:

- 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

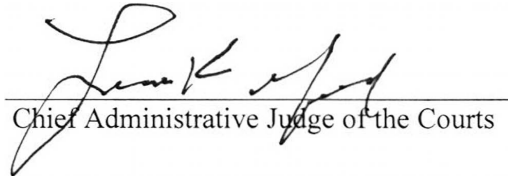
AO/85/20

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

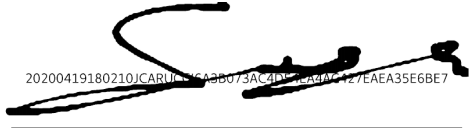
were read on this motion to/for _____.

Upon the foregoing documents, it is

4/19/2020

DATE

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



HON. JANE DOE

CHECK ONE:

CASE DISPOSED

GRANTED

SETTLE ORDER

INCLUDES TRANSFER/REASSIGN

DENIED

NON-FINAL DISPOSITION

GRANTED IN PART

SUBMIT ORDER

FIDUCIARY APPOINTMENT

OTHER

REFERENCE

APPLICATION:

CHECK IF APPROPRIATE:

EXHIBIT B

xx/xx/2020
DATE

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

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.

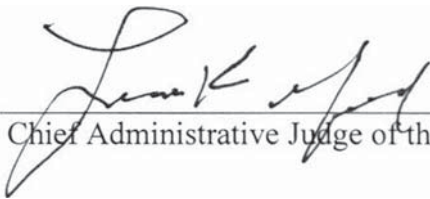
B. Documents filed through the EDDS system shall be served by electronic means, including electronic mail or facsimile. Filing fees required for documents filed through the EDDS system shall be paid by credit card or, where credit card payment is unavailable, by check delivered to the appropriate clerk's 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

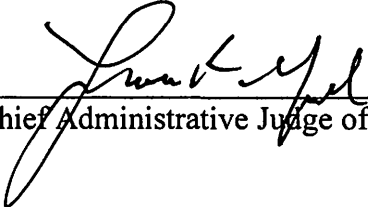
Dated: May 1, 2020

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

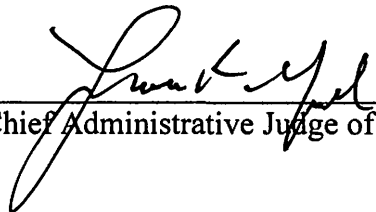
Region: Counties	Effective Date
<p>Finger Lakes: Orleans, Monroe, Wayne, Genesee, Wyoming, Livingston, Ontario, Yates, and Seneca.</p> <p>Mohawk Valley: Herkimer, Oneida, Otsego, Fulton, Montgomery, and Schoharie.</p> <p>Southern Tier: Steuben, Schuyler, Chemung, Tompkins, Tioga, Broome, Chenango, and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

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

Region: Counties	Effective Date
<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

Region: Counties	Effective Date
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

Exh. 1

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

Index No. _____

Petitioner

AFFIRMATION

v.

Defendant

Mortgaged Premises:

Please note: As a result of the COVID-19 pandemic, the commencement and prosecution of foreclosure proceedings were stayed under various provisions of law, including but not limited to Governor Cuomo's Executive Order 202.8 and Executive Order 202.28, Chief Administrative Judge Marks's Administrative Orders AO/68/20, AO/121/20, and AO/127/20, and the federal Coronavirus Aid, Relief, and Economic Security Act of 2020 (Public Law 116-136). This affirmation is designed to advance the purpose of these federal and state directives, and to avoid unnecessary in-person appearances of parties and others in courthouses.

[_____], Esq., pursuant to CPLR §2106 and under the penalties of perjury, affirms as follows:

1. I am an attorney at law duly licensed to practice in the state of New York and am affiliated with the law firm of _____, attorneys for Plaintiff(s) in the above-captioned foreclosure proceeding. As such, I am fully aware of the underlying action, as well as the proceedings had herein.

2. I am aware that, as a result of the COVID-19 pandemic, various state and federal authorities have issued statutes and executive orders regulating the time and manner of commencement and prosecution of foreclosure proceedings. These include (without limitation), gubernatorial Executive Orders 202.8 (March 20, 2020), 202.14 (April 7, 2020), 202.28 (May 7, 2020), and 202.38 (June 6, 2020); Chief Administrative Judge Administrative Orders AO/68/20

(March 16, 2020), AO/121/20 (June 9, 2020), and AO/127/20 (June 18, 2020); and federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, enacted on March 27, 2020), Department of Veterans Affairs Circular 26-20-22 (June 17, 2020), and Department of Housing and Urban Development Mortgagee Letter 2020-19 (June 17, 2020).

3. I have reviewed these authorities, have consulted with my client, and affirm that, to the best of my knowledge, information, and belief, the petition and other papers filed or submitted to the Court in this matter comport with the requirements of those state and federal directives -- including the directive, set forth in Executive Order 202.28, that “[t]here shall be no initiation of a proceeding or enforcement of ... a foreclosure of any residential or commercial mortgage, for nonpayment of such mortgage, owned ... by someone that is eligible for unemployment insurance or benefits under state or federal law or otherwise facing financial hardship due to the COVID-19 pandemic for a period of sixty days beginning on June 20, 2020.”

4. I am aware of my obligations under New York Rules of Professional Conduct (22 NYCRR Part 1200) and 22 NYCRR Part 130.

DATED:

Please note: Counsel may augment this affirmation to provide explanatory details, and may file supplemental affirmations or affidavits for the same purpose.

NOTICE TO DEFENDANT

**DURING THE CORONAVIRUS EMERGENCY, YOU
MIGHT BE ENTITLED BY LAW TO TAKE ADDITIONAL
DAYS OR WEEKS TO FILE AN ANSWER TO THIS
COMPLAINT.**

**PLEASE CONTACT YOUR ATTORNEY FOR MORE
INFORMATION.**

**IF YOU DON'T HAVE AN ATTORNEY,
PLEASE VISIT**

<http://ww2.nycourts.gov/admin/OPP/foreclosures.shtml>

OR

<https://www.nycourts.gov/courthelp/Homes/foreclosures.shtml>

AVISO A DEMANDADO

**DURANTE LA EMERGENCIA DEL CORONAVIRUS,
ES POSIBLE QUE USTED TENGA DERECHO POR LEY
A TOMAR DÍAS O SEMANAS ADICIONALES
PARA PRESENTAR UNA RESPUESTA
A ESTA PETICIÓN**

**POR FAVOR CONTACTE A SU ABOGADO PARA MAS
INFORMACIÓN.**

**SI USTED NO TIENE UN ABOGADO,
VISITE**

<http://ww2.nycourts.gov/admin/OPP/foreclosures.shtml>

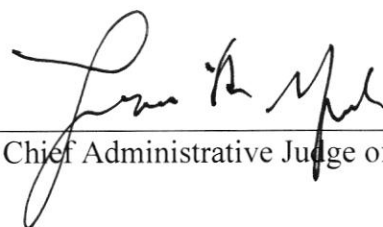
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<https://www.nycourts.gov/courthelp/Homes/foreclosures.shtml>

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, I hereby order and direct that petitions in eviction proceedings involving property pursuant to Article 7 of the Real Property Actions and Proceedings Law (RPAPL) and in foreclosure proceedings shall no longer require an accompanying attorney affirmation or petitioner's affidavit, as previously required pursuant to Administrative Orders AO/127/20 and AO/131/20. AO/127/20 and AO/131/20 are modified to this extent only, and shall otherwise continue in full force and effect, including but not limited to the continued requirement of service of a Notice to Respondent Tenant or Notice to Respondent as described in those orders.

This order shall take effect immediately, and shall remain in effect until further order.



Chief Administrative Judge of the Courts

Dated: July 7, 2020

AO/143/20

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS
[corrected 8/13/20]

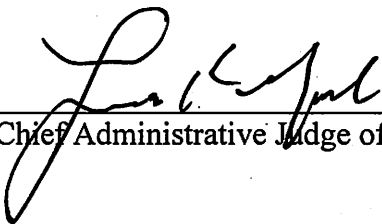
Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the Governor's determination approving the easing of restrictions on commerce imposed due to the COVID-19 health emergency, I hereby direct that, effective August 13, 2020, notwithstanding the terms of any prior administrative order, the following procedures and protocols shall apply to the conduct of residential and commercial eviction matters before the New York State courts:

1. Commercial Eviction Matters Commenced Prior to March 17, 2020: Commercial eviction matters commenced prior to March 17, 2020 may proceed in the normal course, subject to the following:
 - a. Consistent with Executive Order 202.28, as modified by Executive Order 202.48, "[t]here shall be no initiation of a proceeding or enforcement of ... an eviction of any ... commercial tenant, for nonpayment of rent ... rented by someone that is eligible for unemployment insurance or benefits under state or federal law or otherwise facing financial hardship due to the COVID-19 pandemic" for a period of sixty days beginning on June 20, 2020.
 - b. Further proceedings in commercial eviction matters may be governed by the suspension of "any specific time limit for the commencement, filing, or service of any legal action, notice, motion, or other process or proceeding, as described by the procedural laws of the state," set forth in Executive Orders 202.8, 202.14, 202.28, 202.38, 202.48, and 202.55.
2. Residential Eviction Matters Commenced Prior to March 17, 2020: Effective August 13, 2020, residential eviction matters commenced prior to March 17, 2020 may proceed as follows:
 - a. Prior to conducting any further proceedings in any pending residential eviction matter filed prior to March 17, 2020, the court must initiate a status or settlement conference. This requirement shall apply in all matters at any stage of the eviction process, including any matter where a warrant of eviction has issued and been delivered to an enforcement agent but has not been executed.
 - b. At the conference, the court shall review the procedural history of the matter; confirm compliance with notice requirements; inquire into the effects, if any, that the COVID-19 pandemic has had upon the parties; review any special relief under state or federal law to which the parties may be entitled in light of the pandemic, including the New York Tenant Safe Harbor Act (L. 2020, c. 127); refer unrepresented parties to local

civil legal service providers and housing counseling agencies; assess any pending and anticipated motions; approve briefing schedules proposed by stipulation of the parties; and use best efforts (including referral to alternative dispute resolution) to resolve any outstanding issues.

- c. Following the conference, the court may take such further steps as it deems appropriate, including allowing the matter to proceed. If the court directs an eviction to proceed following the conference, the eviction shall be scheduled or rescheduled to take place no sooner than October 1, 2020.
 - d. Further proceedings in residential eviction matters may be governed by the suspension of “any specific time limit for the commencement, filing, or service of any legal action, notice, motion, or other process or proceeding, as described by the procedural laws of the state,” set forth in Executive Orders 202.8, 202.14, 202.28, 202.38, 202.48, and 202.55.
 - e. In ordering relief in any residential eviction matter, the court should remain particularly mindful of additional prohibitions on evictions that may be commanded by executive order, state statute, or federal law.
3. Continued Suspension of Eviction Matters Commenced After March 16, 2020: Eviction proceedings commenced after March 16, 2020 shall, upon the filing of a petition (if no answer is filed thereafter) or the filing of an answer, be suspended until further order. Notwithstanding the foregoing, eviction matters in which all parties are represented by counsel shall be eligible for calendaring for virtual settlement conferences.
 4. Filing and Service: Filing and service of process in eviction proceedings shall continue as set forth in Administrative Order AO/121/20.
 5. Notice to Respondent Tenant: Petitions in eviction proceedings pursuant to Article 7 of the Real Property Actions and Proceedings Law shall continue to include a Notice to Respondent Tenant in the form attached as Exh. 1a (if filing within the City of New York) or Exh. 1b (if filing outside the City of New York).
 6. Remote Proceedings: Eviction proceedings should be conducted remotely whenever appropriate.
 7. Essential Matters: This order shall not affect procedures for the filing and service of essential matters.
 8. New York City: In addition to the applicable provisions of this Administrative Order, eviction matters before the New York City Housing Court shall also be governed by DRP 213 of the Civil Court of the City of New York.

9. This order supersedes Administrative Order AO/127/20, and further supersedes the provisions of any other Administrative Order inconsistent with its terms.



Chief Administrative Judge of the Courts

Dated: August 13, 2020

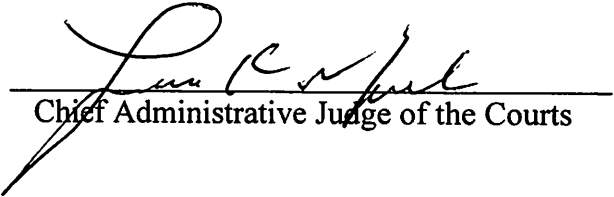
AO/160A/20

**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, effective October 12, 2020:

1. Resumption of Residential Eviction Matters: All residential eviction matters, both nonpayment and holdover, may proceed in the normal course, subject to (1) current or future federal and state emergency relief provisions governing time limits for the commencement and prosecution of matters, limitation of eviction-related remedies, and similar issues, and (2) individual court scheduling requirements occasioned by health and safety concerns arising from the coronavirus health emergency.
2. Residential Eviction Matters Commenced Prior to March 17, 2020: The conference requirement applicable to residential eviction matters commenced prior to March 17, 2020, set forth in AO/160A/20, shall continue for those matters.
3. Filing and Service: Filing and service of process in eviction proceedings shall continue as set forth in Administrative Order AO/121/20.
4. Notice to Respondent Tenant: Petitions in eviction proceedings pursuant to Article 7 of the Real Property Actions and Proceedings Law shall include a Notice to Respondent Tenant in the form attached as Exh. 1a (if filing within the City of New York) or Exh. 1b (if filing outside the City of New York).
5. Remote Proceedings: Eviction proceedings should be conducted remotely whenever appropriate.
6. Alternative Dispute Resolution: Mediation and other forms of alternative dispute resolution are encouraged, particularly in matters where (1) all parties are represented by counsel, or (2) all parties are unrepresented by counsel.

This order supersedes the provisions of any other Administrative Order inconsistent with its terms.


Chief Administrative Judge of the Courts

Dated: October 9, 2020

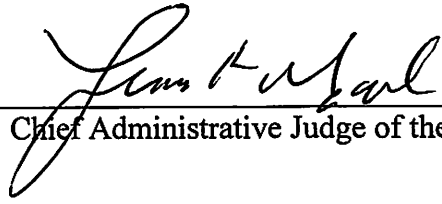
AO/231/20

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, effective October 23, 2020:

1. Resumption of Foreclosure Matters: All residential, commercial, and in rem foreclosure matters may proceed in the normal course, subject to (a) current or future federal and state emergency relief provisions governing time limits for the commencement and prosecution of matters, limitation of foreclosure-related remedies, and similar issues, (b) individual court scheduling requirements occasioned by health and safety concerns arising from the coronavirus health emergency, and (c) the foreclosure conference requirement set forth in AO/157/20, as modified in paragraphs 2 and 3 below.
2. Vacant and Abandoned Property: The status or settlement conference requirement of AO/157/20 shall not apply where the foreclosing lender submits an affirmation to the court averring that, following diligent inquiry, it knows the property at issue to be currently abandoned and vacant.
3. In Rem Foreclosures: The status or settlement conference requirement of AO/157/20 shall apply to in rem foreclosures only when the enforcing officer believes that such a conference would be in the public interest.
4. Filing and Service: Filing and service of process in foreclosure proceedings shall continue as set forth in Administrative Order AO/121/20.
5. Remote Proceedings: Foreclosure proceedings should be conducted remotely whenever appropriate.
6. Auctions:
 - (a) Notwithstanding the provisions of any judgment of foreclosure, all foreclosure auctions shall be conducted in accordance with the applicable judicial district foreclosure auction plan and rules in effect at the time of the auction.
 - (b) All foreclosure auctions, without regard to location, shall comply with UCS COVID-19 related protocols addressing social distancing, wearing of masks, and (if indoors) screening of attendees. If such compliance is not possible, the auction shall be relocated or, if necessary, postponed.
 - (c) All foreclosure auction plans within the City of New York shall provide for the contingencies of both outdoor and indoor auctions.

This order supersedes the provisions of any other Administrative Order inconsistent with its terms.



Chief Administrative Judge of the Courts

Dated: October 22, 2020

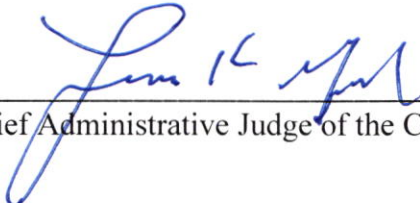
AO/232/20

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and in consultation with the Presiding Justices of the Appellate Division, upon notice by the Presiding Judge of the Court of Claims, and, as appropriate, in consultation with or with the approval of County Clerks, I hereby establish, continue, or give notice of, programs for the consensual/voluntary and mandatory use of electronic means for the filing and service of documents ("e-filing") in the manner authorized pursuant to L. 1999, c. 367, as amended by L. 2009, c. 416, L. 2010, c. 528, L. 2011, c. 543, L. 2012, c. 184, L. 2013, c. 113, L. 2015, c. 237, L. 2017, c. 99, L. 2018, c. 168, L. 2019, c. 212, and L. 2020, c. 58, in the counties, courts and cases in effect as of the date of this Order or upon the effective dates set forth in Appendix A attached hereto. Such programs shall be subject to sections 202.5-b, 202.5-bb, 206.5, 206.5-aa, 207.4-a, 207.4-aa, and 208.4-a of the Uniform Rules for the New York State Trial Courts, as well as the rules relating to matrimonial matters in Appendix B.

I hereby promulgate a form "Application for Exemption from E-Filing During the COVID-19 Health Emergency" (Appendix C), for use by parties seeking an exemption to participate in an e-filing matter which, as a result of the COVID-19 health emergency, must be conducted by electronic filing through NYSCEF pursuant to AO/115/20 and AO/121/20.

This order is effective October 21, 2020 and supersedes AO/209A/20.



Chief Administrative Judge of the Courts

Dated: October 20, 2020

AO/247/20

Attachment A

New York State Courts Electronic Filing Program

(effective October 21, 2020)¹

I. Appendix A

Supreme Court	1
Surrogate’s Court	12
Court of Claims	12
Civil Court	13

n.b.: Mandatory in Part – As used in Appendix A, the term “mandatory in part” refers to consumer credit actions as defined in CPLR § 105(f) and residential foreclosure actions as defined in RPAPL § 1304, in which: (1) the electronic filing of commencement documents is mandatory, and (2) any party may e-file subsequent documents on a consensual basis.

II. Appendix B

Rules: Consensual E-Filing of Matrimonial Actions in Supreme Court

II. Appendix C

Form: Application for Exemption from E-Filing During the COVID-19 Health Emergency

¹ For cases commenced prior to October 21, 2020, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, AO/79/16, AO/151/16, AO/224/16, AO/24/17, AO/84/17, AO170A/17, AO/116/18, AO/192/18, AO/294/18, AO/040/19; AO/137/19; AO/245/19, AO/81/20, AO/81A/20, AO/81B/20, AO/98/20, AO/116/20, AO 209/20 and AO/209A/20. See also, AO/366/13 and AO/139/13 authorizing consensual matrimonial matters in Rockland and Westchester Counties, and administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Albany	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Broome	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – emergency medical treatment applications – matrimonial matters – Mental Hygiene Law matters – name change applications – consumer credit actions as defined in CPLR § 105(f) – residential foreclosures as defined in RPAPL § 1304 – RPTL § 730 proceedings <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Bronx	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – consumer credit actions as defined in CPLR § 105(f) – residential foreclosures as defined in RPAPL § 1304 <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Cattaraugus	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Cayuga	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Chautauqua	<p><u>Mandatory in part</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Chemung	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Columbia	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Chenango	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Cortland	<p><u>Mandatory in part</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Clinton	<p><u>Mandatory in part</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Delaware	<p><u>Mandatory in part</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Erie	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – in rem tax foreclosures – matrimonial matters – Mental Hygiene Law matters – RPTL § 730 proceedings <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Dutchess	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Essex	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Franklin	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Fulton	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Genesee	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Greene	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Hamilton	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Herkimer * effective 11/18/20	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Jefferson	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Kings	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • Commercial Division matters (commercial cases as defined in 22 NYCRR § 202.70(a), (b), and (c)) • tort <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Lewis	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Livingston	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Montgomery	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Madison	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Nassau	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – consumer credit actions as defined in CPLR § 105(f) – residential foreclosures as defined in RPAPL § 1304 <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Monroe	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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New York	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Niagara	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL §1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – in rem tax foreclosures – RPTL § 730 proceedings <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Onondaga	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – emergency medical treatment applications – foreclosure actions addressing real property and mechanics liens – matrimonial matters – Mental Hygiene Law matters – name change applications – RPTL § 730 proceedings <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Oneida	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – emergency medical treatment applications – matrimonial matters – Mental Hygiene Law matters – name change applications – RPTL § 730 proceedings – consumer credit actions as defined in CPLR § 105(f) – residential foreclosures as defined in RPAPL § 1304 <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Ontario	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Orange	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Otsego	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Oswego	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – in rem tax foreclosures – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Putnam	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Queens	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • commercial • foreclosure actions (including commercial foreclosures) addressing real property and mechanics liens • tort (including medical, dental, and podiatric malpractice actions) <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Rensselaer	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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St. Lawrence	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Richmond	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – applications to extend mechanics liens – consumer credit actions as defined in CPLR § 105(f) – residential foreclosures as defined in RPAPL § 1304 <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Saratoga	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Rockland	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Schenectady	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Suffolk	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – civil forfeiture actions – Election Law proceedings – emergency medical treatment applications – matrimonial matters – Mental Hygiene Law matters – name change applications <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Schoharie * effective 11/18/20	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Sullivan	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters except <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Schuyler	<u>Consensual/Voluntary:</u> All civil matters.
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Tioga	<u>Consensual/Voluntary:</u> All civil matters.
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Seneca	<u>Consensual/Voluntary:</u> All civil matters.
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Steuben	<u>Consensual/Voluntary:</u> All civil matters.
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Tompkins	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Warren	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Ulster	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Washington	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

Wayne	<p><u>Mandatory in Part:</u></p> <ul style="list-style-type: none"> • consumer credit actions as defined in CPLR § 105(f) • residential foreclosures as defined in RPAPL § 1304 <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters <p><u>Consensual/Voluntary:</u> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Westchester	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • all civil matters <u>except</u> <ul style="list-style-type: none"> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – Name change application <p><u>Consensual/Voluntary:</u> All civil matters that are not Mandatory.</p>
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Wyoming	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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Yates	<p><u>Consensual/Voluntary:</u> All civil matters.</p>
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APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

SURROGATE’S COURT

Bronx Chenango Cortland Delaware Kings Nassau New York Orange Otsego Queens Richmond Tompkins	<p><u>Consensual/Voluntary:</u></p> <ul style="list-style-type: none"> • probate and administration proceedings • miscellaneous proceedings relating thereto • such other types of proceedings as the court may permit, including guardianships <p><u>Mandatory:</u> None</p>
Albany Allegany Broome Cattaraugus Cayuga Chautauqua Dutchess Erie Franklin Fulton Genesee Herkimer Jefferson Livingston Monroe Montgomery Niagara Oneida Onondaga Ontario Orleans Oswego Saratoga Schenectady Seneca Steuben Suffolk Sullivan Ulster Warren Washington Wayne Westchester Wyoming Yates	<p><u>Consensual/Voluntary:</u></p> <ul style="list-style-type: none"> • such types of proceedings as the court may permit, including guardianships <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • probate and administration proceedings • miscellaneous proceedings relating thereto

COURT OF CLAIMS

Albany District (Albany, Clinton, Columbia, Essex, Franklin, Greene, Rensselaer, Saratoga, Schenectady, Ulster, Warren, Washington)	<p><u>Consensual/Voluntary:</u></p> <ul style="list-style-type: none"> • claims for personal injury or property damage <p><u>Mandatory:</u> None</p>
New York District (Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk)	

APPENDIX A
E-FILING MATTERS
(Commenced on or after October 21, 2020)

CIVIL COURT

New York City	<p><u>Consensual/Voluntary:</u></p> <ul style="list-style-type: none">• all Landlord and Tenant matters.• actions removed from Supreme Court pursuant to CPLR §325(d)*<ul style="list-style-type: none">- in New York County and Queens County- in Kings County (effective 11/9/20)- in Bronx County and Richmond County (effective 12/7/20) <p><u>Mandatory:</u> None</p>
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*(a) Any party to such a removed action who participated in e-filing in Supreme Court may decline to participate in e-filing by filing with the court and serving on all parties a declination of consent within 20 days of entry of the order of removal, and thereafter filing and serving documents in hard copy.

*(b) Parties to any e-filed action removed to the Civil Court of the City of New York prior to the effective date(s) of this administrative order may stipulate to convert that action to electronic filing as per the provisions of 22 NYCRR Sec. 202.5-b. References to the County Clerk, the Chief Clerk of the Supreme Court, or the clerk of the court in section 202.5-b shall be deemed to mean the clerk of the Civil Court of the City of New York in the appropriate county. This shall in no manner alter or diminish the rights of the unrepresented litigants vis-à-vis electronic filing.

Attachment B

APPENDIX B

Rules Governing the Consensual Electronic Filing of Matrimonial Actions in Supreme Court

(a) Application

(1) On consent, documents may be filed and served by electronic means in matrimonial actions in the Supreme Court of authorized counties subject to the conditions set forth below. Except as otherwise required by this order/appendix, the provisions of 22 NYCRR § 202.5-b shall apply.

(2) For purposes of this order/appendix:

(i) "Matrimonial actions" shall mean those actions set forth in CPLR § 105(p) and DRL § 236 wherein:

(A) the action is contested, and addresses issues including, but not limited to, alimony, counsel fees, pendente lite, maintenance, custody and visitation, child support or the equitable distribution of property; or

(B) the action is uncontested; or

(C) the action is a post-judgment application that either (1) addresses an underlying matrimonial action that was commenced electronically, or (2) is electronically initiated with the purchase of a new index number.

(ii) A "party" or "parties" shall mean the party or parties to the action or counsel thereto (as set forth in 22 NYCRR § 202.5-b(a)(2)(viii)) and the attorney(s) for the minor child(ren).

(3) No paper or document filed by electronic means in a matrimonial action shall be available for public inspection on-line or at any computer terminal in the courthouse or the office of the County Clerk.

(4) Nothing in this section shall be construed to abrogate existing personal service requirements as set forth in the domestic relations law, family court act or civil practice law and rules.

(5) Unless otherwise directed by the court, forensic evaluation reports in custody, visitation and other matters concerning children shall not be filed electronically.

(6) Service of the initiating documents in post-judgment applications subject to consensual e-filing must be effectuated in hard copy and accompanied by a notice regarding availability of electronic filing in post-judgment matrimonial proceedings on a form to be approved by the Chief Administrator. Proof of hard copy service shall be filed by electronic means.

Attachment C

COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

INDEX/FILE/No.: _____

-----X

**APPLICATION FOR EXEMPTION FROM E-FILING
DURING THE COVID-19 HEALTH EMERGENCY**

Pursuant to recent Administrative Orders issued as a result of the COVID-19 health emergency and specifically regarding the requirement of electronic filing via NYSCEF in courts and case types approved for electronic filing during this emergency, I hereby request to be exempt from such requirement in the case identified in the caption above. I certify that I am unable to participate in the electronic filing and service of documents in this case on behalf of my client because:

I lack:

- the necessary computer hardware
- a connection to the internet
- a scanner or other device by which documents may be converted to an electronic format
- the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge

Or, because (insert any additional or alternative reason(s) below):

Dated: _____

Attorney Signature: _____ Print Name: _____

Name of Client: _____

Firm Name: _____ Address: _____

E-mail: _____ Phone #: _____

-----X
FOR COURT USE:

[] application is **APPROVED**; the Clerk is directed to notify the applicant that all documents must be filed and served by mail or as follows: _____

[] application is **NOT APPROVED**; the Clerk is directed to notify the applicant.

Dated: _____

Hon.

**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 in light of the ongoing public health and commercial concerns raised by the COVID-19 health emergency, I hereby direct that, effective November 4, 2020, unless otherwise prohibited by gubernatorial Executive Order:


1. Parties may commence new matters and proceed in pending matters by any means of filing and service normally permitted under statute and court rule.

2. Notwithstanding the foregoing, in-person filing by represented parties shall not be permitted in courts and locations where the appropriate Deputy Chief Administrative Judge has concluded that such filing is inconsistent with the health and safety needs of the public and court personnel. In-person filing by unrepresented parties (other than those who have expressly "opted in" to participate electronically in a NYSCEF matter) shall be permitted at all times. COVID-related health and safety protocols will continue to be followed in all court facilities.

3. Also notwithstanding the foregoing, all parties are strongly urged to avoid in-person filing and service wherever possible during the ongoing COVID-19 health emergency, and to rely instead on NYSCEF, EDDS, and mail filing and/or service, where permitted.

4. The court shall not request working copies of documents filed electronically.

5. This order supersedes Administrative Orders AO/121/20 and AO/115/20, which shall have no further force or effect. It further supersedes the terms of any other Administrative Order inconsistent with its provisions.



Chief Administrative Judge

Dated: November 6, 2020

AO/267/20

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 in light of the ongoing public health and commercial concerns raised by the COVID-19 health emergency, I hereby direct that:

(1) petitions in eviction proceedings pursuant to Article 7 of the Real Property Actions and Proceedings Law shall include a Notice to Respondent Tenant in the form attached as Exh. 1 (if filing within the City of New York) or Exh. 2 (if filing outside the City of New York), printed on colored paper to enhance its distinctiveness and effectiveness; and

(2) filing and service of process in eviction proceedings shall be governed by AO/267/20.

This order shall take effect immediately, and shall supersede the provisions of any prior administrative order inconsistent with its terms.



Chief Administrative Judge

Dated: November 17, 2020

AO/268/20

EXHIBIT 1

NOTICE TO RESPONDENT TENANT

**DURING THE CORONAVIRUS EMERGENCY,
YOU MIGHT BE ENTITLED BY LAW TO SPECIAL
DEFENSES AND PROTECTIONS RELATING TO
EVICTIONS.**

**PLEASE CONTACT YOUR ATTORNEY
IMMEDIATELY FOR MORE INFORMATION.**

**IF YOU DON'T HAVE AN ATTORNEY, PLEASE
CALL**

718-557-1379

OR VISIT

www.nycourts.gov/evictions/nyc/

AVISO A INQUILINO DEMANDADO

**DURANTE LA EMERGENCIA POR CORONA
VIRUS, PUEDE QUE POR LEY USTED TENGA
DERECHO A DEFENSAS Y PROTECCIONES
ESPECIALES RELACIONADAS CON
DESALOJOS.**

**POR FAVOR COMUNIQUESE CON SU
ABOGADO INMEDIATAMENTE PARA OBTENER
MAS INFORMACIÓN.**

SI NO TIENE ABOGADO, LLAME AL

718-557-1379

O VISITE

www.nycourts.gov/evictions/nyc/

EXHIBIT 2

NOTICE TO RESPONDENT TENANT

**DURING THE CORONAVIRUS EMERGENCY,
YOU MIGHT BE ENTITLED BY LAW TO SPECIAL
DEFENSES AND PROTECTIONS RELATING TO
EVICTIONS.**

**PLEASE CONTACT YOUR ATTORNEY
IMMEDIATELY FOR MORE INFORMATION.**

IF YOU DON'T HAVE AN ATTORNEY, PLEASE

VISIT

www.nycourts.gov/evictions/outside-nyc/

AVISO A INQUILINO DEMANDADO

**DURANTE LA EMERGENCIA POR CORONA
VIRUS, PUEDA QUE POR LEY USTED TENGA
DERECHO A DEFENSAS Y PROTECCIONES
ESPECIALES RELACIONADAS CON
DESALOJOS.**

**POR FAVOR COMUNIQUESE CON SU
ABOGADO INMEDIATAMENTE PARA OBTENER
MAS INFORMACIÓN.**

SI NO TIENE ABOGADO, VISITE

www.nycourts.gov/evictions/outside-nyc/