



**County Court**  
**262 Old Country Road**  
**Mineola, New York 11501**  
**Tel: 516-493-3700**

Hon. Teresa K. Corrigan  
Supervising Judge of the Nassau County Court

Hon. Elizabeth Fox-McDonough  
Supervising Judge of the Nassau County District Court

**DATE:** March 16, 2020

**SUBJECT: OPERATIONAL MEMO**

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### **COUNTY COURT OPERATIONS:**

1. County court will operate out of Judge Corrigan's courtroom
2. Only EMERGENCY matters will be heard
  - a. Incarcerated defendants pending release
  - b. Expiring Orders of Protection
  - c. ERPO
  - d. Protective Orders if compliance time frame not waived by defense
  - e. Bail applications
  - f. Writs (of any kind)
3. Other cases are being administratively adjourned by the Court
  - a. A minimum of 30 days for "in" defendants
  - b. A minimum of 45 days for "out" defendants
  - c. You can call chambers for the adjourn date in a few weeks. Your clients will be notified by OCA of the new date.
  - d. Any defendant who appears for their case will be sent home and told to look for the new date – unless you let me know IN ADVANCE that they must be present for an EMERGENCY court appearance.
4. Cases that must be heard can be heard via skype/electronic/telephone call in. The point is to REDUCE the amount of people visiting the courthouse until further notice.
5. I will be sitting for the remainder of this week. A group of 9 judges will rotate daily thereafter.
6. GRAND JURY/FELONY EXAM
  - a. The two sitting panels will finish whatever business they can

- b. Sitting in Judge Harrington's and Judge Delligatti's courtrooms
  - c. If the state does not suspend 180.80, felony exams will occur
  - d. Defendants can and will be produced to testify as needed
7. Please be aware that ALL courts will operate out of the County Court.
- a. Surrogate in regular part
  - b. District Court in Judge Quinn's courtroom.
  - c. Family Court in the IDV part.
  - d. Supreme Court in Judge Sullivan's part with guardianship matters in Judge O'Brien's part between Monday and Friday.

## **DISTRICT COURT OPERATIONS:**

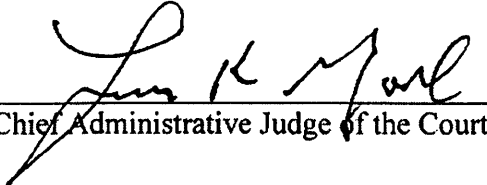
### **District Court will operate out of Judge Quinn's courtroom**

1. Arraignments will be conducted in Judge Quinn's Courtroom for IN custody defendants via skype from Police Headquarters.
2. Defendants will be interviewed by defense counsel at Police Headquarters. Arraignments will be conducted from Police Headquarters via skype with the Court.
3. Only other EMERGENCY matters will be heard:
  - a. Incarcerated defendants pending release
  - b. Expiring Orders of Protection
  - c. Protective Orders if compliance time frame not waived by defense
  - d. Bail applications
  - e. Civil Orders to Show Cause
4. Other cases are being administratively adjourned by the Court:
  - f. A minimum of 30 days for "in" defendants
  - g. A minimum of 45 days for "out" defendants
  - h. Defendants will be notified by OCA of the new date.
  - i. Any defendant who appears for their case will be sent home and told to look for the new date.
  - j. Arraignments on DAT matters will be adjourned administratively for 60 days from the original return date.
5. Cases that must be heard can be heard via skype/electronic/telephone call in. The point is to REDUCE the amount of people visiting the courthouse until further notice.

**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.

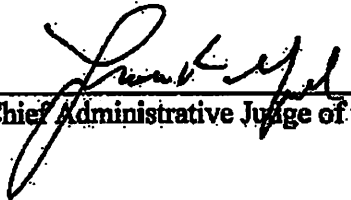
  
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Chief Administrative Judge of the Courts

Dated: March 19, 2020

AO/71/20

**ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to a delegation of authority to me by Chief Judge of the State of New York in response to the 2020 coronavirus public health emergency in this State, I hereby direct that, effective immediately and until further order, any temporary orders of protection issued in any criminal or civil matter in any court of the Unified Court System that is due to expire on or after the date of this order shall be extended under the same terms and conditions until the date the matter is re-calendared, unless the order is sooner terminated or modified by a judge or justice of the court that issued the order.

  
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Chief Administrative Judge of the Courts

Dated: March 19, 2020

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