



SEVENTH AMENDED ADMINISTRATIVE ORDER SIXTH JUDICIAL DISTRICT

Pursuant to the authority vested in me, in accordance with the recent operational protocols issued by the Chief Administrative Judge for the trial courts of the Unified Court System and after consultation with the Chief Administrative Judge and the Deputy Chief Administrative Judge; and

WHEREAS, New York State and the nation are now in the midst of an unprecedented public health crisis surrounding the outbreak of COVID-19 (coronavirus); and

WHEREAS, COVID-19 is known to be a highly infectious disease, and there is much community concern that large gatherings of people can result in greater public exposure to possible contagion or “community spread”; and

WHEREAS, on a daily basis, in courts across the State, hundreds if not thousands of people representing a broad cross-section of the community gather to conduct business in large groups in close proximity to one another; and

WHEREAS on May 18, 2020 (May 20, 2020 for Cortland & Madison Counties) the courts in the 6th Judicial District implemented Phase I of its’ return to in-person operations plan (RIPO), on June 3, 2020 the 6th Judicial District implemented Phase II of its’ RIPO plan, on June 17, 2020 the 6th Judicial District implemented Phase III of its’ RIPO plan and on July 1, 2020 the 6th Judicial District anticipates implementation of Phase IV of its’ RIPO plan (Attachment A - Highlights and Summaries) ; it is hereby

ORDRED that effective immediately the following rules be put into effect in the Sixth Judicial District until rescinded.

As hereinafter used, “Assigned Judge” shall refer to the judge assigned to hear the case on and before March 16, 2020.

A. General matters and matters applicable to more than one case type

1. Until further Administrative Order or Executive Order, eviction matters may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated June 18, 2020 and pursuant to Administrative Order AO/127/20 (“Evictions matters in which all parties are represented by counsel shall

be eligible for calendaring for virtual settlement conferences”). All other eviction proceedings are stayed; no eviction orders shall be signed or served. Further reference is made to the Administrative Order AO/68/20 signed by the Chief Administrative Judge of the Courts on March 16, 2020; Executive Order 202.8 signed by the Governor on March 20, 2020, Executive Order 202.14 signed by the Governor on April 7, 2020 and Executive Order 202.28 signed by the Governor on May 7, 2020 with regard to eviction matters.

2. Until further Administrative Order or Executive Order, no default judgments shall be granted where, pursuant to CPLR 3215, the default occurred after March 16, 2020. Furthermore, no default judgment requiring the defendant’s notice pursuant to CPLR 3215(g) shall be granted, unless the application was heard prior to March 17, 2020 and proper notice was given.
3. All Family Court and all County Court Judges are cross assigned to the County and Family Courts in all counties of the District.
4. The Return to In-Person Operations Plan (“RIPO”) (Phase I) implemented on May 18, 2020 & May 20, 2020, the RIPO (Phase II) implemented on June 3, 2020, the RIPO (Phase III) implemented on June 17, 2020, the RIPO (Phase IV) anticipated to be implemented on July 1, 2020 and any RIPO plans for any subsequent phases are incorporated herein and all provisions of this Administrative Order shall be read in conjunction with those RIPOs.
5. The Virtual Courtroom Protocol (Attachment “B”) enacted by the Sixth Judicial District Administrative Order signed on March 31, 2020, to the extent not inconsistent with the RIPO plans, remains in full force and effect and all provisions of this Administrative Order shall be read in conjunction with the Virtual Courtroom Protocol and any subsequent amendments thereto.
6. Occupancy of ALL courtrooms and meeting rooms in Court Facilities and other rooms where court functions occur shall be limited to the lesser of 25 people or ½ the posted room occupancy per code unless the necessary parties in an action require that more than 25 people be in a courtroom. Notwithstanding the above in all instances the maximum occupancy of any space in the courthouse shall be limited to ½ the posted room occupancy. To the greatest extent possible, all room occupants shall remain six feet apart.
7. Naturalization Ceremonies, wherever they occur, shall comply with the room occupancy limits stated herein.
8. All Staff shall report to the courthouse as determined by his/her supervisor. All Judges and Chambers’ staff should report to the courthouse. Any requests for exemptions must be approved by the Administrative Judge.
9. All deadlines established per judicial directive (including those contained in scheduling orders, service dates and “local rules”) that occur on or after June 30, 2020 and during the pendency of this Administrative Order shall be extended for a period of 30 days from the date of the stated deadline, unless otherwise directed by the Assigned Judge or agreed upon by the parties (reference is made to Administrative Order AO/71/20 signed by the Chief Administrative Judge of the Courts on March 19, 2020 as it relates to civil litigation). Further reference is made to Executive Order 202.8 signed by the Governor on March 20, 2020, Executive Order 202.14 signed by

the Governor on April 7, 2020 and Executive Order 202.28 signed by the Governor on May 7, 2020 with regard to statutory deadlines and time frames.

10. All Temporary Orders of Protection issued in any criminal or civil matter that has expired or is due to expire on or after March 19, 2020 “shall be extended under the same terms and conditions until the date the matter is re-calendared and heard, unless the order is sooner terminated or modified by a judge or justice of the court that issued the order” pursuant to Administrative Order AO/73/20 signed by the Chief Administrative Judge of the Courts on March 19, 2020.
11. Effective July 1, 2020, vouchers submitted pursuant to County Law § 722-b(4)), Judiciary Law § 35(8) and Family Court Act §§ 243(c), 245(c) shall be reviewed by the appropriate judicial authority **and shall not be deemed approved** pursuant to the Order signed by the Administrative Judge of the Sixth Judicial District dated March 20, 2020. **Effective July 1, 2020, the Order signed by the Administrative Judge of the Sixth Judicial District dated March 20, 2020 relating to vouchers is hereby rescinded.**
12. All filings shall be pursuant to the Administrative orders signed by the Chief Administrative Judge of the Courts (AO/111/2020, AO/114/20, AO/115/20 and any amendments thereto).
13. All requests for the scheduling of a preliminary hearing pursuant to C.P.L. §180.60 in felony matters shall be transmitted to the Supervising Judge of the Criminal Courts for the Sixth Judicial District. The Supervising Judge shall determine whether there has been good cause shown pursuant to Executive Order 202.28 signed by the Governor on May 7, 2020 to delay the hearing beyond 144 hours owing to the inability of the People to present the case to a grand jury. Upon such a finding the Supervising Judge shall schedule the preliminary hearing, in consultation with the local criminal court judge and the parties, to be heard in front of the appropriate local criminal court judge.
14. All applications for the release of a defendant charged with a felony pursuant to C.P.L. §180.80 shall be filed with the Supreme and County Court Clerk’s Office of the county in which the felony was allegedly committed. Such application shall then be transmitted to the Supervising Judge of the Criminal Courts for the Sixth Judicial District. The Supervising Judge shall then hear arguments from the People and the defense including whether the failure to dispose of the felony complaint or commence a hearing within 144 hours was due to the inability of the People to present the case to a grand jury. Reference is again made to Executive Order 202.28 signed by the Governor on May 7, 2020. Upon such a finding of good cause, the Supervising Judge may schedule a preliminary hearing pursuant to C.P.L. §180.60 in consultation with the local criminal court judge and the parties, to be heard in front of the appropriate local criminal court judge.

B. Supreme Civil

1. All non-essential matters shall be addressed by the Assigned Judge and appropriately scheduled.

2. "Essential matters" includes those matters as listed in Exhibit A attached to Administrative Order AO/78/20 signed by the Chief Administrative Judge of the Courts on March 22, 2020 and as amended hereafter and any other matter determined to be essential after application by the Assigned Justice or Designated Justice to the Administrative Judge.
3. All Mental Hygiene Law proceedings in which a party is confined to a hospital or other facility shall be conducted with appearances by means of remote audiovisual technology or telephone pursuant to Administrative Order AO/72/20 signed by the Chief Administrative Judge of the Courts on March 22, 2020.
4. Until further Administrative Order or Executive Order, foreclosure matters may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated June 23, 2020 and pursuant to Administrative Order AO/131/20 ("Foreclosure matters in which all parties are represented by counsel shall be eligible for calendaring for both initial and follow-up virtual settlement conferences"). Further reference is made to Administrative Order AO/68/20 signed by the Chief Administrative Judge of the Courts on March 16, 2020; Executive Order 202.8 signed by the Governor on March 20, 2020, Executive Order 202.14 signed by the Governor on April 7, 2020 and Executive Order 202.28 signed by the Governor on May 7, 2020.

C. Superior Court Criminal Cases

1. All pending criminal cases shall be addressed by the Assigned Judge and appropriately scheduled consistent with applicable Executive Orders and Administrative Orders. The issuance of the new return date shall occur on or before the currently scheduled adjourned date or within 7 days of the signing of this order, whichever is later. For Defendants not in custody, there shall be no adjournment of a matter that is greater than 60 days. For defendants in custody, there shall be no adjournment of a matter that greater than 30 days.
2. "Essential matters" includes those matters as listed in Exhibit A attached to Administrative Order AO/78/20 signed by the Chief Administrative Judge of the Courts on March 22, 2020 and as amended hereafter and any other matters determined to be essential after application by the Assigned Judge or Designated Judge to the Supervising Judge. The Supervising Judge, in consultation with the Administrative Judge, shall permit a matter to proceed if warranted.
3. "Grand juries set to be impaneled within term six of the courts for the year 2020 shall be postponed until further order." Currently seated grand juries "may continue, upon application of the appropriate district attorney to the administrative judge" pursuant to Administrative Order AO/113/20 signed by Deputy Chief Administrative Judge Vito Caruso on May 16, 2020.
4. A Grand Jury will be impaneled in each County on or about July 13, 2020 and thereafter pursuant to the schedule established in the Amended Annual Order pursuant to Chief Administrative Judge Lawrence Marks AO/130/20.
5. The Accessible Magistrate procedure (for Adolescent Offenders) currently in place shall continue.

D. Treatment Courts/OSP

1. Treatment courts and Opioid Stabilization Parts will be handled by the Assigned Judge.
2. Pursuant to Administrative Order AO/87/20 of Chief Administrative Judge Lawrence Marks dated May 1, 2020, "Problem-solving courts may conduct virtual court conferences with counsel, court staff, service providers, and, where practicable, clients."
3. The Assigned Judge may make application to the Coordinating Judge of the Treatment Courts to have a matter deemed essential. The Coordinating Judge of Treatment Courts, after consultation with the Administrative Judge, shall permit a matter to proceed if warranted.

E. Family Court

1. All non-essential matters shall be addressed by the Assigned Judge and appropriately scheduled.
2. "Essential matters" includes those matters as listed in Exhibit A attached to Administrative Order AO/78/20 signed by the Chief Administrative Judge of the Courts on March 22, 2020 and as amended hereafter, and any other matters determined to be essential after application by the Designated Judge to the Supervising Judge. The Supervising Judge, in consultation with the Administrative Judge, shall permit a matter to proceed if warranted.
3. Judges are required to immediately bring to his/her Supervising Judge's attention any Permanency Planning Hearings that pursuant to existing Federal or State Law require a determination that the matter be deemed essential so as to provide a timely calendar date.
4. All remand/removal/placement orders issued in the Sixth Judicial District under Family Court Act Articles 3, 6, 7, 8 and 10 that are due to expire while this Administrative Order is in effect, shall be deemed extended under the same terms and conditions for a period of 60 days from the date the order is scheduled to expire, unless the order is terminated or modified by the Designated Judge or Assigned Judge. To the extent practicable, the Designated Judge or Assigned Judge shall issue an amended order and the lawyers and pro-se litigants notified.
5. All cases involving a youth that is currently in detention shall be reviewed by the Assigned Judge or Designated Judge, at a minimum, at least once every fourteen days.

F. Surrogate's Court

1. All non-essential matters shall be addressed by the Assigned Judge and appropriately scheduled.
2. "Essential matters" includes those matters as listed in Exhibit A attached to Administrative Order AO/78/20 signed by the Chief Administrative Judge of the

Courts on March 22, 2020 and as contained in Administrative Order AO/99/20 signed by the Chief Administrative Judge of the Courts on May 15, 2020 and other matters as determined to be essential after application by the Surrogate to the Administrative Judge.

G. City Court

1. All pending criminal cases shall be addressed by the Assigned Judge and appropriately scheduled consistent with applicable Executive Orders and Administrative Orders. The issuance of the new return date shall occur on or before the currently scheduled adjourned date or within 7 days of the signing of this order, whichever is later. For Defendants not in custody, there shall be no adjournment of a matter that is greater than 60 days. For defendants in custody, there shall be no adjournment of a matter that is greater than 30 days.
2. All civil matters shall be addressed by the Assigned Judge and appropriately scheduled.
3. "Essential matters" includes those matters as listed in Exhibit A attached to Administrative Order AO/78/20 signed by the Chief Administrative Judge of the Courts on March 22, 2020 and as amended hereafter and any matter deemed to be essential after application by the Designated Judge to the Supervising Judge. The Supervising Judge, in consultation with the Administrative Judge, shall permit a matter to proceed if warranted.

H. Town and Village Courts

1. All matters shall be addressed by the Assigned Town or Village Judge and appropriately calendared.
2. To the extent possible, immediate arraignments that occur during the hours of court operations shall occur pursuant to the virtual protocols in Attachment "B".
3. After hours arraignments in counties without a CAP Court, shall be heard pursuant to the AO/96/20 of Chief Administrative Judge Lawrence K. Marks dated April 14, 2020.
4. After hours arraignments in counties with a CAP court, shall be heard before a CAP Judge and in accordance with AO/96/20 of Chief Administrative Judge Lawrence K. Marks dated April 14, 2020.
5. Town and village court judges and clerks are permitted to return to their local court facilities to process all pending matters as well as new filings, subject to the restrictions of existing Executive Orders and Administrative Orders. Judges and clerks may return to their local court facilities only if appropriate personal protective equipment is provided by their municipalities including, but not limited to facial coverings, hand sanitizer, appropriate cleaning supplies, plexiglass partitions, etc.
6. All Town and Village proceedings, including, but not limited to in-person court proceedings, shall be conducted in accordance with the provisions of the 6th District's "return to in-person operations" (RIPO) plan and all amendments thereto.

In all other respects, not inconsistent with the provisions herein, all prior Administrative Orders shall continue until rescinded by subsequent Order.

Dated: June 29, 2020
Binghamton, New York



Hon. Eugene D. Faughnan, J.S.C.
Administrative Judge
Sixth Judicial District

Distribution:
HON. VITO CARUSO, DCAJ

Attachment "A"

SUMMARY

6th Judicial District

Phase IV Return to In-Person Operations Plan ("RIPO")

To Commence July 1, 2020

- All measures contained in the Return to in-person operations plan (RIPO) RIOP dated May 13, 2020 and subsequent Phase amendments will continue and be enhanced during Phase IV. All measures contained in the Memoranda of John McConnell and Nancy Barry dated February 28, 2020, March 6, 2020, May 15, 2020, May 29, 2020, June 8, 2020, and June 17, 2020 are incorporated herein.
- It is essential that Judges make maximum use of out of court time utilizing virtual technology.
- Notwithstanding any other provision herein, where an in-person proceeding involves an incarcerated individual, that individual shall appear virtually utilizing electronic means unless the presiding judge, upon the request of one of the parties, orders otherwise.
- Phase IV, like Phases II & III, operates with certain presumptions
 1. **Matters that shall presumptively be heard in-person**
 - a. Superior Civil
 - i. Bench trials
 - ii. Evidentiary hearings and inquests
 - iii. All appearances and conferences where at least one party is self-represented
 - iv. Essential Matters
 - b. Superior Criminal (Incarcerated Defendants shall appear virtually, unless otherwise ordered)
 - i. Bench trials
 - ii. Evidentiary hearings
 - iii. Non-custodial arraignments
 - iv. Waivers of Indictment, Pleas and Sentences for defendants at liberty
 - v. Motion argument
 - vi. Treatment court and Judicial Diversion where the Judge determines that an appearance is necessary to protect the health and safety of a defendant
 - vii. Grand Jury proceedings (commencing on or after July 13, 2020)
 - viii. Essential Matters
 - c. Family Court
 - i. All evidentiary hearings (priority given to matters filed first)
 - ii. Child Support proceedings filed prior to June 1, 2020
 - iii. Permanency Hearings
 - iv. Article 10 Consents, Admissions and Surrenders
 - v. Essential Matters
 - d. Surrogates' Court
 - i. Citations and Show Cause orders
 - ii. Bench trials
 - iii. Evidentiary hearings
 - iv. All appearances and conferences where at least one party is self-represented
 - v. Essential Matters
 - e. City Court Civil
 - i. Bench trials
 - ii. Evidentiary hearings
 - iii. Small claims matters, including the small claims arbitration program, for matters that were filed prior to April 1, 2020
 - iv. Essential Matters
 - f. City Court Criminal
 - i. Bench trials
 - ii. Preliminary Hearings
 - iii. Evidentiary hearings
 - iv. Appearance Ticket arraignments for Appearance Tickets filed prior to June 1, 2020

- v. Pleas and Sentences for defendants at liberty
 - vi. Motion arguments
 - vii. Arraignments of defendants accused of a violation of any provision of Article 31 of the Vehicle and Traffic Law (VTL 1190 et seq.)
 - viii. Treatment court where the Judge determines that an appearance is necessary to protect the health and safety of a defendant.
 - ix. Essential Matters
- 2. Matters that shall presumptively be heard virtually**
- a. Superior Civil
 - i. All conferences, including foreclosures, where all parties are represented by counsel
 - ii. Motion arguments where all parties are represented by counsel
 - iii. Mental Hygiene Law Proceedings pertaining to a hospitalized adult (Chief Administrative Judge Lawrence Marks' Administrative Order AO/72/20)
 - iv. All other proceedings not listed in (1)(a) above
 - b. Superior Criminal
 - i. Conferences
 - ii. Waivers of Indictment, pleas and sentences where the defendant is incarcerated
 - c. Family Court
 - i. Conferences
 - ii. Juvenile Delinquency Proceedings
 - iii. Person in Need of Supervision Proceedings
 - iv. Adoptions
 - v. Appearances calendars
 - vi. All other proceedings not listed in (1)(c) above
 - d. Surrogates' Court
 - i. Conferences where all parties are represented by counsel
 - ii. Motion Arguments where all parties are represented by counsel
 - iii. Adoptions
 - iv. All other proceedings not listed in (1)(d) above
 - e. City Court Civil
 - i. Conferences
 - ii. Motion arguments
 - iii. All other proceedings not listed in (1)(e) above
 - f. City Court Criminal
 - i. Conferences
 - ii. Pleas and sentences where the defendant is incarcerated
 - iii. All other proceedings not listed in (1)(f) above

In all instances under (1) or (2), with the exception of MHL Proceedings pertaining to a hospitalized adult, a request to deviate from the presumption may be made by an attorney or litigant to the Assigned Judge. If a request to appear in-person is granted, the Administrative Judge shall be notified.

- Courts should note the following:
 - All virtual matters shall be held via Skype for Business. Included in the Skype invitation is a call-in number for lawyers and litigants that do not have access to Skype for Business video. In the event that a self-represented litigant is unable to access Skype for Business, arrangements shall be made at the courthouse for the litigant to appear virtually.
 - Housing matters (Landlord/Tenant evictions and foreclosures) may proceed pursuant to the protocol established in the Memorandum from Chief Administrative Judge Lawrence Marks dated June 18, 2020 and pursuant to Administrative Order AO/127/20 ("Evictions matters in which all parties are represented by counsel shall be eligible for calendaring for virtual settlement conferences"). Foreclosures may proceed pursuant to AO/131/20
 - Default judgments shall not be granted where, pursuant to CPLR 3215, the default occurred after March 16, 2020. Furthermore, no default judgment requiring the defendant's notice pursuant to CPLR 3215(g) shall be granted, unless the application was heard prior to March 17, 2020 and proper notice was given (7th JD Seventh Amended AO).
 - ADR shall be conducted virtually (Chief Administrative Judge Lawrence Marks' AO/87/20).
 - Arbitrations pursuant to the Part 137 Attorney-Client Fee Dispute Resolution Program will occur virtually.
 - Small Claims Assessment Review proceedings shall be conducted virtually.

SUMMARY

6th Judicial District

Phase III Return to In-Person Operations Plan ("RIPO")

To Commence June 17, 2020

- All measures contained in the RIPO plan dated May 15, 2020 will continue and be enhanced during Phase III. All measures contained in the Memoranda of John McConnell and Nancy Barry dated February 28, 2020, March 6, 2020, May 15, 2020, May 29, 2020 and June 8, 2020 are incorporated as part of this Plan.
 - Judges should continue to expand their use of the virtual format where legally permissible and logistically possible.
 - **Notwithstanding any other provision herein, where an in-person proceeding involves an incarcerated individual, that individual shall appear virtually utilizing electronic means unless the presiding judge orders otherwise after appropriate application is made.**
 - Phase III, like Phase II, operates with certain presumptions.
 1. The following matters shall presumptively be heard in-person
 - a. Essential Matters (excepting those matters that are presumptively virtual as noted in [2] below)
 - b. Bench trials
 - c. Family Court Act Article 10 evidentiary hearings
 - d. Child Support proceedings filed prior to April 1, 2020
 - e. Permanency Hearings
 - f. Criminal Preliminary Hearings and Criminal Pre-trial Evidentiary Hearings
 - g. Pleas and Sentences for defendants at liberty that do not involve a sentence of incarceration
 - h. Arraignments of defendants accused of a violation of any provision of VTL 1190 et seq.
 - i. Arraignments of defendants whose Appearance Tickets were filed prior to April 1, 2020
 - j. Treatment court and Judicial Diversion appearances where the Assigned Judge determines that an appearance in an acute case is necessary to protect the health and safety of a defendant
 2. The following matters shall presumptively be heard virtually
 - a. Non-essential matters (except those matters that are presumptively in-person as noted [1] above)
 - b. Criminal Proceedings (except those matters noted in [1] above) Note: Judges are encouraged to conference criminal matters virtually/telephonically and if acceptable dispositions are reached, plea affidavits (where not prohibited by law) are strongly encouraged.
 - c. Juvenile Delinquency Proceedings
 - d. Person in Need of Supervision Proceedings
 - e. Evidentiary hearings not noted in (1) may be conducted with the consent of the parties
 - f. MHL Proceedings pertaining to a hospitalized adult (Chief Administrative Judge Marks' AO/72/20).
- In all instances under (1) or (2), with the exception of MHL Proceedings pertaining to a hospitalized adult, a request to deviate from the presumption may be made by an attorney or litigant to the Assigned Judge. If a request to appear in-person is granted, the Administrative Judge shall be notified.
- ADR shall be conducted virtually (Chief Administrative Judge Lawrence Marks' AO/87/20).
 - Courts should note the following:
 - Housing matters (Landlord/Tenant, evictions, and foreclosures) may proceed only for purposes of Alternative Dispute Resolution (ADR) and settlements where all parties are represented by counsel. No new filings are permitted in Phase III.
 - Default judgments shall not be granted where, pursuant to CPLR 3215, the default occurred after March 16, 2020. Furthermore, no default judgment requiring the defendant's notice pursuant to CPLR 3215(g) shall be granted, unless the application was heard prior to March 17, 2020 and proper notice was given (7th Judicial District's Fifth Amended Administrative Order).
 - Preparations (confirming appropriate locations as well as preparing and mailing summons [specific dates to be established by the Administrative Judge]) may begin in Phase III to have Grand Jurors seated in Phase IV.

6th Judicial District Town & Village Courts
Return to In Person Operations (“RIPO”)
PHASE II
To Commence June 3, 2020

The Town and Village Courts are unique within the court system, and present unique challenges during this time. Many of the Town and Village Judges, as well as the T&V clerks, face significant challenges in working remotely, including lack of internet access, lack of appropriate equipment and lack of ability to utilize virtual technology. It is not feasible that the Town and Village Courts operate under the same virtual conditions that the state paid courts are currently using.

Therefore, it is imperative that we begin the process of Town and Village Courts returning to meaningful in-person operations as they are a crucial part of the overall court system. Most citizens who have contact with a court will have contact with a Town or Village Court, rather than a City Court or Superior Court. The long-term health of the Town and Village Court system is dependent on these courts operating in meaningful ways as soon as it is safe to do so.

Background of Town & Village Operations during COVID

- On March 17, 2020, Town and Village Court operations were paused. The Judges and Clerks were directed to no longer enter court buildings. All arraignments and essential operations, both off hour and during business hours, began to be conducted virtually. The T&V courts were given the opportunity to work virtually. As noted above, operating virtually presents challenges for the T&V court judges and many were not able to conduct virtual operations
- On May 6, 2020, one court clerk in each courthouse was permitted to return, pursuant to Deputy Chief Administrative Judge for courts outside NYC Caruso’s memo dated May 6, 2020. Clerks were permitted to process mail and monies received and make entries into the CourtRoom program.
- On May 18, 2020, to coincide with RIPO Phase I, Judges and Clerks returned to the courthouses. The buildings were open to the public. No court matters were scheduled.

PHASE II

What:

- A. Judges may conduct in-person small claims matters.
- B. Judges may conduct in-person civil proceedings.
- C. Judges may conduct in-person dangerous dog hearings.
- D. Judges may continue to work on their own cases by taking acceptable pleas on papers and conducting virtual conferences.
- E. Judges may impose sentences, by non-in person means on pending VTL matters where the court has received a guilty plea. Courts should NOT suspend licenses or take other punitive action for failure to pay or appear during this Phase.
- F. The Virtual arraignment procedure shall continue.

How:

- A. All "in-person" foot traffic within town and village courts will be conducted by the established social distancing rules (i.e., 6-foot distance maintained, facial coverings worn at all times by anyone entering the courthouse/room, etc.) and assuming that the court has been provided with proper PPE.
- B. No more than one hearing may be scheduled at the same time and shall be staggered such that parties are not waiting in a courtroom.

- C. Virtual ADR shall be encouraged.
- D. Judges may continue to conduct any of the above-referenced matters virtually where appropriate.
- E. All courtrooms shall be limited to 25 percent occupancy or 10 persons whichever is less.

Sixth Judicial District
Return to In-Person Operations Plan Highlights
Phase I
To Commence Monday, May 18, 2020

Good News! Our region has met established benchmarks, triggering the first phase of a return to more in-person operations. Throughout this public health crisis, the courts have remained open and, while limiting foot traffic, have continued to hear Essential Matters.

Over the past several weeks, courts have been steadily increasing cases handled and clearing up existing pending matters. Thanks to the dedication and hard work of our remarkable judges and court staff, we are now ready to begin Phase I of the Return to In-Person Operations. We will begin a flexible, measured and steady return to in-person operations commencing on May 18, 2020. We will continue to ensure the safety of all who enter the Courthouses – Judges, Staff and the public by assuring that appropriate safety measures are followed.

- Judges and Chambers Staff in Broome, Chemung, Chenango, Delaware, Otsego, Schuyler, Tioga and Tompkins Counties will return to their courthouses commencing Monday, May 18, 2020.

- Use of appropriate PPE required

- On May 18, 2020, the Court will begin accepting filings by electronic means in new matters. On May 25, 2020, the Courts will begin accepting paper filings in new matters, where otherwise permitted.

- All County and City Courthouses in Broome, Chemung, Chenango, Delaware, Otsego, Schuyler, Tioga and Tompkins Counties will be open and staffed. Cortland and Madison Counties will open on Wednesday, May 20, 2020.

- County Courthouse operations will continue as they are presently.

- Town & Village Court Justices and clerks may return to work in their courthouse handling clerical matters and working on decisions.

- Town & Village Courts will be open but there will be no calendars and foot traffic will not be encouraged.

- Security personnel will ensure proper PPE (masks, hand sanitizer) and spatial distancing for all members of the public who enter the courthouse.

- Employees

- Use of masks/gloves

- Spatial distancing at workstations

- Provisions for vulnerable employees

Attachment "B"



ADMINISTRATIVE ORDER SIXTH JUDICIAL DISTRICT

Pursuant to the authority vested in me, and in accordance with the recent operational protocols issued by the Chief Administrative Judge for the trial courts of the Unified Court System, I hereby order that effective immediately, the administrative order dated March 31, 2020 which contains the initial protocols for virtual courtrooms in the 6th Judicial district is hereby amended as follows:

- 1.) The timetable for implementation of virtual courtrooms for all matters (criminal and civil) throughout the 6th Judicial District is hereby accelerated.
- 2.) Effective immediately every court in the 6th Judicial District may begin using virtual courtrooms to hear essential matters, and shall do so to the fullest extent possible, under the protocols annexed to the administrative order dated March 31, 2020 and any subsequent amendments thereto.
- 3.) Notwithstanding the foregoing, no later than **8:30am on Monday, April 6, 2020** all essential matters in the 6th Judicial District shall be heard using virtual courtrooms under the protocols annexed to the administrative order dated March 31, 2020 and any subsequent amendments thereto.

Dated: April 2, 2020
Binghamton, New York

A handwritten signature in black ink, appearing to read "E. Faughnan", written over a horizontal line.

Hon. Eugene D. Faughnan, J.S.C.
Administrative Judge
Sixth Judicial District

Distribution:
HON. VITO CARUSO, DCAJ



**ADMINISTRATIVE ORDER
SIXTH JUDICIAL DISTRICT**

Pursuant to the authority vested in me, in accordance with the recent operational protocols issued by the Chief Administrative Judge for the trial courts of the Unified Court System and after consultation with the Chief Administrative Judge and the Deputy Chief Administrative Judge and

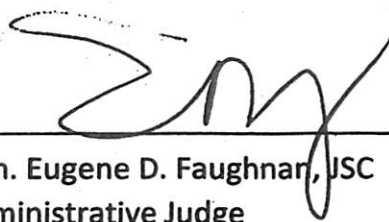
WHEREAS, New York State and the nation are now in the midst of an unprecedented public health crisis surrounding the outbreak of COVID-19 (coronavirus); and

WHEREAS, COVID-19 is known to be a highly infectious disease, and there is much community concern that large gatherings of people can result in greater public exposure to possible contagion or "community spread"; and

WHEREAS, on a daily basis, in courts across the State, hundreds if not thousands of people representing a broad cross-section of the community gather to conduct business in large groups in close proximity to one another, it is hereby

ORDERED that until the Second Amended Administrative Order issued on March 25, 2020 and any subsequent amendments thereto are rescinded, the attached Virtual Courtroom Protocols, and any subsequent amendments thereto, shall remain in effect in all Counties of the Sixth Judicial District.

Dated: March 31, 2020
Binghamton, New York



Hon. Eugene D. Faughnar, JSC
Administrative Judge
Sixth Judicial District

Distribution:

Hon. Vito C. Caruso, Deputy Chief Administrative Judge, Courts Outside New York City

Sixth Judicial District Remote Criminal Courtroom Protocols

Effective 8:30 PM on Monday April 6th, all essential criminal matters in the Sixth Judicial District will be handled remotely utilizing Skype for Business. No matters will be handled in person. Essential matters are generally defined as:

- I. Arraignments on qualifying offenses for which bail is sought;
 - a. This includes arrest warrants and bench warrants on qualifying offenses for which bail is sought. Arrest warrants for non-qualifying offenses should not be executed. Bench warrants for a failure to appear on a non-qualifying offense should not be executed;
- II. Arraignments for which an order of protection is sought;
- III. Bail applications, reviews and writs;
- IV. Resentencing of retained and incarcerated defendants;
- V. Essential SORA matters;
- VI. A matter deemed essential and time-sensitive by the duty judge when no alternative to a court appearance can be utilized.

All criminal matters will be handled in a Skype Meeting/Channel which has been created for each county. In each county, all law enforcement agencies, judges, defense attorneys and prosecutors have received a weblink/invitation. Any attorneys, judges, or law enforcement agencies who have not received the appropriate weblink may contact Joshua Shapiro at jshapiro@nycourts.gov, or (607) 766-1079.

Scheduled court appearances for incarcerated principals will be handled by accessing this skype channel from a computer at the county correctional facility thus allowing incarcerated individuals to "appear" remotely. Unscheduled immediate arraignment requests will be handled by accessing this skype channel from the Centralized Arraignment Part, in those counties that have such a part generally,

and by accessing the channel from the police station, precinct, or barracks which has taken custody of an arrested person, for those counties that do not have a Centralized Arraignment Part generally. Out of custody essential appearances shall be handled by allowing such principals access to the county's consolidated courthouse where an isolated webcam and monitor will be set up. Procedures for immediate arraignments are described in greater detail below (contact information for Clerks Districtwide is annexed as Exhibit "A").

Immediate Arraignment Requests for Arrested Individuals

I. Monday-Friday 8:30 AM – 4:30 PM

- a. All counties: Immediate Arraignment Requests will be handled by the “on-duty” consolidated courtroom judge;

II. Monday – Friday 4:30 PM – 8:30 AM

a. Broome County:

i. City of Binghamton Immediate Arraignment Requests:

1. Qualifying offenses where bail is sought or offenses for which an order of protection is sought will be handled remotely by one of the three Binghamton city court judges. If no City Court Judge is available, they may be handled by the on-call T&V Centralized Arraignment Part (Hereinafter “CAP”) judge, or by the on-call county court judge;

ii. Immediate Arraignment Requests Outside of the City of Binghamton:

1. For a qualifying offense for which bail is sought, the principal may be dropped off at the Broome County Jail to be held for the next session of the Centralized Arraignment Part. These arraignments will be conducted remotely by the on-call CAP judge;
2. For an offense where an order of protection is sought, but bail is not sought, the defendant shall not be dropped off at the Broome County Jail. Instead the police agency must request an immediate arraignment by the on-duty CAP judge. This arraignment will be conducted remotely with the defendant given access to skype at the police station or NYSP barracks;

b. Tioga County:

the Centralized Arraignment Part. There will continue to be both a morning and an evening session of the CAP on weekends. These arraignments will be conducted remotely by the on-call CAP judge;

2. For an offense where an order of protection is sought, but bail is not sought, the defendant will not be dropped off at the Broome County Jail. Instead the police agency shall request an immediate arraignment by the on-duty CAP judge. This arraignment will be conducted remotely with the defendant given access to skype at the police station or NYSP barracks;

b. Tioga County:

- i. For a qualifying offense for which bail is sought, or for an offense for which a temporary order of protection is sought, the principal may be dropped off at the Tioga County Jail to be held for the next session of the Centralized Arraignment Part. These arraignments will be conducted remotely by the on-call CAP judge;

c. Otsego County:

- i. For a qualifying offense for which bail is sought, or for an offense for which a temporary order of protection is sought, the principal may be brought to the Otsego County Jail where an immediate arraignment shall be conducted remotely by the on-call CAP judge;

d. Schuyler, Chemung, Tompkins, Cortland, Madison, Chenango, and Delaware County:

- i. When a principal is arrested for a qualifying offense for which bail is sought, or for an offense for which a temporary order of protection is sought, the arresting agency may request an immediate arraignment from an appropriate Town, Village, City, or County Court Judge based upon jurisdictional requirements. The

**arraignment will be conducted remotely with the defendant given access to
skype at the police station or NYSP barracks;**

Procedures for Immediate Arraignment Requests

- I. Arraignments utilizing a county court judge Monday-Friday 8:30 AM – 4:30 PM:**
 - a. All Counties:**
 - i. The law enforcement agency shall contact the correct on-duty county court judge following a schedule to be provided:**
 - ii. The law enforcement agency shall also contact the Supreme and County Court Clerk's Office. Separate contact information shall be provided for each office;**
 - iii. The law enforcement agency shall contact the on-call assistant public defender or 18-b attorney depending upon the county. That attorney shall be given a chance to speak with their client on the phone privately prior to the arraignment.**
 - iv. The law enforcement agency shall contact the District Attorney's Office to advise them of the arraignment so that they may join the skype arraignment if they wish to;**
 - v. The law enforcement agency shall scan and email the accusatory instruments to the county court clerk, the on-call assistant public defender, and the District Attorney's Office utilizing email addresses which shall be provided;**
 - vi. The judge shall conduct the arraignment via skype. At the conclusion of the arraignment the judge shall email to the law enforcement agency an electronically signed securing order and shall email to all parties an order of protection if appropriate.**
 - vii. All original paperwork shall be mailed to the court of geographic jurisdiction. The arraigning court should also email a copy of the original paperwork to 6jdcap@nycourts.gov;**

II. Arraignments Monday-Friday after hours and on weekends:

a. Broome & Tioga County:

- i. For a qualifying offense for which bail is requested the defendant may be dropped off at the Broome Jail to await the next CAP arraignment session.**

b. Broome County Only:

- i. For an offense outside the City of Binghamton other than those where a temporary order of protection is requested:**

- 1. The law enforcement agency shall contact the correct on-call CAP judge following a schedule to be provided. If that judge cannot be reached any of the other judges listed on the schedule can be attempted as a backup, as can the city and county court judges.**
- 2. The law enforcement agency shall contact the on-call assistant public defender at to advise them to join the skype channel. The on-call assistant public defender shall be given a chance to speak to their client on the phone privately prior to the arraignment;**
- 3. The law enforcement agency shall contact the on-call Assistant District Attorney to advise them of the arraignment so that they may join the skype arraignment if they wish to;**
- 4. The law enforcement agency shall scan and email the accusatory instruments to the on-call judge, the on-call assistant public defender, and the District Attorney's Office utilizing email addresses which shall be provided**
- 5. The judge shall conduct the arraignment via skype. At the conclusion of the arraignment the judge shall email to the law enforcement agency an**

electronically signed securing order and shall email to all parties an order of protection if appropriate.

6. All original paperwork shall be mailed to the court of geographic jurisdiction. The arraigning court shall also email a copy of the original paperwork to 6jdcap@nycourts.gov ;

ii. Arraignments for Binghamton City Court:

1. The law enforcement agency shall contact a Binghamton City Court Judge to conduct the arraignment remotely following a schedule to be provided. If a city court judge cannot be reached, any of the CAP or county court judges can conduct such arraignment.
2. The law enforcement agency shall contact the on-call assistant public defender to advise them to join the skype channel. The on-call assistant public defender should be given a chance to speak to their client on the phone privately prior to the arraignment;
3. The law enforcement agency shall contact the on-call Assistant District Attorney to advise them of the arraignment so that they may join the skype arraignment if they wish to;
4. The law enforcement agency shall scan and email the accusatory instruments to the on-call judge, the Binghamton City Court Clerk's office, the on-call assistant public defender, the Binghamton City Court Chief Clerk, and the District Attorney's Office utilizing email addresses to be provided;
5. The judge shall conduct the arraignment via skype. At the conclusion of the arraignment the judge shall email to the law enforcement agency an

electronically signed securing order and shall email to all parties an order of protection if appropriate.

6. All original paperwork shall be mailed to the court of geographic jurisdiction. The arraigning court shall also email a copy of the original paperwork to 6idcap@nycourts.gov;

c. Otsego County:

- i. The law enforcement agency shall contact the on-call assistant public defender to advise them of the arraignment and to allow the assistant public defender to have a private conversation with the defendant;
- ii. The law enforcement agency shall contact the District Attorney's Office to notify them of the arraignment and allow them to join the arraignment channel;
- iii. The arresting agency shall notify Otsego County Dispatch of the arraignment;
 1. Otsego County Dispatch shall notify the on-call CAP judge;
 2. Otsego County Dispatch shall notify the Otsego County Sheriff's Office;
- iv. The law enforcement agency shall scan and email the accusatory instruments to the on-call judge and the on-call assistant public defender.
- v. The law enforcement agency shall transport the principal to the Centralized Arraignment Part where an immediate arraignment shall be conducted via Skype;
- vi. All original paperwork shall be mailed to the court of geographic jurisdiction. The arraigning court shall also email a copy of the original paperwork to 6idcap@nycourts.gov ;

d. Schuyler, Chemung, Tompkins, Cortland, Madison, Chenango, and Delaware County:

- i. The law enforcement agency shall contact the on-call assistant public defender to advise them of the arraignment and to allow the assistant public defender to have a private conversation with the defendant;
- ii. The law enforcement agency shall contact the District Attorney's Office to notify them of the arraignment and allow them to join the arraignment channel;
- iii. The law enforcement agency shall contact a Town, Village, City, or County Court Judge of appropriate jurisdiction to conduct the arraignment remotely via Skype from the police station or NYSP barracks;
- iv. The law enforcement agency shall scan and email the accusatory instruments to the judge and the assistant public defender;
- v. The judge shall conduct the arraignment via Skype;
- vi. All original paperwork shall be mailed to the court of geographic jurisdiction. The arraigning court shall also email a copy of the original paperwork to 6jdcap@nycourts.gov;

III. Arraignments utilizing a Centralized Arraignment Part:

a. Broome & Tioga County:

- i. Corrections staff shall contact the on-call CAP Judge utilizing the attached CAP schedule if there are custodial detainees who need to be arraigned at the start of each CAP shift, utilizing the phone numbers listed above;
- ii. Corrections staff should contact the on-call assistant public defender at to advise them to join the skype channel. The on-call assistant public defender shall be given a chance to speak to his or her client on the phone privately prior to the arraignment;

- iii. **Corrections staff shall contact the District Attorney's office to advise them of the arraignment so that they may join the skype arraignment if they wish to;**
- iv. **Corrections Staff shall scan and email the accusatory instruments to the on-call judge, and the on-call public defender;**
- v. **The Judge shall conduct the arraignment via skype. At the conclusion of the arraignment the judge shall email to the law enforcement agency an electronically signed securing order and will email to all parties an order of protection if appropriate.**
- vi. **All original paperwork shall be mailed to the court of geographic jurisdiction. The arraigning court shall also email a copy of the original paperwork to 6jdcap@nycourts.gov;**

b. Otsego County:

- i. **Arraignments at the Otsego County Centralized Arraignment Part shall be conducted as described in section II(c) above.**

Miscellaneous Procedures

I. Recording of Court Procedures

- a. Recording of County Court procedures conducted during normal business hours shall be done utilizing a court reporter who may remote into the skype channel if necessary;
- b. Recording of matters conducted by a CAP Judge shall be done utilizing a Liberty Recording Laptop or the "record skype" feature;
- c. Recording of matters conducted by a City Court Judge shall be done utilizing an FTR or the "record skype" feature;

II. Technical Assistance

- a. Should technical assistance be required by one of the judges they may obtain it by contacting the Sixth Judicial District Help Desk (normal business hours) at (607) 240-5344, OCA DOT at 1 (800) 622-2522, or Joshua Shapiro at (607) 766-1079;
- b. Should any Law enforcement agency need assistance with instructions on how to join the skype channel they should contact Joshua Shapiro at (607) 766-1079;

III. Electronic Signatures

- a. Securing Orders shall be electronically signed utilizing the sample securing order already emailed to all judges. If this is not possible judges may also print, sign, and scan and email securing orders.
- b. Orders of Protection may be generated in WebDVS and saved as a .pdf file. That .pdf file may then be emailed to the parties. A physical signature is not necessary provided the defendant has been given notice on the record of the TOP and is served with a copy of it. In the alternative judges may sign a long-hand TOP and scan and email it.

IV. Orders of Protection

- a. Where possible law enforcement agencies should provide the duty judge with the temporary order of protection request and order of protection information sheet at least 30 minutes prior to the arraignment to allow the judge to enter the appropriate information into WebDVS prior to the arraignment;

V. Criminal History Reports

- a. Where possible, law enforcement agencies shall fingerprint principals and transmit the DCJS fingerprint criminal history report electronically. If this is not possible law enforcement agencies should dictate the criminal history report to the arraigning judge and defense counsel during the arraignment, or scan and email it to the judge;

VI. Equipment Set Up:

- a. Equipment for utilizing skype has been and is being tested with judges, district attorneys, public defenders, and law enforcement agencies;

VII. Equipment Backup:

- a. In the event the skype call fails a speakerphone may be used with conference call features. All judges will be provided with one;

VIII. Updated Signs

- a. Updated signs will be posted at the entrance to all courthouses;

IX. Police Departments which will need to connect via Skype

- a. All county sheriff's offices;
- b. All local law enforcement agencies in the sixth judicial district;
- c. All NYSP barracks in the sixth judicial district;

X. Courtroom Access

- a. In all essential criminal court proceedings, going forward, the judge, court reporters, parties, their attorneys and any other interested party, will not be physically present in the courtroom unless required to do so by the court.**
- b. Members of the public may join the remote skype channel to view the proceedings.**
 - i. Judges will have the ability to "mute" any member of the public who is disruptive in the skype channel;**
- c. While court clerks may continue to use the courtrooms when necessary, like all other court participants, they are encouraged to use available technology and appear remotely, to the greatest extent possible;**

Sixth Judicial District Protocol for Court Appearances
in Essential Civil Matters

1. When accepting a filing for a potentially essential matter, the Clerk shall require the Petitioning party to provide contact information including address, telephone and email for all necessary parties and counsel to the extent that information can be reasonably obtained at the time of filing. If the Court determines that the matter is essential and requires a court appearance, the Clerk shall schedule a virtual Court appearance. All Court appearances shall be conducted by telephone and/or videoconference (contact information for Clerks Districtwide is annexed as Exhibit "A").
2. Using Skype for Business, the Clerk will send an invitation to all necessary parties and counsel to join in the scheduled virtual court appearance. Court proceedings remain open to the public, but to the maximum extent possible, parties, lawyers, witnesses and judges will not be present in the courthouse. While Clerks may find it necessary to be present in the Courtroom, they are also encouraged to participate remotely when possible.
3. Counsel should be preemptively advised that, unless special arrangements are made, the Skype hearing will not provide a forum for confidential communication and thus privileged discussions and preparation must take place outside of the virtual court appearance. Whether to meet in person or electronically is left to the discretion of individual counsel. Counsel and their client shall decide whether they will be in the same physical location for participation in the virtual court appearance.
4. Counsel intending to call a remotely located witness must inform the Court Clerk in a timely fashion to allow the Clerk to send the remote witness a Skype invitation.
5. When a Court Reporter is required, the Reporter may, where appropriate, join the appearance remotely. When not required, the Clerk shall utilize the existing FTR system to record the appearance from the courtroom.
6. Each County Department of Social Services should equip one additional office with a Skype enabled device for use by a party, counsel or witness who does not otherwise have access to Skype and who is necessary for the conduct of an essential court appearance.
7. In the rare circumstance where a necessary respondent or witness does not have access to Skype and cannot travel to a Skype enabled location, the District Office has Wi-Fi and Cellular enabled devices available. Please call **(607) 240-5350** to make arrangements for a device to be temporarily provided for the use of a necessary party or witness.

The attached Skype for Business information sheet may be provided to counsel, litigants, parties and witnesses.

Joining a Skype For Business Meeting

New York State Unified Court System has been using Skype for Business (SfB) for both internal videoconferencing and remote video appearances with external parties, such as attorneys, litigants, and witnesses. This guide is for those who wish to join a court-organized videoconferencing call.

Q1. What are the minimum requirements for participating a SfB videoconferencing call?

A1. You must have a decent computer or smartphone with up-to-date operating system, and a high-speed Internet connections.

Q2. I don't have a Microsoft Office365 Account, can I join a SfB videoconferencing call?

A2. Yes, you can still fully participate in a SfB video call from a web browser without paying for a license.

Q3. Why is it important to have a decent computer with an up-to-date operating system?

A3. Videoconferencing requires more computer horsepower than regular applications, such as a word processor. Obsolete Operating Systems, such as Windows 7, not only have security holes, but also may exhibit unpredictable behavior when joining a Skype call.

Q4. Can I join a SfB videoconference call without a webcam?

A4. Most laptops or tablets, as well as smartphones, have built in webcams. If you don't have a webcam, you can still join the SfB meeting. People can hear you, however, they cannot see you, which is not desirable in most court proceedings.

Q5. What would you recommend for the audio?

A5. Obviously, you don't have a meaningful videoconferencing calls without the audio. To achieve the best effects, we recommend the use of a USB headset. You may use an external speakerphone or built-in speaker and microphone within your device, however it might pick up background noises. In those cases, you should sit close to the microphone.

Q6. How can I know my Internet connection is good enough for a Skype video call?

A6. Most people have broadband (highspeed) connections from their service providers, such as Spectrum, Cablevision Lightpath (Xfinity), or Verizon Fios. Under normal circumstance, those broadband connections are more than sufficient to support Skype video calls. Keep in mind that when you are joining a Skype video call during the emergency, you are competing the same bandwidth with other people staying home working, learning and being entertained. Sometimes you may see your video has a lag and a pixelization. This is a sign of Internet traffic congestion. The problem usually will clear up by itself after a few seconds, so please be patient. In addition, please connect your computer to a network port in your router if possible. A wired connection has better performance than a Wi-Fi connection.

Q7. How can I prepare myself for the Skype video calls?

A7. We cannot emphasize enough the importance of performing a test well ahead of time to ensure equipment compatibility and to familiarize with the interface. You may send your cell phone number, email address, and preferred date and time for the test to

skypetest@nycourts.gov. We will schedule a test call, send you the invitation and conduct the test with you.

Q8. Is Skype for Business secure?

A8. All communications on Skype for Business are encrypted. Microsoft designed the product with security in mind. To learn more about security features: <https://docs.microsoft.com/en-us/skypeforbusiness/optimizing-your-network/security-guide-for-skype-for-business-online>

Q9. Can you share documents with all the participants?

A9. While you can use Skype for Business for document sharing, we recommend you contact the clerk handling your case about the best approach for sharing/sending documents. If you have to, you can share documents within SfB in two ways: either open the document and share the desktop for the parties to view, or share the document as an attachment for the parties to download, view and print. Be aware that the document sharing feature might not work on all platforms.

Q10. Where I can find tutorial on using Skype for Business?

A10. Please click on the link below:

https://support.office.com/en-us/article/join-a-skype-for-business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5#OS_Type=Windows

Q11. What are the most common problems a user will encounter, and where I can get technical support during the video call?

A11. Common issues include:

- **People cannot hear you:** Make sure you are not muted. B) Select the correct audio device.
- **I cannot hear other people:** Make sure other people are not muted. B) Raise your speaker volume.
- **My video is off:** Make sure the camera is turned on and the correct camera is selected when you have a multiple cameras.
- **I hear echo:** Lower the volume of your speakers will usually reduce echo.
- **Hanging up and reconnecting a call will many times resolve the issue.**
- **My Skype call becomes non-responsive:** This is usually caused by some other software or background process running on your computer. Make sure your all your software is updated and security patched well ahead of the video call. It is also a good idea to reboot your computer at least one hour before the meeting to get a fresh start.
- **I am in the middle of the video call, something goes wrong. What should I do: It is impossible to provide technical support in the middle of a call? If problems cannot be resolved using the tips above, the best bet is to hang up Skype and reconnect.**

Q12. Can I use my Skype to join a SfB video call?

A12. Many of you may be familiar with Skype, a videoconferencing and IM product targeted at the consumer market. Skype for Business (SfB) is an enterprise platform for secure communications and collaboration. For all intent and purpose, you cannot use Skype in court-organized SfB video calls.

Q13. Why can't I use other products, such as FaceTime, for videoconferencing with the courts?

There are many videoconferencing products in the market. For example, FaceTime is excellent for point-to-point video calls if both ends use Apple products. When using videoconferencing in a court proceeding, we must use Sfb, a proven product current in use by the court system that is secure, scalable to support multi-party call, versatile to work with different computers and smartphones.

Q13. Whom should I contact to schedule a Skype video call with the judge and other parties?

A13. You should contact the clerk of the appropriate court for procedure on how to schedule and participate a videoconferencing call for courtroom proceedings or attorney/client consultation. More information could be found at www.nycourts.gov

Q14. Can I join a Skype video call using an iPhone or Mac?

A14. Yes, please go to Apple App Store to download the Skype for Business app (not the regular Skype app).

Q15. If I join the meeting from home, what should I do to achieve the best audio and visual experience?

A15. Select a quiet room, preferably no windows behind you. If you do have windows behind you has to be behind you, close the blinds.

Q16. How come I am unable to download the Skype web plug-in?

A16. This is most likely a security setting on your computer that is set to prevent you from downloading the plug-in. Please see technical support in your organization and let them know you need this mission critical application to work.

Q17. Can I join the meeting from multiple devices at the same time?

A17. Some of you have set up multiple devices at home to be ready for S4B video calls. We want to commend you being prepared for equipment failure. However, it is not a good idea to have two devices, such a smartphone and a laptop, joining the Skype call at the same time. In addition to create confusions for everyone, this will waste Internet bandwidth, and cause feedback and echo for everyone.

Q18. How can I have the best Virtual Courtroom experience?

A18. If at all possible, adding a second monitor will enhance the virtual court room experience. One screen can be used for viewing the video feed of the call and the second screen can be used for document viewing or other work. Here are three common approaches to setting up dual monitors at home:

- **Connect an external monitor to your existing laptop or desktop.**
- **Use your laptop for videoconferencing, use your desktop PC for email and document viewing.**
- **Use your smartphone for videoconferencing, use your laptop or desktop for email and document viewing.**

BROOME COUNTY

NAME	OFFICE	SKYPE	PHONE
Judith Osburn	Chief Clerk – S&C Deputy Clerk	josburn@nycourts.gov	607-240-5926
Cheryl Obenauer Anne Simms	Chief Clerk – Family Deputy Clerk - Family	clidell@nycourts.gov amsimms@nycourts.gov	607-240-5870 607-240-5871
Rebecca Malmquist Tracy Allen	Chief Clerk -Surrogates Deputy Clerk - Surrogates	rmalmqui@nycourts.gov tallen@nycourts.gov	607-240-5793 607-240-5794

CHEMUNG COUNTY

NAME	OFFICE	SKYPE	PHONE
Samantha Pike Kierston Brown	Chief Clerk – S&C Deputy Clerk - S&C	spike@nycourts.gov kabrown@nycourts.gov	607-873-9451 607-873-9455
Caitlin McGurgan Colleen Phillips	Chief Clerk – Family Deputy Clerk - Family	cmcgurgan@nycourts.gov cmphill@nycourts.gov	607-873-9491 607-873-9483
Laurie Hubbard Donna Marrone	Chief Clerk – Surrogates Deputy Clerk - Surrogates	lhubbard@nycourts.gov dmmarron@nycourts.gov	607-873-9441 607-873-9442

CHENANGO COUNTY

NAME	OFFICE	SKYPE	PHONE
Kimberly Sitts Abigail Rogers	Chief Clerk – S&C Deputy Clerk – S&C	ksitts@nycourts.gov arogers@nycourts.gov	607-337-1457 607-337-1439
Karen Mealey Tammy Powrie	Chief Clerk – Family Deputy Clerk - Family	kmealey@nycourts.gov tpowrie@nycourts.gov	607-337-1820 607-337-1824
Maria Matott	Chief Clerk – Surrogates	mmatott@nycourts.gov	607-337-1827

CORTLAND COUNTY

NAME	OFFICE	SKYPE	PHONE
Emily Stith Steven Tillotson	Chief Clerk – S&C Deputy Clerk – S&C	erstith@nycourts.gov stillots@nycourts.gov	607-218-3322 607-218-3321
Laurie Case Deborah Elliott	Chief Clerk – Family Deputy Clerk - Family	lcas@nycourts.gov daelliot@nycourts.gov	607-218-3323 607-218-3324
Lynne Day	Chief Clerk – Surrogates	lday@nycourts.gov	607-218-3336

DELAWARE COUNTY

NAME	OFFICE	SKYPE	PHONE
Kelly Reynolds	Chief Clerk – S&C	kreynold@nycourts.gov	607-376-5401
Lori Metzko	Chief Clerk – Family	lmetzko@nycourts.gov	607-376-5409
Lisa Hulse	Chief Clerk – Surrogates	lhulse@nycourts.gov	607-376-5406

MADISON COUNTY

NAME	OFFICE	SKYPE	PHONE
Vanessa Scott	Jury Analyst S&C Deputy Clerk – S&C	vlscott@nycourts.gov	315-231-5306
Dinquia Sanchez	Chief Clerk – Family	dmsanche@nycourts.gov	315-231-5312
Stacey Button	Deputy Clerk - Family	sbutton@nycourts.gov	315-231-5308
Deborah Samoyedny	Chief Clerk – Surrogates	dsamoyed@nycourts.gov	315-231-5321

OTSEGO COUNTY

NAME	OFFICE	SKYPE	PHONE
Michael McGovern	Chief Clerk – S&C	mmcgove1@nycourts.gov	607-322-3141
Kimberly Snyder	Deputy Clerk – S&C	ksnyder@nycourts.gov	607-322-3142
Karen Nichols	Chief Clerk – Family	kanichol@nycourts.gov	607-322-3128
Rachel Howard	Deputy Clerk - Family	rachoward@nycourts.gov	607-322-3129
Lisa Weite	Chief Clerk – Surrogates	lweite@nycourts.gov	607-322-3148

SCHUYLER COUNTY

NAME	OFFICE	SKYPE	PHONE
Michele Ormsbee	Chief Clerk – S&C	mormsbee@nycourts.gov	607-228-3350
Amanda Riley	Chief Clerk – Family	ariley@nycourts.gov	607-228-3352
Jack Miller	Chief Clerk – Surrogates	jacmille@nycourts.gov	607-228-3351

TIOGA COUNTY

NAME	OFFICE	SKYPE	PHONE
Janean Cook	Chief Clerk – S&C	jecook@nycourts.gov	607-689-6102
Lisa Poole	Deputy Clerk – S&C	lpooles@nycourts.gov	607-689-6102
Denise Marsili	Chief Clerk – Family	dmarsili@nycourts.gov	607-689-6080
Roberta Seeley	Deputy Clerk - Family	rseeley@nycourts.gov	607-689-6089
Deborah Pellinger	Chief Clerk – Surrogates	dpellinger@nycourts.gov	607-689-6098

TOMPKINS COUNTY

NAME	OFFICE	SKYPE	PHONE
Mary Hodges	Chief Clerk – S&C	mhodes@nycourts.gov	607-216-6611
Rebecca Jackson	Deputy Clerk – S&C	rmjackson@nycourts.gov	607-216-6612
Adel Terris	Chief Clerk – Family Deputy Clerk - Family	aterris@nycourts.gov	607-216-6639
Lori Decker	Chief Clerk – Surrogates	ldecker@nycourts.gov	607-216-6655