



**UNIFIED COURT SYSTEM  
OFFICE OF DISTRICT ADMINISTRATIVE JUDGE  
SUFFOLK COUNTY**

**ADMINISTRATIVE ORDER OF THE  
ADMINISTRATIVE JUDGE OF SUFFOLK COUNTY**

**ORDER NO. 22 - 20**

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 5:00 PM on March 16, 2020 the following rules be put into effect in the 10th Judicial District, Suffolk County ("District") until rescinded.

As hereinafter used, "Assigned Judge" shall refer to the judge assigned to hear the case on and before March 16, 2020. "Designated Judge" shall refer to the judge assigned to hear the case pursuant to this Order. "Essential Staff" shall refer to chambers staff of Designated Judges or non-judicial staff as designated by the District Executive.

- No eviction orders shall be signed.
- No default judgments shall be granted.
- No foreclosure auctions shall be held.
- All Court proceedings in Suffolk will occur at the Cohalan Court Complex, 400 Carleton Avenue, Central Islip, New York.

**Supreme Civil**

- All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (to be determined by the Assigned or Designated Judge - Essential Staff shall be responsible for notifying attorneys or pro-se litigants of the adjourned dates).
- "Essential matters" is defined as urgent applications or cases in the following categories: Article 81 cases, Mental Hygiene Law applications (Retention Cases/Medication Over Objection cases), Orders to Show Cause, Extreme Risk Protection Orders, Applications for Orders of Protection, Isolation and Quarantine matters and any other matter determined to be essential by the Assigned Justice or Designated Justice in consultation with the Administrative Judge.
- All Temporary Orders of Protection shall be extended 90 days by the designated Supreme Court Justice, unless further emergency application is made.

### **Superior Court Criminal Cases**

- Any trial in which jeopardy has attached will continue.
- All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (for defendants not in custody) or on or after April 15, 2020 (for defendants in custody). The adjourned date shall be determined by the Assigned or Designated Judge - Essential Staff shall be responsible for notifying attorneys or pro-se litigants of the adjourned date.
- "Essential Matters" includes arraignments, new and/or extended Orders of Protection and any other matters determined to be essential by the Assigned Judge or Designated Judge in consultation with the Administrative Judge.
- Currently seated Grand Juries may continue until the expiration of their terms. Thereafter, the District Attorney may make application to the Administrative Judge for the impaneling of a new Grand Jury.
- The Accessible Magistrate procedure (for Adolescent Offenders) currently in place shall continue.
- All Temporary Orders of Protection shall be extended 90 days, by a designated Superior Court Criminal Judge, unless further emergency application is made.

### **Family Court**

- All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (to be determined by the Assigned or Designated Judge - Essential Staff shall be responsible for notifying attorneys or pro-se litigants of the adjourned dates).
- "Essential matters" shall be defined as urgent Juvenile Delinquency proceedings, Child Protective Proceedings where there is an imminent risk of harm to a child, Family Offense matters, emergency support matters, 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.
- All Temporary Orders of Protection shall be extended 90 days, by a designated Family Court Judge, unless further emergency application is made.

### **Surrogate's Court**

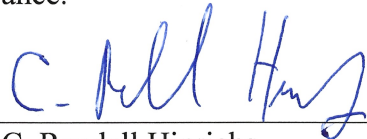
- All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (to be determined by the Assigned or Designated Judge - Essential Staff shall be responsible for notifying attorneys or pro-se litigants of the adjourned dates).
- Essential matters shall include urgent guardianships, urgent adoptions, and other essential matters as determined by the Surrogate in consultation with the Administrative Judge.

### **District Court Criminal**

- All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (for defendants not in custody and for civil matters) or on or after April 15, 2020 (for defendants in custody). The adjourned date shall be determined by the Assigned or Designated Judge - Essential Staff shall be responsible for notifying attorneys or pro-se litigants of the adjourned date.
- Staff designated to work shall be responsible for notifying attorneys or pro-se litigants/defendants of the adjourned dates.
- Essential matters shall include arraignments, applications for Orders of Protection, and any matter deemed to be essential by the Supervising Judge in consultation with the Administrative Judge.

## **Town and Village Courts**

- All non-essential matters are administratively adjourned due to the exceptional circumstances of the coronavirus medical crisis until a date on or after April 30, 2020 (for defendants not in custody and for civil matters) or on or after April 15, 2020 (for defendants in custody). The adjourned date shall be determined by the Assigned or Designated Judge - Town and Village staff shall be responsible for notifying attorneys or pro-se litigants/defendants of the adjourned dates.
- Essential Town and Village Matters include arraignments, applications for Orders of Protection and any matter deemed to be essential by the Supervising Judge in consultation with the Administrative Judge.
- Immediate Arraignments that occur during regular business hours shall occur at Cohalan Court Complex, Central Islip by the designated Superior Court Criminal Judge.
- After hours or weekend arraignments shall be heard in the Town or Village Court with the original jurisdiction.
- Temporary Orders of Protection may be extended for 90 days at the discretion of the Town or Village Court Judge with jurisdiction without a further appearance.



C. Randall Hinrichs  
District Administrative Judge  
Suffolk County

DATED: March 16, 2020  
Central Islip, New York

### **Order No. 22 - 20 Distributed to:**

Hon. Vito C. Caruso, Deputy Chief Administrative Judge, Courts Outside New York City  
Hon. Theresa Whelan, Surrogate  
Hon. Andrew A. Crecca, Supervising Judge, Matrimonial Parts  
Hon. Mark Cohen, Supervising Judge, County Court  
Hon. James F. Quinn, Supervising Judge, Family Court  
Hon. Karen Kerr, Supervising Judge, District Court  
Hon. Pierce Fox Cohalan, Supervising Judge, Town & Village Courts  
Hon. Paul J. Baisley, Jr.  
Warren G. Clark, Esq., District Executive  
Thomas Clavin, Court Clerk Specialist, Supreme Court  
Leon Adler, Deputy Chief Clerk, Supreme Court  
Dawn Maletta, Deputy Chief Clerk, Supreme Court  
Michael Cipollino, Chief Clerk, Surrogate's Court  
Amy Campbell, Deputy Chief Clerk, Surrogate's Court  
Frank Tropea, Chief Clerk, County Court  
Kenneth Sasso, Deputy Chief Clerk, County Court  
Mike Williams, Chief Clerk, Family Court  
Dawn Kettle, Deputy Chief Clerk, Family Court  
Michael Paparatto, Chief Clerk, District Court  
Leonard Badia, Deputy Chief Clerk, District Court  
John Nunziata, Commissioner of Jurors  
Chief Eileen Mallon  
Major David Santiago  
Janet Sutherland, Chief Court Attorney  
Ralph Bavaro, Supervising Court Attorney  
Mary E. Porter, Court Attorney Referee