

Richmond County, Surrogate's Court

**** NOTE: LIMITED ACCESS TO THE 18 RICHMOND TERRACE FACILITY IS RESTRICTED TO COURT EMPLOYEES ONLY****

As part of the measures adopted by the NYS Unified Court System to combat the spread of COVID-19, the following actions are being implemented by the Richmond County Surrogate's Court effective June 15, 2020:

- Currently, the court is addressing all essential matters as well as non-essential matters. Most operations are being handled virtually or remotely.
- All urgent, essential matters, as well as non-essential matters are being accepted for filing.
- Parties with urgent matters may continue to contact the Chief Clerk's Office at 718.675.8504, or at rcerrach@nycourts.gov
- **Only essential Court Employees will be permitted in the courthouse. Members of the Public will not have Access to the 18 Richmond Terrace Facility. No person should attempt to visit the courthouse without first contacting the Chief Clerk's Office at 718.675.8504 or at rcerrach@nycourts.gov**
- Until further notice, petitions and other papers must be filed by mail **USPS regular mail or Return Receipt Mail Services, and Special Mail i.e. Fed-Ex, UPS, etc. To: The Surrogate's Court Richmond County, 18 Richmond Terrace, SI, NY 10301.** Please provide your contact information, including an email address, with your filing.
- **In addition, The Court is now accepting filings by Electronic method through the New York State Courts Electronic Filing Program (NYSCEF) System. nyscef@nycourts.gov Phone 646-386-3033**
- **After consultation with the Chief Clerk, if papers are to be delivered in person, receipt by a Drop Off Box located, at the Surrogate's Court of Richmond County, 18 Richmond Terrace, 2nd Floor Stuyvesant Place Entrance, will to be coordinated with the Chief Clerk.** Contact the Court immediately upon Drop-Off.
- Court personnel may contact petitioners or their counsel as needed, once filed papers are reviewed.
- **Court attorneys will continue to contact the parties in matters for conference, which will be conducted virtually, or by telephone.**
- All "**In-Person**" matters scheduled to be heard at calendars through August 31, 2020, have been, or will be adjourned administratively. Parties must not appear in court. Notices of future dates of court appearances will be communicated by telephone. Inquiries on calendared matters and conferences can be made at 718.675.8505.
- No trials or hearings will commence until further notice. This includes 17-A Guardianships and finalizations of adoptions, unless there is urgency to the application.
- No citations are being issued until further notice.

The terms of this notice are subject to modification as the need arises.