

**9TH Judicial District**  
**Return to In-Person Operations Plan**  
**Phase II - Highlights**

**\*\*To Commence June 11, 2020\*\***

On May 27, 2020 the 9<sup>th</sup> Judicial District implemented Phase I of the RIOP (highlights attached). All measures included in Phase I of the RIOP to protect the health and safety of the employees, judges, litigants, lawyers and members of the public who enter the courthouses pursuant to the Return to In-Court Operations Plan effective May 27, 2020 will continue and be enhanced during Phase II scheduled to commence on **June 11, 2020**.

The goal of Phase II is to allow for the gradual increase in foot traffic in the courthouse in a measured manner, so that the Court can begin to address matters that require an in-person appearance. The success of Phase II depends upon the Court's ability to prioritize those matters that require an in-person appearance while continuing to maximize the use of virtual appearances.

**Phase II shall operate as follows:**

**A. Essential Matters:** Essential matters will be heard in-person by the Duty Judge or the Assigned Judge with the following exceptions:

1. All Criminal and Family court matters shall be heard virtually, unless application to appear in-person is made to the Duty Judge or the Assigned Judge.
2. Mental Hygiene Law Proceedings pertaining to a hospitalized adult shall be virtual and heard by the Assigned Judge.
3. Non-Essential matters shall be virtual and heard by the Assigned Judge.

**B. General:**

- ADR shall be conducted virtually
- Steps shall be taken by staggering case types, court calendars and courtroom use, to reduce the number of court users entering the building at the same time and to reduce the number of court users congregating on any floor/at any courtroom.

- Non-judicial staffing levels may again be minimally increased to support necessary administrative functions such as adjournments/calendaring/chambers as well as to provide support for the increase in foot traffic into the courthouse.
- In-person court staff will rotate with non-reporting staff to work virtually.

**C. Town and Village** – All town and village matters shall be heard virtually with the following exceptions:

- Judges may conduct in-person small claims matters and civil proceedings, not otherwise prohibited by the 6<sup>th</sup> Amended Administrative Order.
- Judges may conduct in-person dangerous dog hearings.
- Judges may virtually preside over immediate arraignments during regular business hours.
- Judges may continue to virtually preside over after-hours arraignments.