

*State of New York
Unified Court System*



25 Beaver Street
New York, N.Y. 10004
(212) 428-2100

*Lawrence K. Marks
Chief Administrative Judge*

MEMORANDUM

March 17, 2020

To: All Judicial and Non-Judicial Personnel of the Unified Court System

From: Lawrence K. Marks *LM*

Re: Coronavirus – Additional Staffing Procedures

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In light of ongoing developments in the continuing coronavirus health emergency, the Chief Judge and I are announcing the following revised measure relating to Unified Court System staffing:

- All judges and court system staff not assigned to assist in the performance of an essential function at a courthouse should remain home until further notice.

This policy, already in place outside New York City, shall now apply statewide.

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This protocol is part of our continuing efforts to assure the operation of the courts in the safest possible manner for the public, our judiciary and our employees in this time of public health crisis. Thank you for your continuing cooperation and support in these efforts.