



PETER J. KELLY
SURROGATE

SURROGATE'S COURT
COUNTY OF QUEENS
88-11 SUTPHIN BOULEVARD
JAMAICA, N.Y. 11435

JAMES LIM BECKER
CHIEF CLERK

MEMORANDUM

March 16, 2020

In furtherance of Chief Administrative Judge Mark's directive to minimize courthouse traffic and limit appearances by parties, the Surrogates Court, Queens County, is implementing the following rules commencing March 17, 2020 and lasting until further notice:

1. ALL process calendars for the next FOUR weeks (March 19, March 26, April 2, April 9) are CANCELLED. Cases will be administratively adjourned, and parties will be notified by e-mail of the new dates.
2. All filings and submissions of petitions and supporting papers are to be made by e-file or mail. Papers submitted to the court by hand will be deposited in a basket at the reception desk and forwarded to the appropriate department. Follow up by clerical staff will be by e-mail. New motions shall be made returnable no earlier than April 23, 2020.
3. Currently scheduled SCPA 1404 and 2211 examinations will not be conducted in the court but will be held at a time and location mutually convenient to the parties on a date approved by the court. Dates for same are to be arranged through email to the calendar clerk: qnssurr-calendar@nycourts.gov
4. Preliminary and Pre-Trial conferences scheduled at the court from March 17, 2020 up to and including April 10, 2020 are adjourned and the parties will be notified of new dates. To the extent possible, these conferences will be conducted on the adjourn dates by conference call or Skype.
5. Guardian ad Litem are to file their consents and qualifications electronically and their reports by mail or electronically.
6. All hearings and trials, including 17-A and kinship matters, will be rescheduled to a date after April 10, 2020. Parties will be notified by mail, and to the extent we have such information, e-mail.
7. Parties seeking to file Emergency Applications **MUST FIRST** email qnssurr-emergency@nycourts.gov prior to appearing in court.

These rules are subject to change or extension as conditions or OCA mandates provide.