



ONEIDA COUNTY SURROGATE'S COURT
ONEIDA COUNTY OFFICE BUILDING - 8TH FLOOR
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UTICA, NEW YORK 13501

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LOUIS P. GIGLIOTTI
SURROGATE
ACTING SUPREME COURT JUSTICE

CARRA L. APPLEBEE
CHIEF CLERK

KELLY A. LILLEY
DEPUTY CHIEF CLERK

JULIE GROW DENTON
PRINCIPAL COURT ATTORNEY
(TRIAL PART)

MEMORANDUM

To: Attorneys of Record

From: Carra L. Applebee, Chief Clerk

Date: March 16, 2020

Re: Adjourned Surrogate's Court Cases

Following the directives of our Chief and District Administrative Judges in response to the coronavirus, Surrogate's Court will not be processing cases until further notice. This memo is intended to provide an overview as to how each type of case is being addressed.

New Matters not yet Filed

No new filings will be processed. We recommend deferring all new filings for now.

Citation Return Dates

If your case has a citation return date on our calendar in the coming days and weeks, **you are directed not to come to court**. Should a cited party appear, he or she will be asked for contact information and given instructions that the Surrogate's Court Clerk's Office will subsequently set an as-yet to be determined date for a future appearance. Counsel of record will be advised of new dates once e-filing resumes.

Motions

If your case has scheduled motion filing deadlines and/or oral argument, **those matters are suspended indefinitely**. Nor will we be taking motions on submission. The Surrogate's Court Clerk's Office will advise attorneys of record when new filing dates and return dates are assigned.

Hearings

All scheduled hearings are adjourned indefinitely. The Surrogate's Court Clerk's Office will advise when new dates are assigned.

Guardianship Proceedings

All work on guardianship petitions will cease, and no hearings will be held. If you believe your case qualifies for "emergency" consideration, you will need to bring your papers to the Oneida County Courthouse, 200 Elizabeth Street, Utica, New York 13501, for review by frontline court staff. Only if they believe your matter qualifies for consideration will the papers be forwarded to the Court for review to determine whether the matter will be heard on an emergency basis.

Adoptions

All work on adoption petitions will cease, and no hearings will be held. If you believe your case qualifies for "emergency" consideration, you will need to bring your papers to the Oneida County Courthouse, 200 Elizabeth Street, Utica, New York 13501, for review by frontline court staff. Only if they believe your matter qualifies for consideration will the papers be forwarded to the Court for review to determine whether the matter will be heard on an emergency basis.

Matters Submitted for Court Decision

Decisions will not be issued in cases for which hearings have been held and the matter submitted for consideration, until such time as the Chief Administrative Judge and/or District Administrative Judge advises we can do so.

Staffing

No one will be staffing the Surrogate's Court Clerk's Office or Surrogate's Court chambers beginning March 17, 2020. Nor will any of our staff be answering phones or e-mail. All phone calls will be forwarded to a central phone bank, which will be manned by general court personnel. You may also call that phone bank directly if you have specific questions not addressed by this memo. The number is 315-266-4599. Please know that you may be speaking with someone not familiar with Surrogate's Court operations, and so we ask for your patience.

Thank you in advance for your cooperation. We recognize the difficulties you are facing in these uncertain times and hope that you, your families and your staff stay safe.