

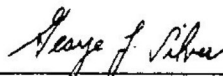
ADMINISTRATIVE ORDER
OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE
FOR NEW YORK CITY COURTS

In accordance with AO/267/20, it is hereby determined that all in-person filing by represented parties shall be suspended in Queens County and Bronx County Supreme Civil courts due to escalating COVID-19 transmission and infection rates, which have rendered in-person filing inconsistent with the health and safety needs of the public and court personnel. Consequently,

It is hereby ORDERED that:

1. In all courts and case types in Queens County and Bronx County approved for electronic filing through the New York State Courts Electronic Filing System (NYSCEF), represented parties must commence new matters or proceed in pending matters exclusively by electronic filing through NYSCEF or, where a declination or opt out is permitted under NYSCEF court rules, by mail. Existing matters should be converted by stipulation or letter application pursuant to NYSCEF Rules.
2. In-person filing by unrepresented parties (other than those who have expressly "opted in" to participate electronically in a NYSCEF matter) shall be permitted in those counties at all times.
3. In all emergency matters, parties should contact the court for information on how to proceed.
4. COVID-related health and safety protocols will continue to be followed in all court facilities.

Dated: December 31, 2020
New York, New York



Deputy Chief Administrative Judge

AO/212/2020