



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

HON. JOSEPH A. ZAYAS
CHIEF ADMINISTRATIVE JUDGE

HON. NORMAN ST. GEORGE
FIRST DEPUTY CHIEF ADMINISTRATIVE JUDGE

DAVID NOCENTI
COUNSEL

January 28, 2025

Walter T. Mosley
Secretary of State
Department of State
Division of Administrative Rules
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, New York 12231

Att: Christopher DeMarco

Dear Mr. DeMarco:

This is to certify that the attached is a true copy an Administrative Order of the Chief Administrative Judge of the State of New York, dated January 28, 2025, amending Sections 124.2 and 124.5 of the Rules of the Chief Administrator of the Courts.

We request, pursuant to Part 9 of the Rules of the Chief Judge [22 NYCRR Part 9], that this order be published in the State Register.

Very truly yours,

David Nocenti

DN: zb

Attach.

cc: Heather Davis (Via email)

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and with the advice and consent of the Administrative Board of the Courts, I hereby amend Sections 124.2 and 124.5 of the Rules of the Chief Administrator of the Courts, effective immediately, to read as follows (deletions in ~~striketrough~~ and additions underscored):

Section 124.2. Designation of records access officer

(a) ~~The Director of Public Affairs of the Office of Court Administration shall be designated as~~ Chief Administrator of the Courts shall designate the records access officer of the Office of Court Administration.

(b) The records access officer shall:

(1) maintain a current list, by subject matter, of all administrative records in the possession of the Office of Court Administration, whether or not available to the public under the Freedom of Information Law;

(2) maintain a list setting forth the name, public office address, title and salary of every officer or employee of the Office of Court Administration; and

(3) respond on behalf of the Office of Court Administration to public requests for access to its records.

(c) The business address of the records access officer is: Records Access Officer, Office of Court Administration, 25 Beaver Street, New York, NY 10004; (212) 428-2116 Empire State Plaza, Agency Building 4, Suite 2001, Albany, New York 12223.

(d) The Chief Administrator of the Courts may authorize other officers or employees of the Office of Court Administration to perform any of the duties of records access officer as set forth in this Part.

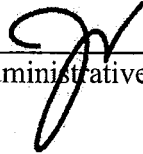
Section 124.5. Requests for public access to records

(a) A person wishing to inspect or copy a record contained within the subject matter list shall file a written application with the records access officer, which shall reasonably describe the record sought. The application shall contain all available data concerning date, title, file designation, department or unit within the Office of Court Administration, and any other

information that may help identify the record. If the information supplied by the applicant is not sufficiently detailed to enable the records access officer to determine whether or not the Office of Court Administration maintains the record, the records access officer shall so notify the applicant and may request further identifying information.

(b) A written request shall not be required for materials, such as civil service examination announcements and informational brochures, which customarily have been made available by the Office of Court Administration to the public in the regular course of business, and for any other material which the records access officer deems to be proper to release without a written request.

(c) If the request seeks an employee's disciplinary records, the records access officer shall provide notification to the employee prior to providing a final response to such request.



Chief Administrative Judge of the Courts

Date: January 28, 2025

AO/037/25