



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT
DARONCO - WESTCHESTER COUNTY COURTHOUSE
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HON. ANN T. PFAU
Chief Administrative Judge

HON. MICHAEL V. COCCOMA
Deputy Chief Administrative Judge
Courts Outside New York City

HON. ALAN D. SCHEINKMAN
District Administrative Judge
Ninth Judicial District

NANCY M. MANGOLD
District Executive
Ninth Judicial District

April 30, 2010

Dear Family Law Practitioner:

I am pleased to announce that, beginning in the next few days, a new Automated Attorney Check-in will be available for attorneys appearing in Westchester County Family Court. The purpose of this system is to aid in the reduction of the time that litigants, agency personnel, and attorneys wait in the courthouse for their cases to be called. The use of this system is mandatory for attorneys for children; all other attorneys are strongly encouraged to use it.

By knowing in advance when attorneys are available, the court clerks will be able to call the cases before the Judges based on attorney availability.

Attorneys can check-in by computer, starting at 5:00 p.m. the day before a scheduled appearance up and continuing up to 9:30 a.m. the day of the calendar appearance. Check-in is available through the Internet and can be done from a desktop, laptop, Blackberry or from an iPhone. Access is also available from 9:00 a.m. until 9:30 a.m. from the "Do-It-Yourself" terminal in the courthouse.

Having an electronic check-in system will alleviate the need for court staff to check in attorneys or physically look for attorneys scheduled to be on the calendar. However, if after checking-in an attorney encounters an unanticipated problem (*e.g.*, traffic), the attorney must contact the court clerk in order to provide that updated information.

By having this information, the part clerks will be able to print two reports on the calendar day (Part Report and Time Report) which shows each attorney who has checked in for the part. These reports allow the Judge/Clerk to know the location and availability of the attorneys throughout the business day.

This system is presently being used by the Kings County. The system will go "live" in all three Westchester Family locations (White Plains, New Rochelle, and Yonkers), as well as in the Bronx and in New York County, within the next few days. Your comments, concerns and suggestions are welcome and may be sent by e-mail to: 9thJDAdministration@nycourts.gov. For more information, including instructions, frequently asked questions please visit the 9th JD Website <http://www.courts.state.ny.us/courts/9jd/westchester/family/checkin.shtml> or the Family Court Check-in Site: <http://www.nycourts.gov/familycourtcheckin/>. These sites will have the information as to the precise start date.

Very truly yours,


Alan D. Scheinkman
Administrative Judge
Ninth Judicial District