

Operating Plan for the New York City Civil Court During the COVID-19 Public Health Crisis

The New York City Civil Court has successfully resumed limited in-person court operations and expanded virtual operations. Our plan aims to steadily expand in-person operations to reach all case types, in an incremental approach, while at the same time following the most up-to-date guidance issued by public health authorities to help insure the health and safety of all court employees and court users. In addition, the Court is holding mediations, conferences, and trials in selected non-essential Civil, Housing, and Small Claims matters, with a combination of in-person and virtual appearances. In-person hearings are available in instances where litigants do not have access to necessary technology.

Filings:

Use of New York State Court Electronic Filing (NYSCEF) is currently available for cases commenced in New York City Housing Court. Attorneys should file all Housing Court documents via NYSCEF.

We also continue to support submission of certain Civil Court documents through the Electronic Document Delivery System, which you can learn more about [here](#).

We are also accepting filings by mail, telephone and in-person. Unrepresented court users may also use e-mail to file documents in certain matters.

Remote Appearances:

All remote appearances will take place over Microsoft Teams. If you have a smartphone or computer, you can appear in your case virtually using Microsoft Teams or you can call and participate by phone. You can learn more about how to appear by Microsoft Teams [here](#).

In-person Appearances:

For all those who come to our courthouses in person, we have implemented the following public safety measures:

- Face masks must be worn by all court users, except for those medically unable to wear one. Members of the public entering a courthouse without a mask will be provided with one.
- Social distancing of six feet or more is required.
- Everyone will be screened for symptoms based on guidelines established by the New York State and City Departments of Health. This includes a temperature check.
- Hand sanitizer is conveniently located in public areas.
- Signage has been posted detailing requirements for entering our courthouses.
- Court facilities that are open to in-person operations have been retrofitted and supplied with protective equipment to ensure public safety.
- Building cleaning and sanitization has been enhanced.
- Hours of operation and building occupancy limits have been adjusted.

Contact Information: For questions and concerns relating to court operations during the Coronavirus public health emergency, to start an emergency case, and to join a virtual appearance, contact the following **emergency phone numbers and email addresses**, available during business hours (9:00AM – 4:00PM):

	Emergency Phone Number/ To Start a Case	To Start a Case/ Join a Virtual Appearance
Bronx Civil and Housing	718-618-2500	CIVBXS-VIRTUAL@NYCOURTS.GOV
Harlem Community Justice Center	646-386-5730	CIVNYC-VIRTUAL@NYCOURTS.GOV
Kings (Brooklyn) Civil and Housing	347-404-9133	CIVKIN-VIRTUAL@NYCOURTS.GOV
New York (Manhattan) Civil and Housing	646-386-5730	CIVNYC-VIRTUAL@NYCOURTS.GOV
Queens Civil and Housing	718-262-7300	CIVQNS-VIRTUAL@NYCOURTS.GOV
Richmond (Staten Island) Civil and Housing	718-675-8455	CIVRIC-VIRTUAL@NYCOURTS.GOV