

# Nassau County Family Court Appearance Information

Your Summons or Notice to Appear will indicate if you will be required to appear In-Person or whether you will be required to appear virtually/electronically.

A Purpose for the scheduled appearance is provided on each summons or notice and is also available on E-Courts. One of the purposes listed will be either:

“In-Person Appearance” or “Electronic Appearances Only.”

If the purpose is listed as “In-Person Appearance” then In-Person appearances are required. When you appear In-Person, bring the summons/notice with you and come to the courthouse prior to the time stated and check in with the court officer in the part. Do not be late as there is a limited window of time for your case to be heard.

If the purpose is listed as “Electronic Appearances Only” then In-Person appearances are NOT required, and you must arrange to appear virtually/electronically. You may appear by “Microsoft Teams” video, or you may appear by phone. Please see the attached information about appearing by Microsoft Teams, which is also available on our website at [www.nycourts.gov/courts/10jd/nassau/family.shtml](http://www.nycourts.gov/courts/10jd/nassau/family.shtml). The individual Microsoft Teams video link and phone number for the individual courtroom are included on the summons/notice and may be found at the website above. See the QR code on this form for quick access to all courtroom links. If you have not previously done so, or if your information has changed, please complete the Electronic Appearance Contact Information at the bottom of this form and mail, fax, or email it to us (info below) prior to the court date. On the court date, please access the “Microsoft Teams” link or call the phone number 15 minutes before your scheduled appearance time. No other check-in is necessary. You will remain in a virtual waiting area until your case is called. Should you have any questions, please call 516-493-3900.

Use the QR Code below to browse to the Nassau County Family Court Microsoft Teams Links:



Simply launch the camera app on your phone or tablet and focus on the image above.

Mail to: Nassau Family Court 1200 Old Country Road, Westbury, NY 11590, or Email to: [nasfamily@nycourts.gov](mailto:nasfamily@nycourts.gov) or Fax: 516-493-3902

06-03-24

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## Electronic Appearance Contact Information – Nassau Family Court

Your Name: \_\_\_\_\_ Your File Number: \_\_\_\_\_

Your Court Date and Time: \_\_\_\_\_ Your Judge: \_\_\_\_\_

I wish to appear by Microsoft Teams video and my email address is:

\_\_\_\_\_

And the phone number to call me, if necessary is:

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I can only appear by phone and the phone number is:

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