

Nassau County Family Court **Appearance Information**

Effective November 2, 2020

Due to the COVID-19 pandemic and the requirement for social distancing, the Family Court must limit "In-Person" appearances and the Family Court Children's Center is closed.

Your Summons or Notice to Appear will tell you whether you will be permitted 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 Permitted" or "Electronic Appearances Only."

If the purpose is listed as "In-Person Appearance Permitted" then In-Person appearances are permitted. If you appear In-Person, bring this notice with you and come to the courthouse prior to the time stated and check in with the court officer at the entrance to the building. Do not be late as there is a limited window of time for your case to be heard. Pursuant to social distancing guidelines you may not be permitted to enter the courthouse until just before the time stated. Persons not a party to the case may not be permitted to enter the courthouse. Anyone entering the courthouse will be subject to COVID-19 screening procedures before entry and must wear a mask at all times. If you have NOT been directed by the judge to specifically appear in-person, you may choose to appear virtually/electronically following the instructions below.

If the purpose is listed as "Electronic Appearances Only" then In-Person appearances are NOT permitted 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. The individual Microsoft Teams link and phone number for the individual courtroom is included on this form and may also be found at the website above. Alternatively, you may email nasfamily@nycourts.gov to request the link or call-in number. If you have not previously done so, or if your information has changed, please complete the COVID-19 Electronic Testimony 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. *Please note that cases are not always called on time.* Should you have any questions, please call 516-493-3900.

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

10-8-20

COVID-19 Electronic Testimony Contact Information – Nassau Family Court

Your Name: _____ Your File Number: _____

Your Court Date and Time: _____ Your Judge: _____

I want to appear by Microsoft Teams video and my email address is: _____,

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

_____.

I can only appear by phone and the phone number is _____.