



State of New York  
Supreme Court, Appellate Division  
Third Judicial Department  
P.O. Box 7288, Capitol Station  
Albany, NY 12224-0288

Robert D. Mayberger  
Clerk of the Court

(518) 471-4777  
<http://www.nycourts.gov/ad3>

## COVID-19 EMERGENCY PROCEDURES

**March 17, 2020**

In light of the public health emergency in New York State, and as part of the ongoing efforts to reduce courtroom traffic to combat the spread of COVID-19, please be advised of the operational protocols for the Appellate Division, Third Department as set forth below. Beginning March 17, 2020, the Court will only entertain **emergency matters**. Court staffing will be significantly reduced.

### Calendared Matters:

- All matters calendared for the March term **will be heard on submission only**.
- All matters currently scheduled for the April term are adjourned and will be re-calendared for a later term.
- If you have a matter scheduled for the March 2020 or April 2020 term that you deem is an emergency, you must notify the Court in writing, on notice to your adversaries, to request that the Court treat your matter as urgent. Said notification should be addressed to [ad3clerksoffice@nycourts.gov](mailto:ad3clerksoffice@nycourts.gov), and must indicate in the subject of the email the urgent nature of the request.

### Motions:

- The Court will only entertain **emergency applications**.
- Submissions for emergency applications shall be made by email to [ad3motions@nycourts.gov](mailto:ad3motions@nycourts.gov).
- If you have a pending motion which you deem to be urgent, you must notify the Court, in writing, on notice to your adversaries, to request that your motion be treated as urgent. Said notification should be addressed to: [ad3motions@nycourts.gov](mailto:ad3motions@nycourts.gov).

- CPL 245.70 applications shall be made via email to:  
[ad3motions@nycourts.gov](mailto:ad3motions@nycourts.gov).

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**For additional information, please contact the Clerk's office at  
518-471-4777**