



CHAMBERS OF THE COUNTY COURT
COUNTY OF NASSAU
262 OLD COUNTY ROAD
MINEOLA, NEW YORK 11501

HON. TERESA K. CORRIGAN
SUPERVISING JUDGE
COUNTY COURT

CHAMBERS (516) 493-3528
FAX: (516) 493-3623

KRISTEN McELROY, ESQ.
PRINCIPAL LAW CLERK

MEMORANDUM

TO: Judges, District Attorneys Office, Criminal Bar Associations, Legal Aid Society

FROM: Teresa K Corrigan
Supervising Judge, County Court

Donald Vetter
Chief Clerk, County Court

DATE: May 1, 2020

RE: Procedures for Filing Motions

On April 30, 2020, Chief Administrative Judge Marks released a memorandum expanding court activities. He specifically discussed the creation of an "Electronic Document Delivery System" (EDDS) for those courts that do not engage in "E-filing" related to motion practice. After consultation with Administrative Judge Norman St. George, the below outlines the process to be followed for Nassau County Court motions and other matters.

Pending Felony Indictment:

Prior to filing any motion on a pending Indictment, you must reach out to the virtual chambers of the assigned judge/justice to discuss what is being filed. If the matter is ex-parte, please advise the part. If it is not ex-parte, please include the opposing side's attorney on your notification to the chambers. Each judge/justice has already instituted a procedure for contacting them related to virtual conferences. Please use that same procedure for contacting them regarding a potential motion.

Once the assigned judge agrees that a motion should be filed, please email the motion to the clerk's office via NCOUNTYCOURTVIDEO@NYCOURTS.GOV. Please include a cover sheet to the attention of Donald Vetter, Chief Clerk; the name of the defendant; the indictment number and the name of the judge assigned to the case. Please indicate **on your cover sheet** that

you have already emailed the opposing party OR that the matter is *ex-parte* and should not be shared with the opposing side. If the virtual chambers requested same, please email them as instructed. However, the clerk's office will also send a copy of your papers to the appropriate parties after indicating a date/time stamp for purposes of filing.

Pending Felony Complaint:

Any motion on a pending felony complaint may be sent directly to the clerk's office via NCOUNTYCOURTVIDEO@NYCOURTS.GOV. Please include a cover sheet to the attention of Donald Vetter, Chief Clerk; the name of the defendant and the docket number. Please indicate **on your cover sheet** that you have already emailed the opposing party OR that the matter is *ex-parte* and should not be shared with the opposing side. The clerk's office will forward the motion to the appropriate virtual chambers. The virtual chambers may include Judge Berkowitz as the AP-1 presiding judge or the assigned judge to whom the case would be sent if there was an indictment. This decision will be made by the Supervising Judge in consultation with the appropriate judge/justice involved in the matter and the Chief Clerk.

Miscellaneous Matters:

Any matter that does not fit into the above two categories can still be filed with the court by sending papers directly to NCOUNTYCOURTVIDEO@NYCOURTS.GOV. Please include a cover sheet to the attention of Donald Vetter, Chief Clerk and the name of the defendant and the Ind/SCI/docket number. Please indicate **on your cover sheet** whether you emailed an opposing party and identify them. A decision on who will respond to your filing will be made by the Supervising Judge in consultation with the Chief Clerk.

Pro Se Litigants:

The Court often receives pro se filings via the mail. Those documents will be reviewed and distributed for response by the Supervising Judge to the appropriate judge/justice handling the open (or prior) matter. If you are the legal advisor to a pro se litigant and the litigant has access to a computer, please advise them that they are assured more timely responses if they can follow the above methods; specifically, filing all papers through NCOUNTYCOURTVIDEO@NYCOURTS.GOV. Otherwise their matters will be handled as received via the postal service.