

Administrative Memorandum

TO: County Court Judges

FROM: Gordon Murray, Administrative Judge
County Court Civil Division 

DATE: January 31, 2024

SUBJECT: COUNTY COURT CIVIL DIVISION COVID-19 AMENDED OPERATIONS
PLAN, EFFECTIVE JANUARY 31, 2024

In accordance with Administrative Order No. 21-11 A1, In Re: Modification of COVID-19 Health and Safety Protocols and Division Operations Plans, issued by Chief Judge Sayfie on July 28, 2021, the County Court Division's Operations Plan for conducting remote and in-person court proceedings issued pursuant to the preceding Administrative Order No. 21-11, Appendix D, "In Re: COVID-19 Health and Safety protocols and Operational Measures," is hereby amended as reflected in the attached, and shall remain in full force and effect until further notice.

Cc: Honorable Nushin G. Sayfie, Chief Judge
Deirdre Dunham, Trial Court Administrator
Mary Woolley-Larrea, Court Operations Director
Silvia Beebe, County Court Division Director

Appendix D

County Civil Division Operations Plan

(Amending County Civil Division Operations Plan, effective June 16, 2021, in accordance with AO. No. 21-11 A1)

This AMENDED Division Operations Plan shall be effective JANUARY 31, 2024

Event	Duration	Zoom	Live
Motion Calendar	5-10 minute matters	REQUIRED	Not an option. Live must seek special set hearing
Special Set	Under 30 minutes	Presumptive Method	Only upon agreement of counsel and approval of judge
Special Set	Longer than 30 minutes	Only upon agreement of counsel and approval of judge	Presumptive Method
Evidentiary hearing	Any duration	Only upon agreement of counsel and approval of judge	Presumptive Method
Bench Trial	Any duration	Only upon agreement of counsel and approval of judge	Presumptive Method
Jury Trial	Any duration	Not available, except for jury prequalification upon stipulation and approval by judge	REQUIRED
Witness appearance	Any duration	Must be prearranged, meet legal requirements, and approval of court	Presumptive Method
Small Claims Pre-Trial	Any duration	Must be prearranged, meet legal requirements, and approval of court	Presumptive Method
Lack of Prosecution Hearing	Any duration	Must be prearranged, meet legal requirements, and approval of court	Presumptive Method
Calendar Calls	Any duration	Allowed only by judge order	Presumptive Method