



MARK W. BENNETT
CLERK OF THE COURT

NEW YORK STATE SUPREME COURT
APPELLATE DIVISION, FOURTH DEPARTMENT
M. DOLORES DENMAN COURTHOUSE
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ALAN L. ROSS
DEPUTY CLERK OF THE COURT

IMPORTANT NOTICE REGARDING THE MARCH/APRIL 2020 TERM

As you are likely aware, on March 7, 2020, Governor Andrew Cuomo declared a State of Emergency in New York State to contain the spread of the COVID-19 novel coronavirus. Since then, the Governor and other public health officials have taken additional steps to limit public gatherings in the hope of slowing the spread of the coronavirus, and the court system has postponed all non-essential functions of the courts effective March 15, 2020 until further notice. While the court system strives to be open and accessible to the public, in light of the COVID-19 outbreak and the advice of executive and public health officials, it is also focused on protecting the health and safety of those who appear before, and work in, the courts, including the Fourth Department.

You are currently scheduled to appear for oral argument during the Court's March-April term, which commences on Monday, March 30 and concludes on Thursday, April 9. Please be advised that **all matters scheduled for the March-April term will be considered on submission only, without oral argument.** The Court treats all matters on its calendar with utmost respect and care, regardless of whether a matter is orally argued, and you should be reassured that the cancellation of oral argument will not affect the manner in which your matter is considered and decided.

If you believe that your matter scheduled for the March/April 2020 term should be deemed urgent, you must notify the Court in writing, on notice to all parties, to request that the Court consider your matter on an expedited basis. Said notification should be addressed to ad4-clerk@nycourts.gov, and must indicate the urgent nature of the request. Such notification must be made not later than April 9, 2020.

For more information about COVID-19 and the precautions you can take to avoid exposure to the coronavirus, please visit the New York State Department of Health website at <https://www.health.ny.gov/diseases/communicable/coronavirus/>, or contact the Department of Health's Coronavirus Hotline at 888-364-3065. Thank you for your cooperation and understanding as we deal with this public health threat.