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CLERK OF THE COURT

NEW YORK STATE SUPREME COURT  
APPELLATE DIVISION, FOURTH DEPARTMENT  
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## IMPORTANT NOTICE REGARDING THE MAY 2020 TERM

As you are likely aware, to contain the spread of the COVID-19 novel coronavirus, the court system has postponed all non-essential functions of the courts until further notice. Information about the Court's procedures in response to the COVID-19 outbreak is on the Court's website: <http://www.nycourts.gov/courts/ad4/>.

You have a matter that was scheduled to be heard on the Court's May term calendar. Please be advised that **all matters scheduled for the May 2020 term have been adjourned and will be re-calendared for a later term.** You will be notified of the new calendar date for your matter as soon as possible.

If you believe that your matter is urgent and cannot be adjourned, **you must notify the Court in writing, on notice to all parties, no later than April 9, 2020** to request that the Court consider your matter on an expedited basis. Please send that notification to [ad4-clerk@nycourts.gov](mailto:ad4-clerk@nycourts.gov), and indicate the urgent nature of the request.

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.