



STATE OF NEW YORK
UNIFIED COURT SYSTEM

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LAWRENCE K. MARKS
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GEORGE J. SILVER
Deputy Chief Administrative Judge
New York City Courts

MEMORANDUM

March 18, 2021

TO: Administrative Judges

FROM: Hon. Vito C. Caruso *VCC*
Deputy Chief Administrative Judge for Courts Outside New York City

Hon. George J. Silver *GJS*
Deputy Chief Administrative Judge for New York City Courts

RE: Virtual Proceedings – Appropriate Decorum

The COVID-19 pandemic has required all courts across New York State to innovate and adapt in order to continue to provide the effective and efficient administration of justice and Access to Justice for all court users consistent with the highest standards of Chief Judge DiFiore's Excellence Initiative. Our courts have uniformly transitioned to Microsoft Teams as a platform to conduct virtual proceedings. Appropriate decorum/etiquette is a necessity during all virtual court proceedings.

All court proceeding participants shall recognize that this is a formal appearance and should ensure the following:

- Dress in appropriate attire, as if you were appearing in-person in court
- Display an appropriate and professional background
- No consumption of food or drink during the proceeding
- Remain professional and dignified
- As in In-Person proceedings, only one person should be speaking at a time

Please ensure that judges, court staff, attorneys, and all participants in court proceedings are aware of the importance of the appropriate decorum which is necessary for all virtual court proceedings.

VCC:GJS

c: Hon. Lawrence K. Marks