

EFFECTIVE JANUARY 5, 2022

Office hours are Monday through Friday 8:30 am to 4:30 pm. Please note, Court sessions are being set with limited numbers and specific time slots. The Court will send notice via mail for next appearance dates at this time. If you have a new address or contact information, please submit this information to the court in writing so we may update our records. Thursday morning vehicle and traffic court sessions are currently not being held due to COVID as the court needs to maintain close control of the number of people appearing. If you have a traffic ticket returnable for a Wednesday morning, please fill out the plea portion of the ticket and either mail it in or drop it off before the court date issued on your ticket to obtain a new date or you may follow the instructions for handling your ticket by mail located on the Justice Department section of this webpage.

At this time, you will need to contact the Court Office at the methods below to schedule an appearance in the court or if you need to appear to speak with a Court Clerk at the court office. There will be no exceptions at this time.

Of importance are the following:

1. ALL COURT VISITORS MUST WEAR A MASK REGARDLESS OF VACCINE STATUS.
2. Social distancing will apply. Seating and courtroom capacity have been reduced to allow for same.
3. Face masks or coverings will be required for admittance into the courtroom and your temperature may be taken upon entry UNLESS you can provide documentation of vaccine status. Your proof of vaccination will be required to be shown at the door, please have it readily available.
4. Hand sanitizer is readily available, and the courtroom will be cleaned/wiped down in between appearances.
5. If you have concerns over appearing in person, please reach out to your attorney and we can discuss potential options including but not limited to Skype/Zoom/Microsoft Teams appearances.
6. If you have the public defender or conflict defender, please reach out to their office to set up a conference. Public Defender phone: 518-447-7150; Conflict Defender phone: 518-447-5532.
7. If you have private counsel, you may also wish to contact your attorney to conference your case ahead of appearance.
8. The court will be utilizing a check-in system - when appearing in court, please check in at the front door first, DO NOT proceed directly to the courtroom. Please note, you may be asked to wait outside in your vehicle for a brief period for your case to be called.
9. If you are ill or displaying any of the known symptoms associated with COVID-19 or have had contact with someone who has tested positive, DO NOT come into the court facility. Contact your attorney straight away to advise of your circumstances so they may request an adjournment on your behalf. If you do not have an attorney, reach out to the court directly by phone or email to advise.

Thank you for your patience as we work through the issues that may arise. If you have further questions, please feel free to contact us at the email address or phone number listed below.

***coeymanstowncourt@nycourts.gov or 518-756-8480