

Office of the Richmond County Clerk
COVID-19 Phase 2021.1 Update
Notice No. 1/2021

Effective today, the Office of the Richmond County Clerk (ORCC) continues to operate under a COVID-19 Emergency Control Period Plan, as outlined in summary form below, subject to change as needed.

- As relates to **Clerk of the Supreme Court**, and the Division of Supreme Court Operations, the Office continues to handle all **essential and non-essential matters**.
 - Parties with urgent matters may contact the Operations Division at 718-675-8930 or by email at orccquestions@nycourts.gov
 - Members of the **Public should not attempt to visit the Office** without first contacting the Operations Division at the phone number or email address listed above.

- As relates to **Clerk of the County**, and the Division of Business and Clerk Services, the Office continues to handle all submissions by **Mail Only**. Until further notice, all submissions and filings **must** be made by USPS regular mail or overnight/express mail services (i.e.: Fed-Ex, UPS, etc.). Please provide your contact information, including an email address, with your filing. All documents will continue to be processed in sequential order by date received.
 - **Passport Unit** remains suspended until further notice.
 - **Conservation Licenses Unit** (Hunting, Fishing, etc.) remains closed.

- The **Division of the County Register** (Real Property Matters) continues to operate under a **Mail-in Only** system. All submissions will continue to be processed in sequential order by date received. All Real Property recorded with the ORCC are available for viewing on the web at www.richmondcountyclerk.com

- As relates to **Jury Operations**, all jurors summoned should follow the instructions outlined on their summons. You may also visit www.nyjuror.gov and click Richmond County.

- Due to the high volume of calls and limited staffing, please contact the Office by email at orccquestions@nycourts.gov. Please note the Office **cannot provide legal advice** in accordance with Judiciary Law section 484.

- The Office is closed from 1:00-2:00 pm.



Hon. Stephen J. Fiala
CO, No. 1.2021

Office of the Richmond County Clerk
COVID-19 Phase 2021.2 Update
Notice No. 2/2021

Effective Monday, May 24th, the Office of the Richmond County Clerk (ORCC) will resume 100% Staffing levels on-site. However, access to the Office by the public will continue to be limited:

- As relates to Clerk of the Supreme Court, and the Division of Supreme Court Operations, the Office continues to handle all **essential and non-essential matters**.
 - Parties with urgent matters may contact the Operations Group at 718-675-8930 or by email at orccquestions@nycourts.gov
 - **Members of the Public should not attempt to visit the Office without first contacting the Operations Division at the phone number or email address listed above.**

- As relates to Clerk of the County, and the Division of Business and Clerk Services, the Office continues to handle all submissions by **Mail Only**. Until further notice, all submissions and filings **must be** made by USPS regular mail or overnight/express mail services (i.e.: Fed-Ex, UPS, etc.). Please provide your contact information, including an email address, with your filing. All documents will continue to be processed in sequential order by date received.
 - Passport Unit remains suspended until further notice.
 - Conservation Licenses Unit (Hunting, Fishing, etc.) remains suspended.

- The Division of the County Register (Real Property Matters) continues to operate under a **Mail-in Only** system. All submissions will continue to be processed in sequential order by date received. All Real Property documents recorded with the ORCC are available for viewing on the web at www.richmondcountyclerk.com

- As relates to Jury Operations, all jurors summoned should follow the instructions outlined on their summons. Jurors with questions may contact the Jury Division by email at richmondjury@nycourts.gov You may also visit www.nyjuror.gov and click Richmond County for specific information.

- Due to the high volume of calls , please contact the Office by email at orccquestions@nycourts.gov
- Please note the Office **cannot provide legal advice** in accordance with Judiciary Law section 484.

- The Office is closed from 1:00-2:00 pm.



Hon. Stephen J. Fiala
CO. No. 2/2021

May 15,2021

Office of the Richmond County Clerk
COVID-19 Phase 2021.3 Update
Notice No. 3/2021

Effective Monday, June 21st, the Office of the Richmond County Clerk (ORCC) will resume normal operations, except as noted below:

- As relates to Clerk of the County, and the Division of Business and Clerk Services:
 - Passport Unit remains suspended until further notice.
 - Conservation Licenses Unit (Hunting, Fishing, etc.) remains suspended.

Due to the high volume of calls , please contact the Office by email at orccquestions@nycourts.gov

- As relates to the Office of the County Register, the Division of the County Register (Real Property Matters) continues to operate under a **Mail-in Only** system. All submissions will continue to be processed in sequential order by date received. All Real Property documents recorded with the ORCC are available for viewing on the web at www.richmondcountyclerk.com

Due to the high volume of calls , please contact the Office by email at orccquestions@nycourts.gov

- As relates to Jury Operations, all jurors summoned should follow the instructions outlined on their summons. Jurors with questions may contact the Jury Division by email at richmondjury@nycourts.gov You may also visit www.nyjuror.gov and click Richmond County for specific information.
- Please note the Office **cannot provide legal advice** in accordance with Judiciary Law section 484.
- The Office is **closed from 1:00-2:00 pm**.



Hon. Stephen J. Fiala
CO. No. 3/2021

June 16,2021