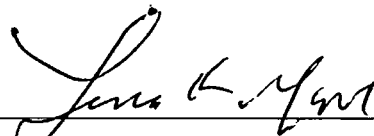


**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, and upon consultation with and agreement of the Administrative Board of the Courts, I hereby adopt, effective April 14, 2020, the proposed plans for temporary centralized arraignments parts in the Fourth Judicial District (Exhibit A) and establish off- hours arraignment parts as described therein.

Pursuant to Judiciary Law §212(1)(w), the off- hours arraignment parts shall be held in such courts for the conduct of arraignments and other preliminary proceedings incidental thereto, and for arrest warrant returns in criminal cases, where the use of such parts will facilitate the availability of public defenders or assigned counsel for defendants in need of legal representation at such proceedings. In response to the COVID-19 health emergency, all appearances in the parts will be virtual—by means of video conferencing as detailed in each plan. Judges and justices shall be temporarily assigned to the court on a rotating basis in accordance with a schedule to be published as soon as practicable. This order will remain in effect at least and until the public health emergency necessitating it abates, whereupon this order will be rescinded by a subsequent order.



Chief Administrative Judge of the Courts

Dated: 4-14-2020

AO/94/20

EXHIBIT A

**FOURTH JUDICIAL DISTRICT PLAN FOR CENTRALIZED VIRTUAL OFF-HOURS
ARRAIGNMENT PARTS PURSUANT TO JUDICIARY LAW §212(1)(w)
April 9, 2020**

I. BACKGROUND

The Fourth Judicial District is comprised of eleven counties, two of which (Warren and Washington) are already operating Central Arraignment Parts (CAPs). Given the demographics of the Town and Village Justices across the State, coupled with the extraordinary size of the District (one hundred and seventy-eight separate Town and Village Courts) and the scope of the current pandemic, the remaining nine counties (Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Saratoga, Schenectady and St Lawrence) need the flexibility and subsequent county-wide jurisdiction a CAP would provide. In order for the District to guarantee the mission of keeping the court room doors open while we lose judges to quarantine, illness or a reasonable reluctance to expose themselves, the most efficient and effective way to ensure all essential immediate arraignments are covered by judges and defense counsel is the issuance of a Chief Administrative Judge Order pursuant to Judiciary Law §212(1)(w) creating a Centralized Virtual Arraignment Part. It is respectfully requested that such an Order be promulgated with the understanding it will expire when normal court operations resume at the conclusion of this emergency.

II. CENTRALIZED VIRTUAL OFF-HOURS ARRAIGNMENT PART PLAN

1. HOURS OF ARRAIGNMENT AND PLAN OF COVERAGE

The Fourth Judicial District Centralized Virtual Arraignment Part (hereinafter "VAP") will operate between the hours of 4:00 or 5:00 PM and 8:00 or 9:00 AM¹ during the week, and at all

¹ In counties that have City Courts, the VAP will operate from 4:00 PM to 8:00 AM. Those counties that do not have

hours on weekends and court holidays, on an “on-call” and “as-needed” basis. Judges will be assigned by the District Administrative Judge such that there will be a Duty Judge with a Primary and Secondary Backup each week. The VAP will be staffed by volunteer judges of each county (a “coalition of the willing”) who possess the necessary equipment, training and aptitude to conduct remote arraignments sitting as a part of the court of geographic jurisdiction, in a rotating fashion as described in this plan. The Public Defender of each county and/or assigned counsel plan attorneys shall provide remote legal services for all persons arraigned utilizing the VAP, as described below.

2. JUDICIAL STAFFING OF THE VAP

Judges will serve on a rotating schedule. They will be comprised of City, Town and Village Judges who possess the necessary equipment and technical proficiency to conduct remote arraignments. The District shall create a judicial schedule for each county. These schedules will be created in consultation with the Magistrates Association. A copy of the Week 1 Schedule is attached as “**Exhibit A.**”

The schedules, along with the phone numbers of the various justices will be transmitted to all local law enforcement agencies, the Office of the Public Defender and/or Assigned Counsel Plan Coordinator, and the District Attorney. Each assigned justice will also have a designated backup and secondary backup justice in the event of unavailability.

City Courts (Essex, Franklin Hamilton & Washington) will operate their VAPs between 5:00 PM and 9:00AM. This is necessary due to the different hours of operation between our City and County Courts.

3. JUDICIAL COMPENSATION

Town and Village Justices and part-time City Court Judges sitting in the VAP shall be reimbursed by the Office of Court Administration pursuant to Part 126.3 of the Rules of the Chief Administrator. Full-time state-paid judges shall not be reimbursed beyond their normal salary.

4. VIRTUAL ARRAIGNMENT PART FACILITY AND DESCRIPTION

At the outset of the VAP plan, the assigned judges will conduct arraignments in their own home court (or in Warren County from the already existing standalone CAP facility), alone and separate from any of the other parties. While assigned, they will be sitting as a part of the court of geographic jurisdiction. The method of initiating the Skype Call will vary depending on the arresting agency as more fully set forth in the "Arresting Agency and Transmission of Papers" Section 7 below. Judges will be given the opportunity to conduct arraignments from other locations (e.g. home or office) after the plan has been operating and upon consultation with the District Technology Staff and a determination the judge possesses adequate equipment and security measures. The arresting police agency will join the VAP Skype meeting from their station or barracks, and defense attorneys and prosecutors may join the VAP Skype meeting from their home, office or place of their choosing. Defense attorneys who prefer to be physically present with their clients shall not be prohibited from doing so.

Each of the eleven County Sheriffs in the District have fully operational Skype facilities that have been thoroughly tested with their respective Chief Clerks. Every New York State Police station in the District has been fully equipped with the required Skype infrastructure as of the Week of April 6th. Furthermore, the District has worked extensively with local law enforcement agencies either via the Chief Clerks, the Supervising Judges, the Local Court

Judges, the District Attorneys or Special Counsel to get the majority of the local law enforcement agencies the necessary equipment to conduct Skype arraignments. The few remaining agencies that do not possess the required equipment will utilize the local Sheriff's or NYSP facilities.

5. PLAN FOR REPRESENTATION

Representation in each county utilizing a VAP will be provided pursuant to the Assigned Counsel Plan of that county utilizing the Public Defender's office and/or assigned counsel. All principals arraigned in the VAP will be presumed indigent for purposes of arraignment. The County Public Defender and/or administrator of the County Assigned Counsel Plan will develop a schedule of assignments for attorneys to cover the VAP and circulate it to all law enforcement agencies in the county.

6. INTERPRETING SERVICES

When necessary, judges will endeavor to have court-certified interpreters present via remote appearance for arraignments of persons who do not speak English. In the event an interpreter cannot be immediately obtained, remote interpreting services via "LanguageLine Solutions" shall be utilized. This service is already in place in the two existing CAPs and is widely utilized by the local courts throughout the District.

7. ARRESTING AGENCIES AND TRANSMISSION OF PAPERS

Following an arrest, the arresting agency will enter fingerprint information using the ORI number of the court of geographic jurisdiction. The Duty Judge will be sitting virtually in a part of the court of geographic jurisdiction. Fingerprint based rap sheets should be provided to the judge which will then be shared with the attorneys via encrypted email as more fully set forth in Section 8 "Judicial Training" below. In the event law enforcement does not obtain a fingerprint-

based rap sheet and elects to only perform a repository or name-based search, a copy of that information cannot be distributed to the attorneys. In those instances, the judge will allow the defense counsel to review the material via the screen sharing function on Skype.

In addition to the rap sheet, the arresting agency shall include all necessary papers such as accusatory instruments, supporting depositions, CPL 710.30 notices, Reports of Refusal, etc. in the initial email or fax and then contact the on-call VAP Judge to notify him/her of the arraignment. It will remain the judge's responsibility to contact counsel and ensure they are present on the Skype Call. The arresting agency will email a copy of the accusatory instruments to the judge for distribution to the parties. In addition, the arresting agency will provide defense counsel the ability to conduct a private phone conversation with the arrested person, should the attorney not be physically present.

The initiation and flow of the Skype Call will differ slightly based on the arresting agency involved. Given the mobile nature of the New York State Police throughout the large District, they understandably requested a uniform platform in each station. Given that, District Technology Staff created a "perpetual Skype call" that is up and running twenty-four hours a day. This will allow the NYSP Trooper to log on from any of the stations they operate out of. The VAP Judge will thereafter send Skype invitations to the designated attorneys.

In the eleven Sheriff's Departments, the practice to date has been the Chief Clerk initiates the Skype invitation to the arresting agency and relevant parties. A similar method will be utilized with the local law enforcement agencies, understanding that methods may vary depending on the individuals involved.

8. JUDICIAL TRAINING

Training in the administration of the VAP shall be provided by the Supervising Judges, District IT Staff, Chief Clerks and the Special Counsel in conjunction with the Office of Justice Court Support. The attached "**Exhibit B**" document called "Remote Arraignments Using Skype" will serve as the basis of this judicial training, together with "**Exhibit C**" called "Sending Encrypted Email." Training on these items has already commenced and will be ongoing throughout the duration of this endeavor.

9. TRANSFER OF CASES, DATA ENTRY, AND DISPOSITION REPORTING

Case files shall be transmitted from the VAP Judge to the court with trial jurisdiction who will assume jurisdiction of the matter thereafter. Should counsel seek further redress from the court of geographic jurisdiction in advance of the resumption of regular court operations, request can be made to that court if it is available or to the Duty Judge of the Consolidated Supreme Court to determine if it is an "essential" matter. Should any defendant plead guilty in the VAP, that case will be adjourned for sentencing and transferred back to the court of geographic jurisdiction.

Orders of protection for any Town & Village matter will be entered into WebDVS. Orders of Protection for City Court cases shall be entered into UCMS by the Chief Clerk of the City Court upon receipt of the case from the VAP Judge. All arraignment paperwork will be scanned and shared either via SharePoint or email to the court the case is to be transferred to. Data entry and CDR uploads concerning the arraignment shall be completed by the court receiving the case when the current health crisis has ended, and normal judicial operations have resumed unless the court is unable to enter the information remotely in advance of that time.

The District shall also require the Chief Clerks to review the list of prisoners incarcerated

in the County Jail on a weekly basis as a check to ensure remanded defendant's constitutional rights are satisfied.

10. ARRAIGNMENT RECORDING PROCEDURES

All arraignments will be electronically recorded using Liberty Recording software together with VoiceMeeter, a program recently purchased by the District that is being installed on the laptop computers of every VAP Judge. VoiceMeeter has been tested extensively by the District Technology staff. It has been determined it best captures the audio from the Skype microphone and diminishes disruptive feedback.

11. COLLECTION OF BAIL AT ARRAIGNMENT

In the event the on-call judge sets cash bail, the County Sheriff will collect the bail and transfer the bail to the court of original jurisdiction. The on-call judge shall provide the arresting agency with the required securing order, electronically via email. A sample of an E-Securing Order that will be utilized and is attached as "**Exhibit D.**"

12. PAYMENT OF FINES AND SURCHARGES

No fines or surcharges will be set by VAP Judges. In the unlikely event of a guilty plea, the case shall be adjourned for sentencing and returned to the court of geographic jurisdiction.

13. RELEASE ON OWN RECOGNIZANCE

Defendants released on their own recognizance will be given a Notice of Adjournment with his/her next appearance date in the court of original geographical jurisdiction.

14. ORDERS OF PROTECTION

If the on-call judge issues an order of protection, he or she shall enter it into WebDVS immediately but no later than twenty-four hours. The duration of the Orders of Protection

remains in the discretion of the arraigning judge, but it will be recommended that they be set out six months to lend flexibility during this period of national emergency.

III. CONSULTATION

The plan for a centralized virtual arraignment part has been created after consultation with various stakeholders throughout the District and has benefited from their input. The Honorable Felix J. Catena, Administrative Judge of the Fourth Judicial District, through the Fourth District Supervising Judges and Special Counsel have advised the leadership of necessary stakeholders consisting of police agencies, Sheriffs, District Attorneys, local Magistrates, Assigned Counsel Programs and Public Defenders offices. Due to the nature of the overwhelming health crisis, no objections have been received. It is anticipated that the VAP will be ready for commencement of operations within forty-eight hours of approval to allow for promulgation of the appropriate schedules to law enforcement.

Exhibit A

Fourth Judicial District Virtual Arraignment Part (VAP) Duty Judges Week 1

	<u>Duty Judge</u>	<u>Primary Backup</u>	<u>Secondary Backup</u>
<u>Clinton</u>	Brendon Dupree	James Kirby	Gary Frenia
<u>Essex</u>	Dean Dietrich	Richard Carpenter	James O'Bryan
<u>Franklin</u>	Edwin Andrew	Kenneth McLaughlin	Lorelei Miler
<u>Fulton</u>	Dominic Arena	Wayne McNeil	John Papa
<u>Hamilton</u>	Katie Smith	Mindy Morrison	Justine Case
<u>Montgomery</u>	Ronald Dygert	Bruce Dye	Dawn Thomas
<u>Saratoga</u>	Matthew Coseo	Jeffrey McCabe	Timothy Brown
<u>Schenectady</u>	Kenneth Litz	Stephen Swinton	Peter Scagnelli
<u>St Lawrence</u>	James Phillips	Rosemary Philips	Samuel Charleson
<u>Warren</u>	Michael Muller	Eric Schwenker	David Cavanagh
<u>Washington</u>	Joseph Malvuccio	Dane Clark	Richard Molea

Exhibit B

REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020

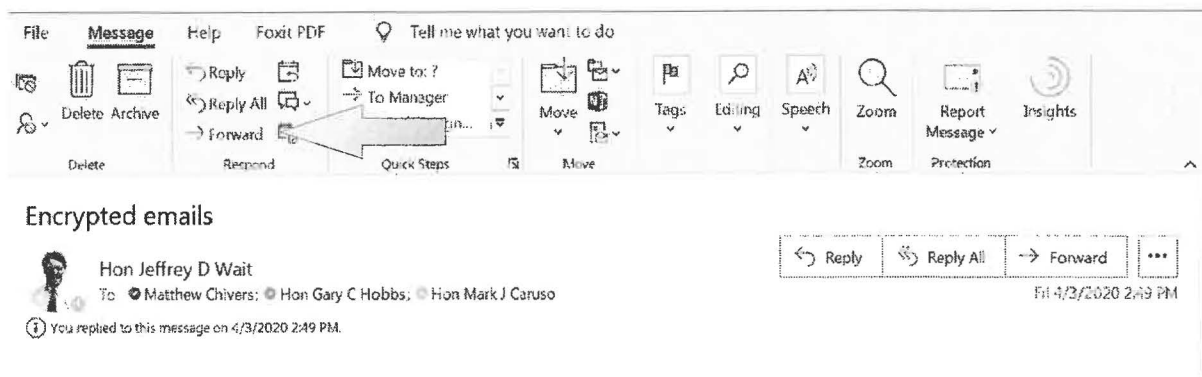
REMOTE ARRAIGNMENTS

The CAP Court laptop now allows remote video appearances using a video telecommunications application known as "Skype". Here is what you need to do to Conduct a Skype - Virtual Arraignment:

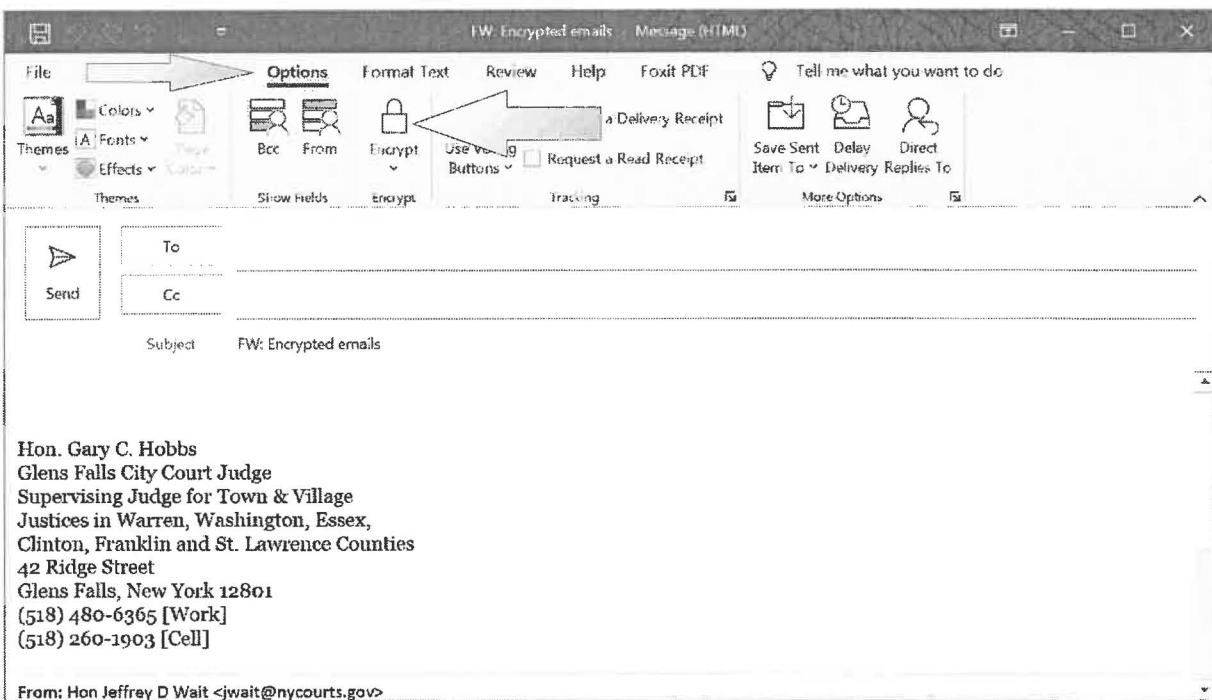
1. Log onto the CAP Court Laptop normally.
2. Click on the Outlook icon.
3. Log onto Outlook by using your Court Log-on Email (i.e.; *name@nycourts.gov*) and the Password that you use at your Court.
4. Because the police are not coming to the CAP, the Arresting Agency will have emailed the Criminal Charges, Supporting Deposition, etc., to your court email. Make sure you have received the email. If not, contact the arresting agency to get copies of the charges and supporting papers emailed to you.
5. Click on the Documents emailed by the Police to Open them.
6. You need to save the Documents so you can attach them to the Digital Log book later.
7. You will save them to "This PC" > "Documents" > "Scanned Documents".
8. With the Documents opened click on "File" then "Save As" then give a name to the documents (i.e.; People v. Smith) then click on "This PC" then "Documents" then "Scanned Documents" and press Save. When you go to Attachments in the Digital Logbook, you will now see the documents saved there. [You can also manually scan the documents, but this will take more time).
9. You will need to know who is on-call. This list will be promulgated between the District Attorney, Public Defender, County Magistrates Association, Supervising Judge, and Special Counsel. Call or text the on-call ADA _____] and on-call Assistant P.D. _____. You will need this information to forward the police agency's email containing the charges, etc., to them.
10. You need to ENCRYPT the Police Agency's email with the charges to forward them to the on-call ADA and on-call Assistant P.D. On Outlook, press Forward on the Police Agency's email to you.

REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020



11. Next click on "Options" then "Encrypt". In the Encrypt box, select "Do Not Forward." This will prevent the Parties from inadvertently forwarding the RAP Sheet.



12. Insert the email addresses of the on-call DA and on-call Assistant Public Defender and press Send. [A list of All Email Addresses for the ADAs and Assistant P.D's will be provided by the DA and PD.
13. The Assistant Public Defender (APD) will need a few minutes to talk with his/her client. After the on-call APD gets copies of the charges, s/he will call the police agency to talk by phone with the defendant.
14. Go Back into Outlook to Send an Invitation for the Virtual Arraignment on Skype. [SEE BELOW]:

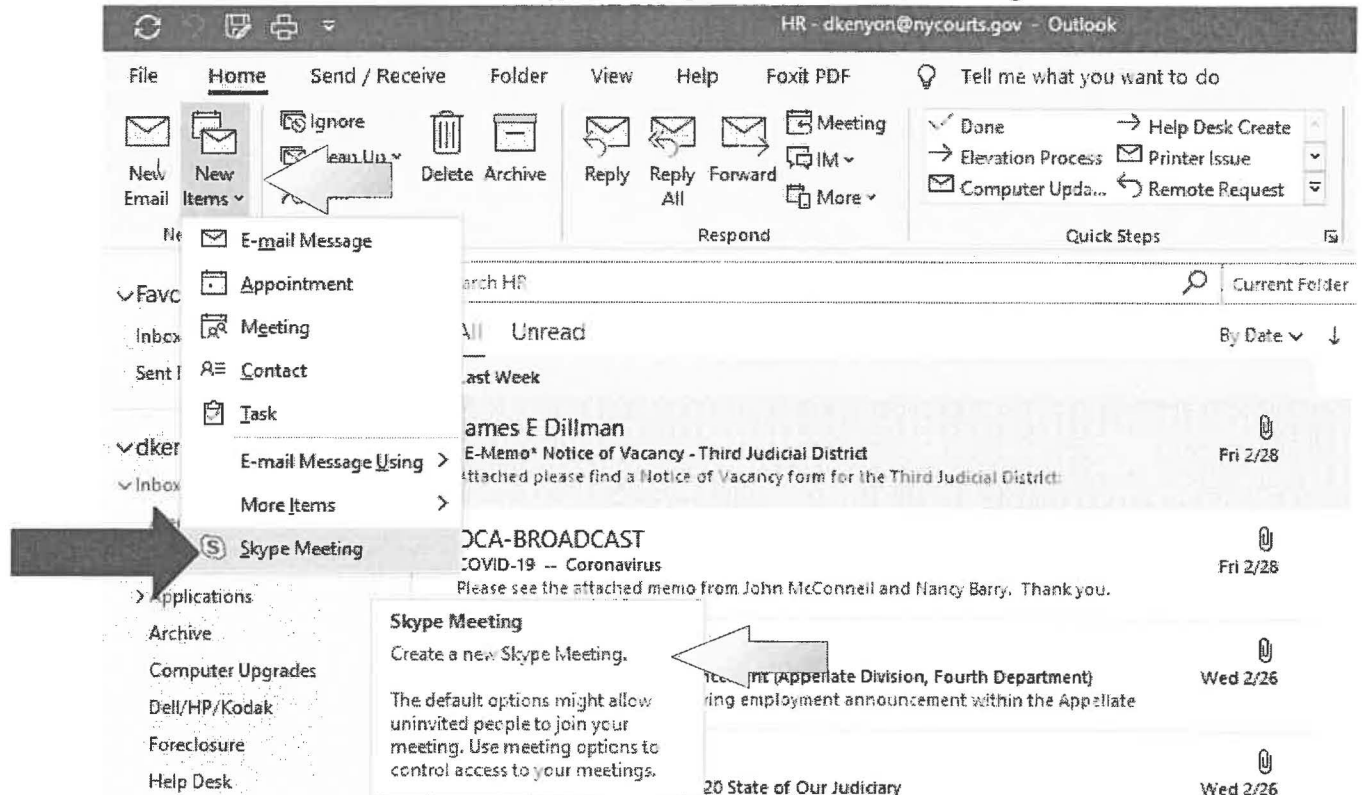
REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020

15. (While you are waiting for everyone to join the Skype, start preparing your documents like the Arraignment Record, Adjournment Notice, Parker Warning, TOP, Escort Order, etc.).

HOW TO SEND THE INVITATIONS FOR THE SKYPE ARRAIGNMENT

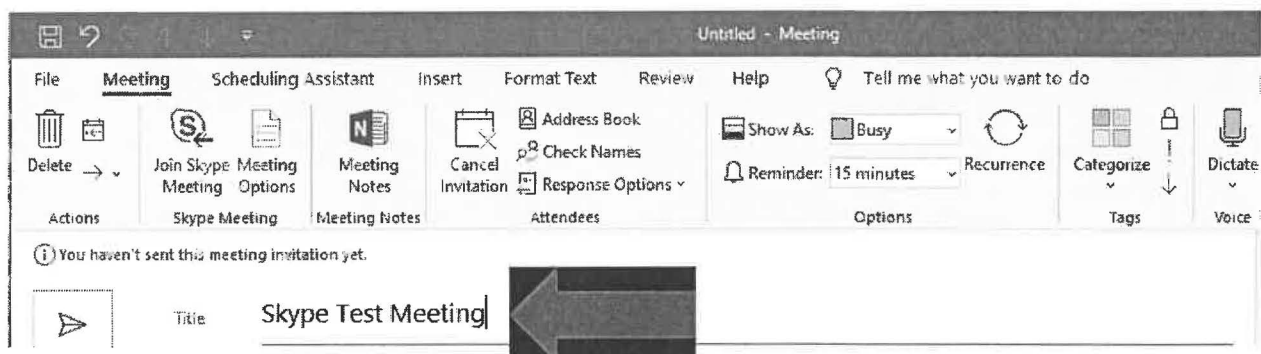
1. Click "New Items" and then click "Skype Meeting" and Create New Meeting.



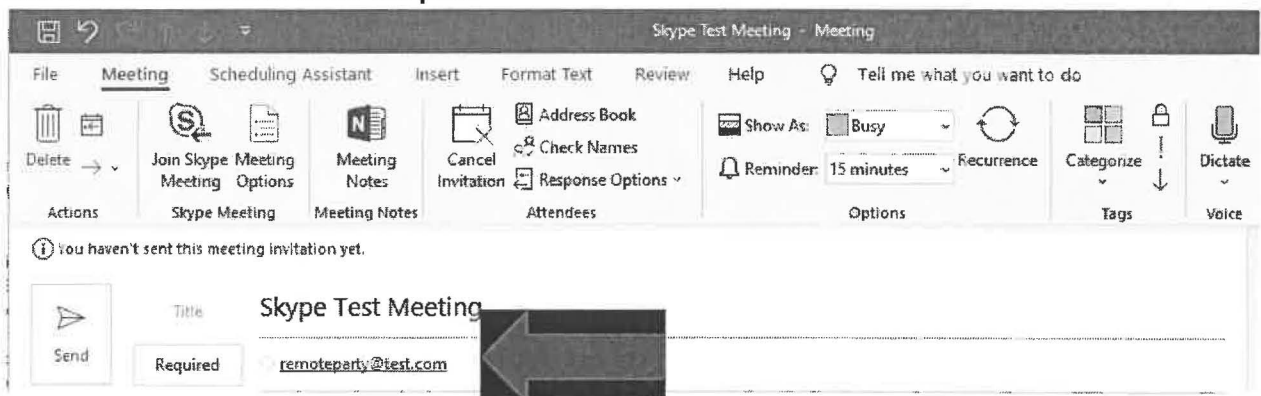
REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020

2. In the "Title" Box, enter a Name for the Arraignment [i.e.; People v. John Smith - 4/1/20].



3. In the "Required" field, insert all of the email addresses for the arraignment. We **HIGHLY** recommend that you merely **COPY & PASTE** all of the email addresses from the Word or Wordperfect email list found in the Virtual Arraignment folder on the Desktop. This will ensure everyone has the invitation for the remote arraignment in the event someone is out sick and others need to cover the part.



4. Modify or Insert the Date and Time of the Arraignment to reflect the date and time that you want everyone to join the Arraignment.



REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020

Skype Test Meeting - Meeting

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what you want to do

Delete → Join Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Dictate

Actions Skype Meeting Meeting Notes Attendees Options Tags Voice

ⓘ You haven't sent this meeting invitation yet.

Send Title Skype Test Meeting

Required remoteparty@test.com

Optional

Start time Mon 3/2/2020 1:00 PM All day Time zones

End time Mon 3/2/2020 1:30 PM Make Recurring

5. Click the "Send" Button. The Skype Invitation is now sent.

Skype Test Meeting - Meeting

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what you want to do

Delete → Join Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Dictate

Actions Skype Meeting Meeting Notes Attendees Options Tags Voice

ⓘ You haven't sent this meeting invitation yet.

Send Title Skype Test Meeting

Required remoteparty@test.com

HOW YOU JOIN THE REMOTE ARRAIGNMENT

1. In the "Outlook" application, go to the CALENDAR.
2. In the Calendar select the today's date.
3. Click on the Skype Invitation on the Calendar.
4. Click the "Join Skype Meeting".

REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020

5. Once in the meeting, click on the "Camera" button, and then select "Start My Video". Make sure that your "Microphone" button is turned on and is not muted.



6. Turn on your Liberty System is recording when everyone has joined.
7. Start the Arraignment.
8. Judge asks the Attorneys and Defendant to identify themselves to make sure everyone can be heard. (If there is a problem, the person can disconnect and rejoin). Ask everyone to speak clearly and not interrupt each other to allow for a clear record. You may want attorneys & police to mute their microphones while not talking. The microphone is muted by simply clicking on the picture of the microphone.
9. Ask if People, Defense Counsel and Defendant have copies of the charges and supporting documents. Ask if Defense Counsel has had sufficient time to talk to his/her client and if they consent to the Virtual Arraignment. Conduct the Arraignment. [If the defendant wants to talk to his attorney during the arraignment, stop the arraignment- but leave the Skype& Liberty Recording going - the defendant will be escorted to a private phone away from the Skype to talk with the attorney].
10. Prepare & Scan any prepared orders or notices [TOP, Securing Order, RUS Order, Refusal Suspension, Adjournment Notice, Parker, etc.] .
11. Email copies of the orders and notices to the arresting police agency for the defendant to have. If the defendant's signature is necessary [i.e.; TOP or Parker, etc.], have the police email the signed copy back to you.

REMOTE ARRAIGNMENTS USING SKYPE

Update: 4/8/2020

12. When the Arraignment is Done, Stop the Skype by Clicking the "X" box in the top right corner to sign-off.
13. Complete any documents that were not finished (i.e.; the Record of Arraignment).
14. Attach copies of the charges, arraignment record, adjournment notice, orders, and a copy of the Liberty Recording and email them to the respective court of geographic jurisdiction or utilize SharePoint to send.
15. Input Order of Protection into WebDVS.

Exhibit C

SENDING ENCRYPTED EMAIL

Revised: 4/5/2020

There are a few things you need to understand before you begin applying encryption to email and file attachments.

First and foremost, there is a difference between encrypting email, encrypting attachments, limiting what the receiver can do with an attachment once received and encrypting the connection between the sender and receiver.

The easiest to discuss is the connection between the sender and receiver. Email communication is always encrypted when sending internally in the Court System. The same holds true when sending email outside our organization to "trusted" email services such as Google, Yahoo, and Microsoft. For unknown email services, Microsoft always attempts to negotiate a secure connection prior to sending an email, however if a secure connection cannot be negotiated between the two services the email will be sent unencrypted.

Because the communication cannot be guaranteed to be secure it's important to encrypt email that includes sensitive information in the body, subject, or when adding attachments.

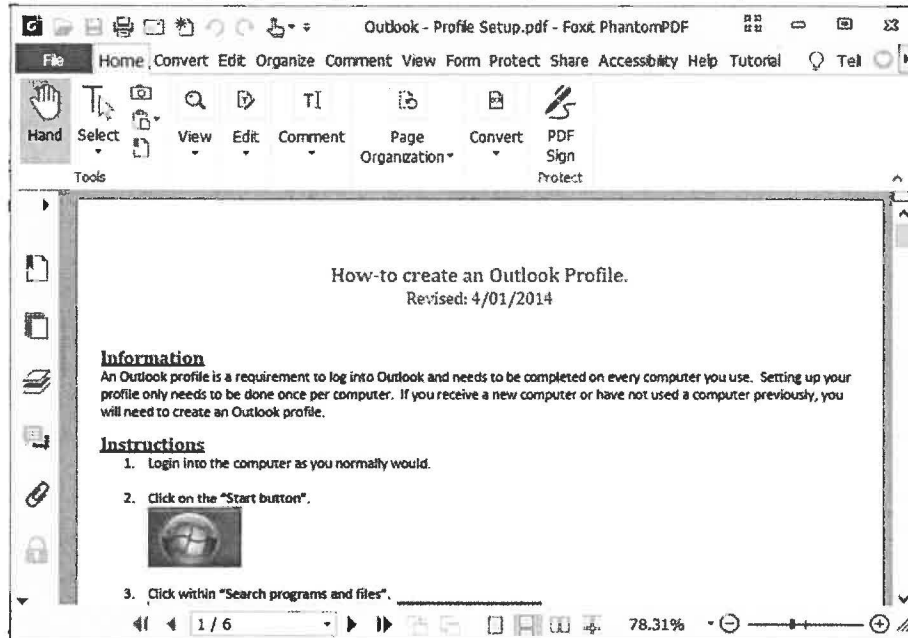
Encrypting an email within Outlook is an easy process and can be done within a couple of clicks. It's important to understand that not all attachments support encryption. Files such as PDFs, Word, Excel, and PowerPoint all support encryption natively within Outlook. WordPerfect files are not natively supported.

Attachments such as rap sheets need an additional layer of protection known as "IRM" Information Rights Management. IRM allows the sender to restrict what can be done with a file attachment after the receiver receives it. This allows the sender to restrict certain features such as printing or forwarding attachments. IRM also restricts who can access the attachment by requiring authorization prior to opening. Microsoft however only supports IRM policies on Word, Excel, PowerPoint, InfoPath, and XPS documents. It does not support IRM on PDFs or WordPerfect files.

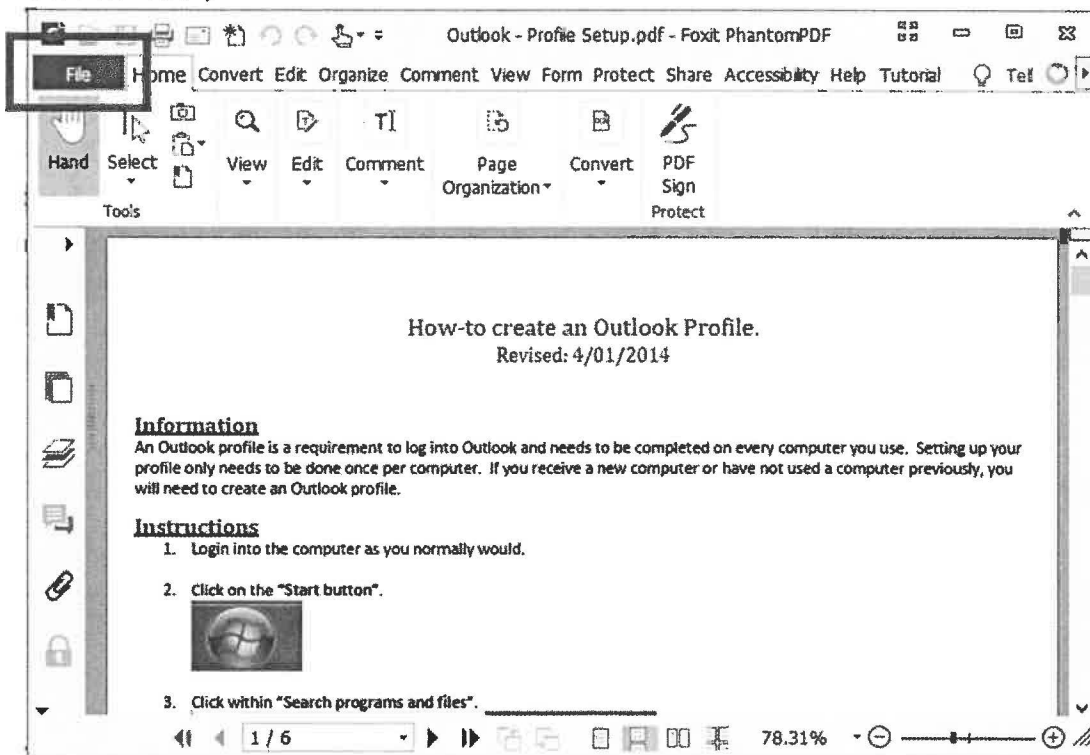
Note: Rap sheets normally come to us in a PDF format and will need to be converted to Word.

Converting a PDF document to a Word document

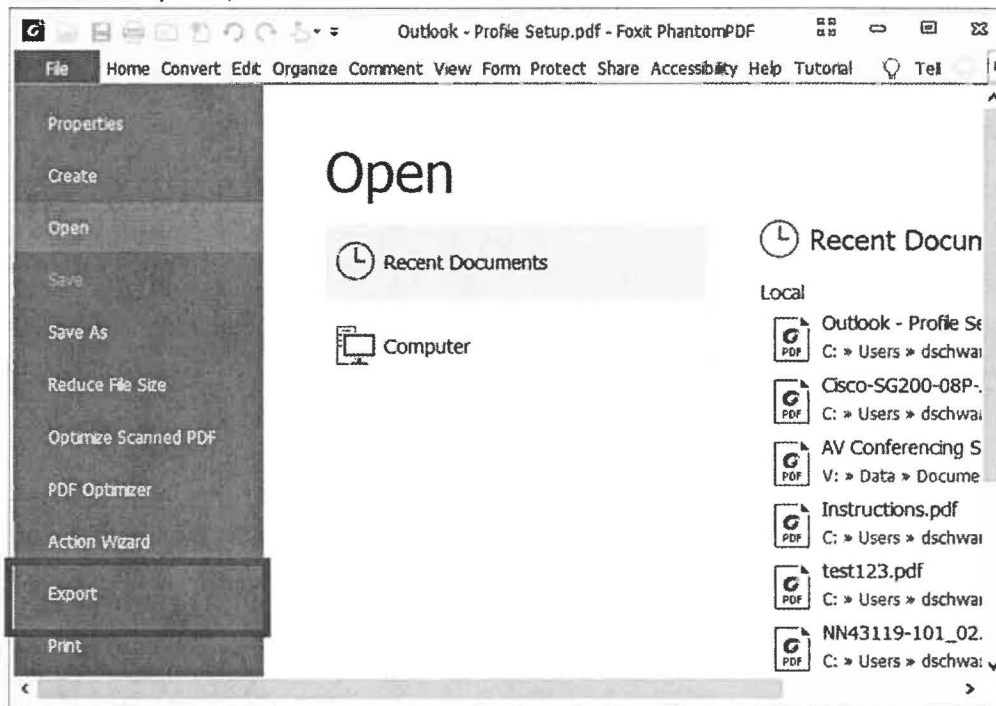
1. Open the PDF, (If opening from Outlook, make sure to open and not preview.)



2. Click on "File",



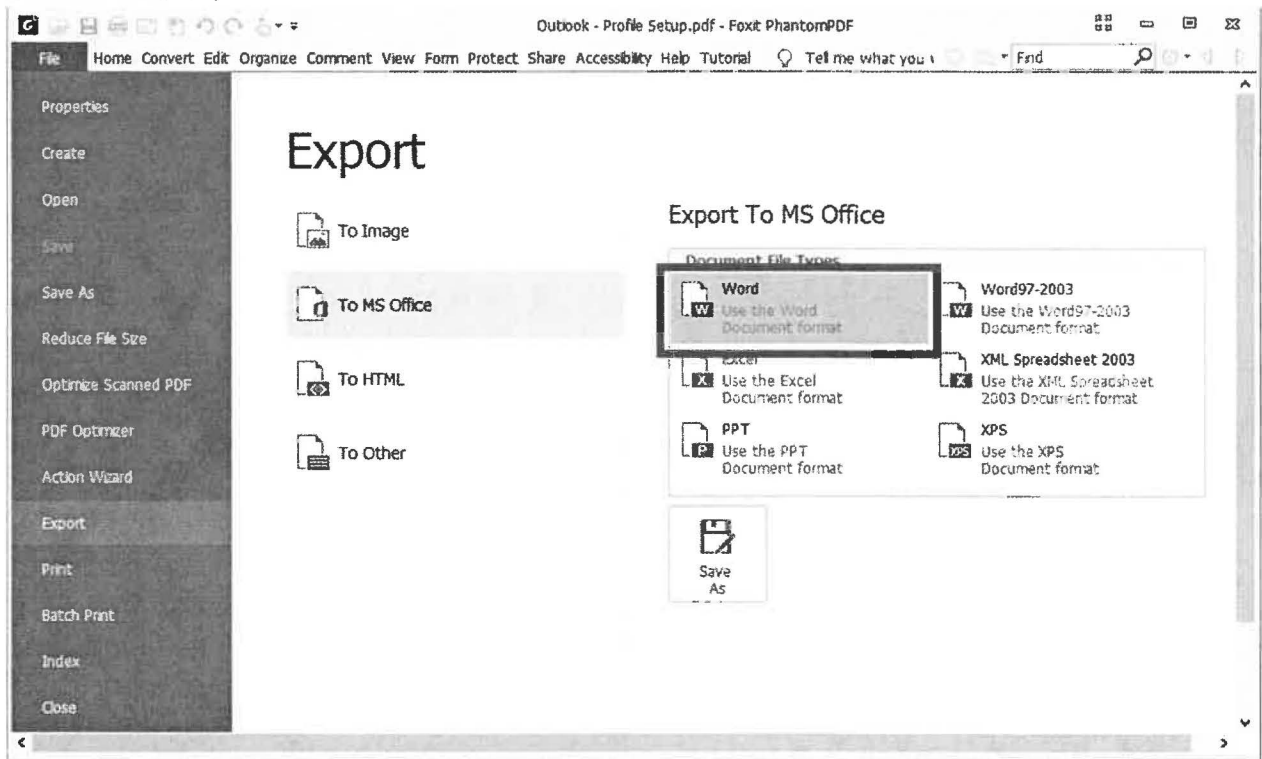
3. Click on "Export",



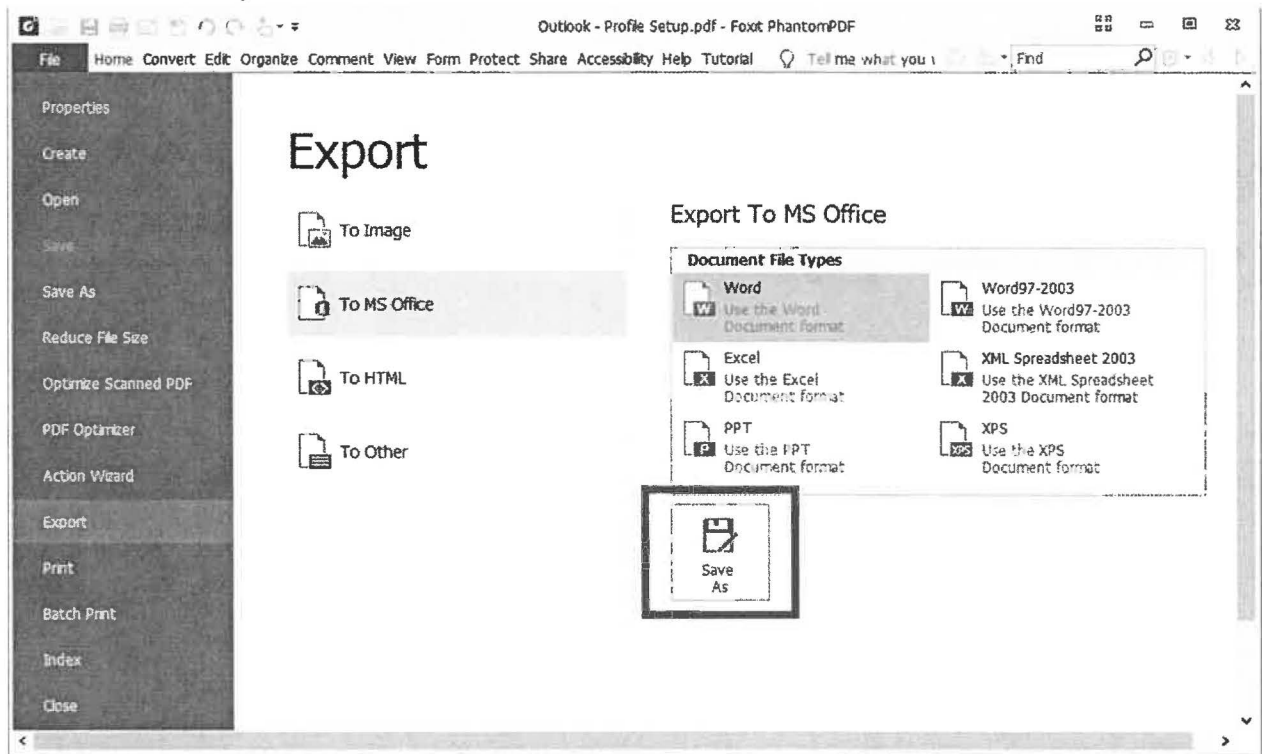
4. Click on "To MS Office",



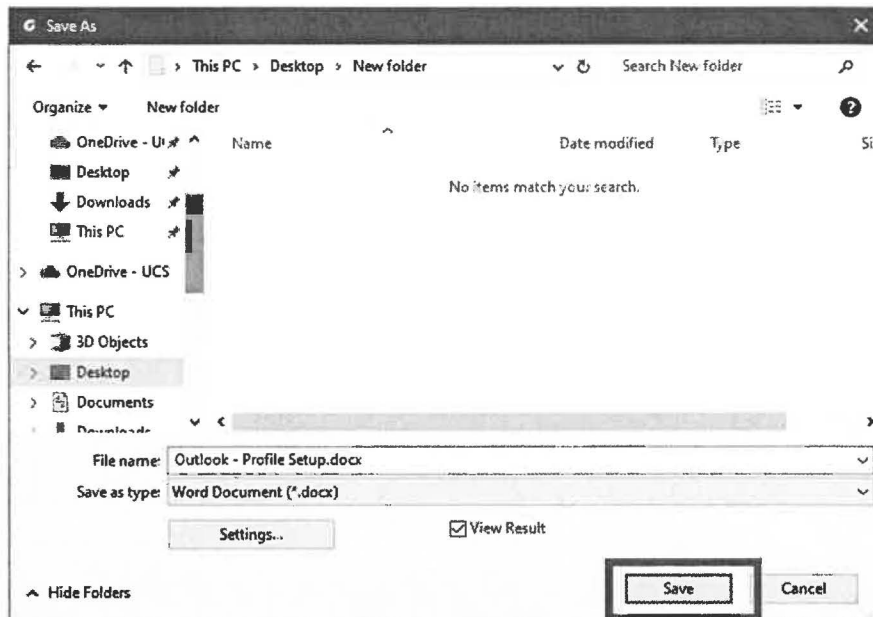
5. Click on "Word",



6. Click on "Save As",



7. Save the document to a network drive or another secure location. If a network drive is unavailable, I recommend the desktop but do not forget to delete the document after it's been sent.
8. Click on "Save".



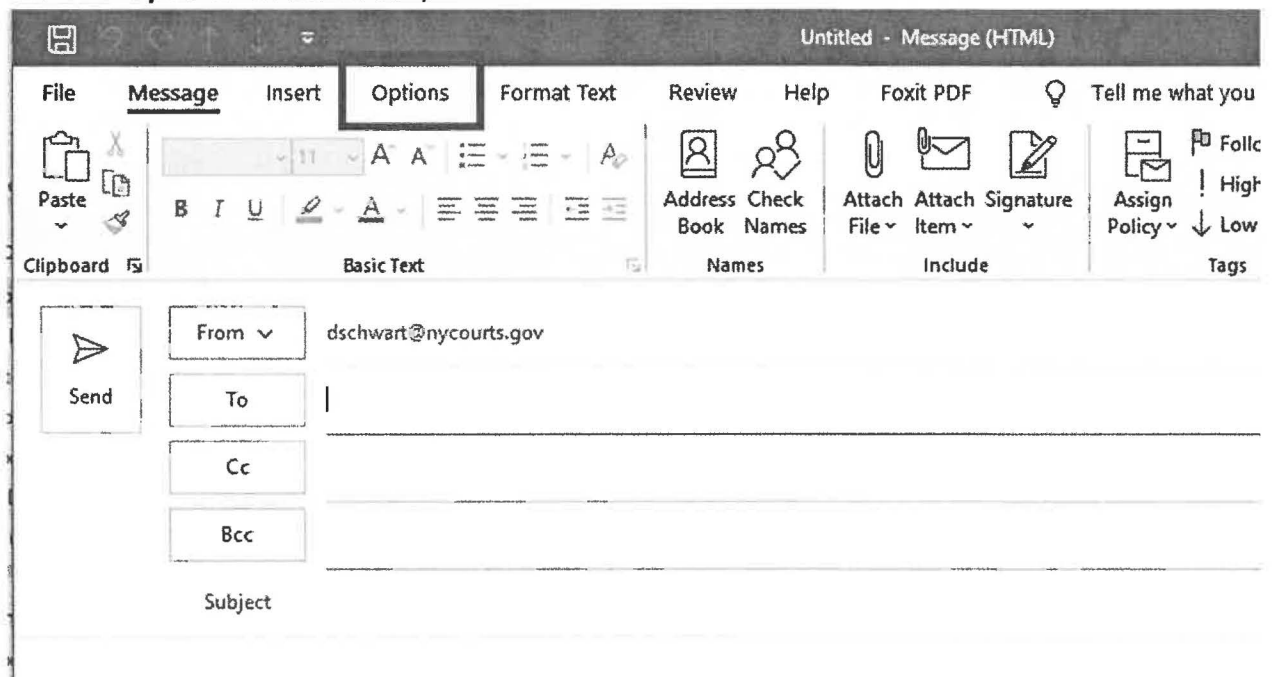
Sending an Encrypted Email using Outlook

1. Open Outlook,
2. Start a new email message,

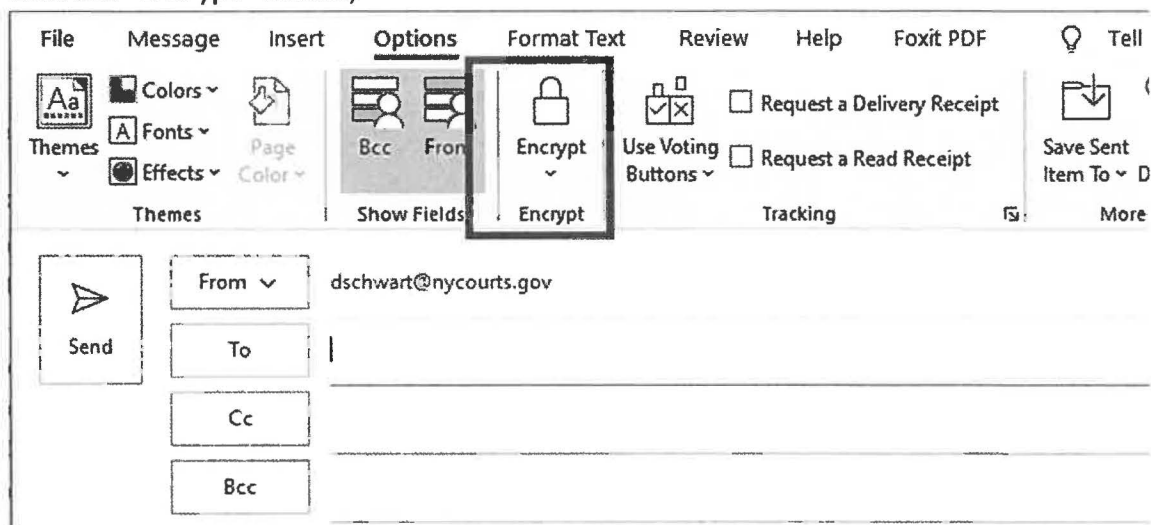


New
Email

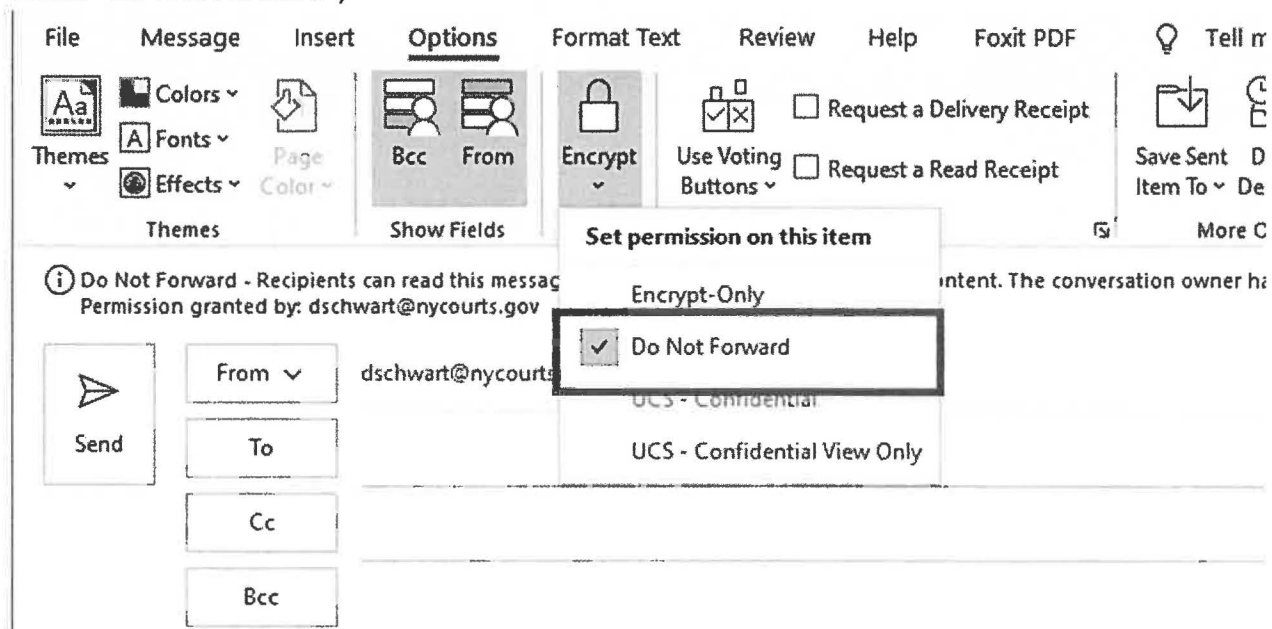
3. Click on **"Options"** in the ribbon,



4. Click the **"Encrypt"** button,



5. Select **"Do Not Forward"**,



6. Finish the email as you normal would by filling out the subject, body, and adding any attachments.

Exhibit D

STATE OF NEW YORK :: COUNTY OF _____
TOWN/VILLAGE/CITY OF _____

UCS-514 (rev. 12/23/19)

COURT

The People of the State of New York
vs.

Securing Order Arraigned For: _____

AKA(s): _____

Docket/Case Number: _____

CJTN: _____

Address: _____

NYSID: _____

Sex: _____ Race: _____ DOB: _____

EYO: ☐ Yes ☐ No

YO: ☐ Yes ☐ No

The above-named defendant is charged with the following offense(s):

Charge(s)	Charge Weight	Charge Description	No. of Counts	Incident Date

Pursuant to CPL §510.10(1), the Court has determined on the basis of available information the least restrictive kind and degree of control or restriction that is necessary to secure the defendant's return to court when required, and the Court, if not placed upon the record or in addition to the record, hereby explains its choice of securing order as follows:

It is hereby **ORDERED** that the defendant is (*check one*):

☐ Released on recognizance.

Released with non-monetary conditions as follows (*check all that apply*):

☐ Contact with pre-trial services as follows:

☐ Placement in pre-trial supervision as follows:

☐ Travel restrictions as follows:

☐ Refrain from possessing a firearm, destructive device or dangerous weapon

☐ Electronic monitoring under the supervision of _____ for a period of _____ days as follows:

☐ Other conditions:

Committed to the custody of _____ until bail is posted as follows (select at least 3 types):
[Juvenile Offender] to be lodged in a place certified by the Office of Children and Family Services as a juvenile detention facility for the reception of children, being a Juvenile Offender at the time the crime was allegedly committed

[Adolescent Offender] to be lodged in a place certified by the Office of Children and Family Services and the State Commission on Corrections as a specialized secure juvenile detention facility for older youth, being an Adolescent Offender at the time the crime was allegedly committed

☐ (check if applicable) Although the Court would not or could not otherwise require bail or remand, the Court has set nominal bail pursuant to CPL §510.10(5) upon the defendant's voluntary request.

☐ \$ _____ Cash, or

☐ \$ _____ Credit Card or similar device, or

☐ \$ _____ Insurance Company Bail Bond, or

☐ \$ _____ Secured Appearance Bond (Form CRC 3292), or

☐ \$ _____ Partially Secured Appearance Bond with a _____% deposit (Form CRC 3293), or

☐ \$ _____ Unsecured Appearance Bond (Form CRC 3294), or

☐ \$ _____ Secured Surety Bond (Form CRC 3292), or

☐ \$ _____ Partially Secured Surety Bond with a _____% deposit (Form CRC 3293), or ☐ \$ _____ Unsecured Surety Bond (Form CRC 3294). **NOTE:** A partially secured and/or unsecured surety bond must be selected.

NOTE: Surety or appearance bonds must be submitted to the court using the applicable form as indicated above and require approval by the court before the defendant may be released from custody.

Committed to the custody of _____ and remanded without bail.

[Juvenile Offender] to be lodged in a place certified by the Office of Children and Family Services as a juvenile detention facility for the reception of children, being a Juvenile Offender at the time the crime was allegedly committed

[Adolescent Offender] to be lodged in a place certified by the Office of Children and Family Services and the State Commission on Corrections as a specialized secure juvenile detention facility for older youth, being an Adolescent Offender at the time the crime was allegedly committed

☐ (check if applicable) Although the Court would not or could not otherwise require bail or remand, the Court has set nominal bail pursuant to CPL §510.10(5) upon the defendant's voluntary request.

AND it is further, **ORDERED** that the defendant's future attendance is required before this Court as follows:

Court Name:			
Address:			
City, State, Zip:			
Date/Time:	at	AM	PM
Part/Floor/Room:			
Before Judge:			
For the purpose of:			

TAKE NOTICE that:

- a defendant released on recognizance, or under non-monetary conditions, or after posting bail must appear in court as directed, must not commit a crime, must obey conditions of release, if any, and shall be subject to consequences set forth on the record for violation of release conditions, including but not limited to revoking the current securing order and imposing a more restrictive securing order.
- a defendant committed to custody shall be produced by the custodial authority as directed, and upon release from custody, the custodial authority shall advise the defendant of the obligation to appear in court on the next scheduled court date as directed by the court.

Dated: 04/08/20

Hon. _____
Justice/Judge