

VILLAGE OF BALLSTON SPA COURT  
HON. MICHAEL J. MORRISSEY, VILLAGE JUSTICE  
30 BATH STREET  
BALLSTON SPA, NY 12020

COURT PHONE (518)885-6393

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-----MEMORANDUM-----

March 16, 2020

As part of the ongoing efforts to reduce courthouse traffic and combat the spread of the Coronavirus (COVID-19) and protect the health and safety of our workforce, and to comply with the Governor's directive to limit large gatherings throughout the State as well as directives from Chief Administrative Judge Lawrence K. Marks the following measures will be in effect with regard to the village court until further notice.

1. The court will be closed to the public until further notice.
2. All court proceedings are in the process of being adjourned (postponed) and defendants will be contacted by mail of their new court dates. (This includes all misdemeanors and vehicle and traffic) **If you have council on record**, notices will be sent to your attorney.
3. All civil matters which include small claims and summary proceedings are suspended pending further directives. The court will not be accepting civil matters until further notice.
4. Court clerk hours will be as follows: Monday-Thursday from 5-7pm. A clerk will be in the court to provide assistance via phone for any questions. 518-885-6393
5. We encourage defendants to use online payments (GovPayNow.com) with Court ID# A002WS. Please contact the court for your case number if using online payment. Also, the drop-box is available outside of the court for any payments or correspondences. **(We will not accept fines in person at the court)**

These initiatives are part of our continuing efforts to assure the operation of the court in the safest manor possible for the public and our employees in this time of medical emergency. As new information and procedures become available, we will advise everyone.

Thank you for your continued corporation.

Honorable Michael J. Morrissey, Village Justice