

**Arcade Justice Court**  
17 Church Street  
Arcade, New York 14009  
Phone: 585-492-4479 Fax: 585-492-3052  
Email: [Courtclerk@villageofarcade.org](mailto:Courtclerk@villageofarcade.org)

June 4, 2021

Re: Temporary Procedures for Court

Ladies and Gentlemen:

The safety and health of the community and individuals who are at the Arcade Justice Court are a priority. Due to the COVID 19 pandemic, we have implemented the following procedures to keep everyone safe while handling court business:

1. Please arrive at the time indicated in your letter. To accommodate the entire calendar, we have staggered arrival times. If you miss your appointment, you will be placed at the end of the calendar.
2. Anyone entering the Courtroom **MUST** bring and wear a facemask regardless of vaccination status.
3. Upon arrival, you will check in with the Court Officer. He will sign you in, take your temperature and collect a phone number for the court to contact you when your case is ready to be called if the courtroom is at full capacity.
4. You may be asked to wait in your car or outside until we call your case if the courtroom is at full capacity. We will text/call you and if applicable, your attorney, when we are ready for you to enter the courtroom if the courtroom is at full capacity.
5. Upon entry, please sanitize your hands and proceed through security.

In order to comply with social distancing measures, we only have 8 chairs available. Guest to court are discouraged. If you have a guest that **MUST** appear in court, please let the court officer know upon checking in. Children WILL NOT be permitted to enter the Courtroom. Please make appropriate childcare arrangements.

**IF YOU WISH TO APPEAR VIRTUALLY, PLEASE CONTACT THE COURT CLERK UPON RECEIPT OF THIS LETTER TO MAKE ARRANGEMENTS.**

**IF YOU ARE SICK** – we will be glad to reschedule your case if you have flu or cold symptoms – Fever, Chills, Body Aches, Cough. This will be done at no penalty to you as long as you contact the Court. Please contact the clerk for an alternate date. We will also be glad to reschedule your case if you reside with or have had close contact with anyone who has been diagnosed with COVID-19. If you have been directed to quarantine at home by a doctor, hospital or health department please notify us for a new date.

Thank you,

Gillian Koerner, Court Clerk  
Hon. Sheri Bell-Beyer, Village/Town Justice  
Hon. Brian Burton, Town/Associate Village Justice