

Public Instructions for Entering the Courthouse

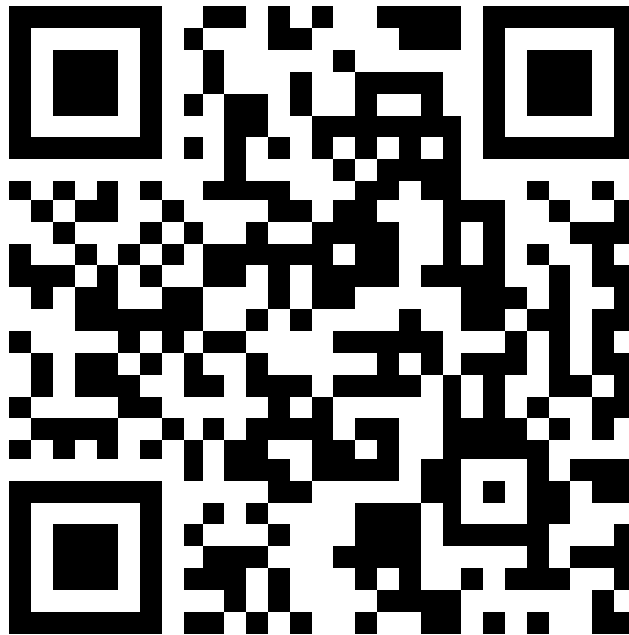
Prior to entering the Courthouse, you must complete an online questionnaire. After completing the questionnaire, you will receive a QR code both at the time of completion and by text message. You will need to scan this QR when entering the courthouse in order to gain entry. If you do not have a mobile phone or mobile phone number to enter, there will be a kiosk provided at the courthouse where you can complete the questionnaire upon entry.

Step 1:

Click on this link:

https://app.certify.me/Unite1BG_U

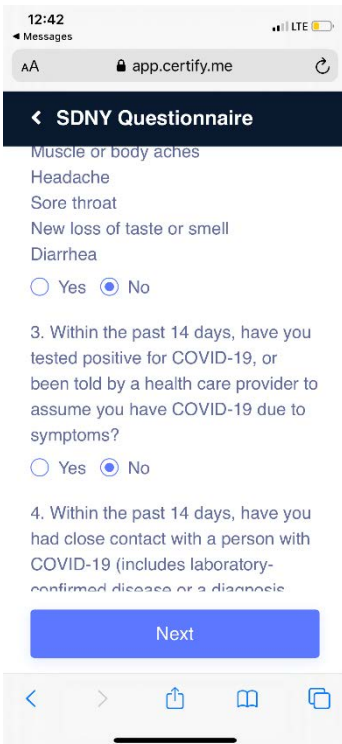
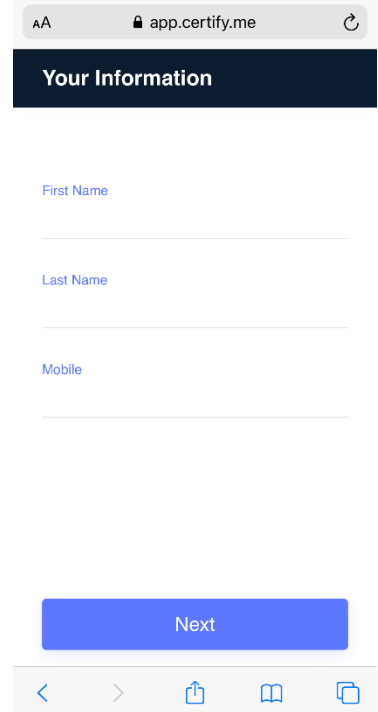
Or scan this QR code on your phone to begin the registration process:



(Note: To scan a QR code, open your phone camera. Hold the camera up to the code. A notification will pop up on the top of your screen. Click on that notification to be directed to the website.)

Step 2:

Fill out your first name, last name, and mobile phone number. All three are required to properly register and move forward. You must enter a mobile phone number to properly register. If you do not have a mobile phone or mobile phone number to enter, there will be a kiosk provided at the courthouse where you can complete the questionnaire before entry.

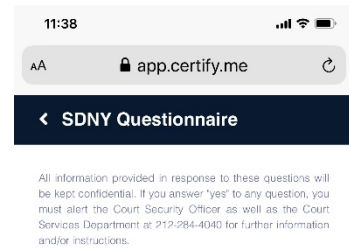


Step 3:

Complete the Questionnaire.

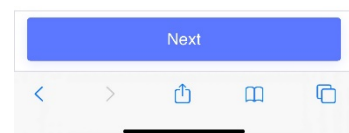
All information provided in response to these questions will be kept confidential. If you answer “yes” to any of these questions, you must alert Court Security Officer.

If you answer “yes” to any of these questions, you will not receive a QR code to enter the building and you will need to contact our court services department at 212-284-4040 for further instructions and/or information.



Step 4:

Please read the disclaimer and click “Next”



Step 5:

You will receive a QR code both at the time of completion and by text message after completing a successful registration. Please keep this QR code on hand when entering the building. The code expires at the end of the day.

When you enter the courthouse, hold the QR code up to the device until it recognizes the code. Next, position your head so it is within the white rectangle on the screen to properly scan for your temperature. Once scanned, your QR code will act as time/temperature stamp for the day and can be shown to the CSO's when entering and exiting the building during that day.

Note: Once you register, you will receive a text message at 6:00am every weekday. Click on the link sent to your phone to complete the questionnaire before arriving at the courthouse.

