



**NEW YORK STATE**  
**Unified Court System**

OFFICE OF COURT ADMINISTRATION

**LAWRENCE K. MARKS**  
CHIEF ADMINISTRATIVE JUDGE

**TAMIKO A. AMAKER**  
DEPUTY CHIEF ADMINISTRATIVE JUDGE  
FOR MANAGEMENT SUPPORT

**NANCY J. BARRY, ESQ.**  
CHIEF OF OPERATIONS

**JUSTIN A. BARRY, ESQ.**  
CHIEF OF ADMINISTRATION

**MEMORANDUM**

July 21, 2022

To: District Executives  
New York City Chief Clerks  
OCA Directors

From: Nancy J. Barry *A*  
Justin Barry *JB*

Re: COVID Self-Testing

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Please distribute this memorandum to judges and non-judicial employees subject to weekly COVID-19 testing and their administrators/managers.

As COVID-19 “Self-Tests” or “At-Home” tests have become widely available and are either free from the government or reimbursable through health insurance, and changes in government resources and insurance procedures have made free testing in certain areas of the State scarcer, the Unified Court System will make the following changes for individuals subject to our weekly mandatory testing program, effective July 25, 2022.

Individuals subject to the weekly testing mandate will now have the option of submitting a certification of “Self-Test” to comply with their weekly testing requirement. The “At-Home” test must be one authorized by the Food and Drug Administration, valid (i.e., the control line is visible) and administered according to manufacturer’s instructions. Individuals may also continue to submit proofs of weekly tests from a local testing facility of the types listed as acceptable in our memorandum “Mandatory Testing Program – Supplemental Information,” dated September 1, 2022.

When using the “At-Home” testing option, the individual must complete and sign the attached “COVID-19 Self-Test Verification” certifying that the information provided was true and that submission of false information may subject the individual to appropriate administrative, remedial, and/or disciplinary action. The individual should attach it as “Proof of Test” on UCS Mandatory

Testing Program portal at <https://portal.nycourts.gov/ucsmtpl/> in lieu of proof from a testing facility. All UCS judges and employees must continue to follow the notification procedure for positive COVID-19 test results.

Individuals who elect to use an “At-Home” test are not entitled to one hour of paid leave for testing. Only individuals who provide proof of a test from a testing facility are entitled to one hour of paid leave for the week.

Supervisors tasked with reviewing and approving testing information should review the “Verification” for completeness and signature, and ensure that only an FDA-approved “At-Home” test was used.

Thank you for your continued cooperation and vigilance as we continue to adjust safety procedures and protocols to keep pace with changing guidance and conditions.

cc: Presiding Justices  
Deputy Chief Administrative Judges  
Administrative Judges  
DCAJ Chiefs of Staff  
Clerks of Court



**STATE OF NEW YORK - UNIFIED COURT SYSTEM  
COVID-19 SELF-TEST VERIFICATION**

Unified Court System judges and non-judicial employees subject to weekly COVID-19 testing may now conduct an “At-Home” COVID-19 Self-Test using an unexpired, FDA-approved kit according to the manufacturer’s instructions. (They may also continue to have the tests conducted at government testing sites, health centers and local pharmacies).

**Only individuals self-administering an At-Home COVID-19 test should complete and submit this verification form.** Proofs of tests administered at testing centers should continue to be submitted per established procedure.

Individuals self-administering an At-Home COVID-19 test should fill out this form completely, sign at the bottom certifying that the information is true and accurate and submit an image (e.g., pdf) of the form through the employee portal at <https://portal.nycourts.gov/ucsmtp/>.

I certify the following:

1. On \_\_\_\_\_ (day of week), \_\_\_\_\_ (month), \_\_\_\_ (date), 20\_\_\_\_ (year)

2. I self-administered the following FDA-approved COVID-19 test according to manufacturer’s instructions and the test was valid (i.e, the control line was visible):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> BD Veritor         | <input type="checkbox"/> Ellume          | <input type="checkbox"/> MaximBio ClearDetect |
| <input type="checkbox"/> Binax NOW          | <input type="checkbox"/> Flowflex        | <input type="checkbox"/> OHC                  |
| <input type="checkbox"/> CareStart          | <input type="checkbox"/> Genabio         | <input type="checkbox"/> Pilot                |
| <input type="checkbox"/> Celltrion DiaTrust | <input type="checkbox"/> iHealth         | <input type="checkbox"/> QuickVue             |
| <input type="checkbox"/> CLINITEST          | <input type="checkbox"/> INDICAID        | <input type="checkbox"/> Rapid                |
| <input type="checkbox"/> Cue                | <input type="checkbox"/> IntelliSwab     | <input type="checkbox"/> SCoV-2               |
| <input type="checkbox"/> Detect             | <input type="checkbox"/> Lucira CHECK-IT | <input type="checkbox"/> Speedy Swab          |

Lot #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify that the information contained in this verification form is true, accurate, and complete. I understand that positive COVID-19 test results must be reported according to established protocols.

I acknowledge that I may be subject to appropriate administrative, remedial, and/or disciplinary action if any of the information I provide in this form is knowingly false. I also acknowledge that knowingly providing false information on this form may also constitute a crime under the Penal Law.

\_\_\_\_\_  
Signature of Judge or Employee

\_\_\_\_\_  
Name of Judge or Employee

\_\_\_\_\_  
Date