



Court Entry Notification Instructions Valley Stream Village Court

195 Rockaway Ave
Valley Stream, NY, 11580

Following these instructions will allow the court to contact you by text message to let you know that your case is ready to be heard.

To do this you will go to our website by using the QR code below and enter in some information to help us identify you.

Your information is only valid on date of your appearance, so **please do not submit your registration information until the day & time of your appearance.** We only use this information to contact you to let you know your case is ready, we do not retain or use this information for any other purposes.

To start the enrollment process, please scan the QR code below using the camera on your phone. The QR code contains a link to the registration website. If you are unable to scan the QR code, you can instead open a web browser on your phone and go to the following site: **<https://notify.nycourts.gov/r/phr>**



To scan the QR code above using the camera application on your phone:

- Open the built-in camera app and make sure the rear-facing camera is selected
- Hold your device so that the QR code appears in the viewfinder in the Camera app.
- Once your device recognizes the QR code it will display a message to open your web browser.
- Tap on the message, which will open your web browser our site (<https://notify.nycourts.gov/r/phr>).
- Follow the instructions on the screen, enter your details and submit your information.
- Within 5 minutes you will receive a text message to confirm we've received it.

Some Android phones (Samsung) may require you to first enable QR code scanning in your camera application.