

**KINGS COUNTY CIVIL TERM ADMINISTRATIVE DIRECTIVE**  
(March 16, 2020)

Consistent with protocols issued by Chief Administrative Judge Lawrence Marks, non essential courthouse operations in the Kings County Civil Term are curtailed in the following manner to minimize the risk of Coronavirus contagion:

1. New Trials and evidentiary hearings are suspended unless under exceptional circumstances the Court may direct otherwise. Pending Trials and Hearings shall continue to conclusion.
2. Trials Assignment Parts (JCP, CTRP, MMTRP, and NJTRP) are suspended. Calendars will be administratively adjourned.
3. Unless otherwise directed by the court in exceptional circumstances, personal appearances at PC, Compliance and other scheduled conferences are suspended. Counsel are encouraged to resolve matters through telephonic or Skype type conferences. Stipulations, including stipulated PC or Compliance Order will be accepted. The Court may alter tracking or Note of Issue file dates contained therein.
4. Motions. Unless otherwise directed by the Court in exceptional circumstances, oral argument of motions in Court are suspended. The court may grant/direct oral argument telephonically or by Skype. Application for such remote oral argument may be made to the presiding Judge on notice to all parties. Otherwise:
  - A. All opposed motions/OSC will be marked submitted.
  - B. Unopposed Motions.
    - (1) Adjourned one time, and then marked submitted.
      - A) If party failing to oppose is pro se, the motion will continue to be adjourned.
5. ADR conferences are suspended and marked “remand.”
6. The Library is closed.
7. The Help Center is closed.
8. Guardianships shall only proceed where the well-being of the AIP/IP is in immediate risk or where the matter requires urgent attention.
9. Non Jury matters shall only proceed where the immediate attention of the Court is required.

**Kings County Civil Term Administrative Directive**

March 16, 2020

10. Part 72 shall remain open. Only applications which require the immediate attention of the Court shall be entertained.
11. Foreclosure.
  - A. Foreclosure Auctions are suspended.
  - B. Opposed motions shall be marked submitted.
  - C. Foreclosure conferences (including statutory conferences) as well as unopposed motions shall be administratively adjourned.
12. Mental Hygiene shall continue to address emergent issues. The Court will explore utilization of Skype type devices.
13. Justices' Chambers staff are deemed essential.
14. Other than as outlined herein, the Civil Term remains open and Justices are expected to attend.