

Dear Bar Leaders:

In an effort to facilitate the movement of cases filed in the Queens Supreme Court - Civil Term during the Coronavirus (COVID-19) public health emergency, the Court continues to expand its operations.

EMERGENCY and ESSENTIAL APPLICATIONS

Please be advised that the following Parts and offices in New York State Supreme Court, Queens County–Civil Term are closed until further notice: Long Island City Courthouse (25-10 Court Square, Long Island City, NY); Trial Scheduling Part (TSP)¹; Preliminary Conference Part (PC); Compliance Conference Part (CCP); Subpoenaed Records; and all judicial I.A. Parts.²

An Emergency Judge is available remotely in the Queens County Civil Court building, Courtrooms 301 and 302, located at 89-17 Sutphin Boulevard, Jamaica, NY 11435 to hear emergency applications for matters assigned to a judge sitting in the Jamaica and Long Island City courthouses. **All emergency applications must be accompanied by an emergency affidavit or affirmation.**

MOTIONS

Effective **July 20, 2020**, motion calendars for e-filed motions will resume virtually on a weekly basis. The motion calendars will be on **submission only**. **Appearance is not required, nor are working copies required.** The movant and/or cross-movant will be required to submit a **Motion Submission Form by email to the assigned Part** at least **forty-eight (48)** hours prior to the calendared date and time. Any requests for an adjournment must be included on the **Motion Submission Form and submitted to the I.A. Part's e-mail address**. **Please do not call the Judges chambers to request an adjournment.** Additionally, as a reminder, please remember to e-file all stipulations prior to the calendared date and time.

Any requests for oral argument, which will be held virtually, must be indicated on the **Motion Submission Form**. **Please note that Skype for Business is the only**

¹Except virtual conferences/appearances.

²Excluding motions, there are limited operations in I.A. Parts. No in person appearance is required on matters at this time.

platform which can be used for virtual oral argument or conferences.

The **Motion Submission Form** can be obtained from the court's website and is attached to this email. The moving party will be responsible for ascertaining the new motion date and notifying all parties entitled to notice. Parties should check e-courts for the new date of any motions that may have been adjourned. E-courts is updated on a continuous basis. All non-e-filed motions which have been calendared will be administratively adjourned until further notice³.

The Court will update its web page <http://www.nycourts.gov/> with additional information as it becomes available. For specific questions, please call (718) 298-1140.

SKYPE CONFERENCES – GENERAL PROTOCOL

All lawyers and litigants should identify themselves at the beginning of each appearance.

All microphones should be muted when not in use.

Courtroom rules apply – speak one at a time and do not interrupt other speakers, including the Judge.

Recording the proceeding by anyone other than the Judge, Court Reporter or other Court personnel, is **PROHIBITED**.

Judges and attorneys should make every effort to appear via video, with cameras engaged. Telephonic appearances should be limited to litigants who are unable to appear via video.

Maintain the decorum of an in-person courtroom. Lawyers and litigants should appear from an office or quiet space. Background noise is detrimental to the conditions necessary to ensure an accurate transcript and diminishes the decorum of the proceeding.

If an individual is unable to appear via video, that individual should contact

³Parties are encouraged to stipulate to convert all non-e-filed motions to an e-filed motions.

chambers prior to the conference so that a call-in number can be provided with the Skype invitation. The use of a speaker phone to facilitate an appearance creates a distorted sound and should not be used.

- Parties not appearing via video should identify themselves each time they speak.

I have attached the Motion Submission Form and I.A. Part e-mail addresses as referred to above.

Thank you for your cooperation during this challenging time.

Best,

Hon. Marguerite A. Grays
Administrative Judge – Civil Term
Eleventh Judicial District