

**Queens Supreme Court – Civil Term  
Compliance Conference Part  
Effective January 11<sup>th</sup>, 2021**

Beginning **January 11<sup>th</sup>, 2021**, Justice Mojgan Lancman and Justice Tracy Catapano-Fox will be presiding over the Queens Supreme Court Compliance Conference Part. Justice Lancman will hold Compliance Conferences on Mondays through Thursdays, and Justice Catapano-Fox will hold Compliance Conferences on Tuesdays and Wednesdays.

All parties shall submit a fully completed and executed Compliance Conference Order by email to [cscp@nycourts.gov](mailto:cscp@nycourts.gov). **There will be no in person appearances required at this time.** The fully completed and executed Compliance Conference Order must be submitted to the Court **at least two business days** prior to the Compliance Conference submission date. Those Orders that are properly completed will be signed by the Court and filed with the Queens County Clerk. A follow-up Compliance Conference date may be scheduled to ensure completion of discovery.

The parties may request a virtual conference with the Court in the Compliance Conference Order to discuss any discovery issues that the parties cannot agree to.

Failure to submit a fully completed and executed Order may result in the Court either modifying the Order or scheduling the parties to appear for a virtual Compliance Conference by Microsoft Teams.

Counsel should refer to Justice Lancman's and Justice Catapano-Fox's Part rules for further guidance.