

## **Temporary Part Rules for Part 48 - In Effect until Further Notice**

The Temporary Part Rules supplement the Part 48 Rules and Procedures, available online at <https://www.nycourts.gov/LegacyPDFS/courts/comdiv/NY/PDFs/JMasley-PracticeRules.pdf>.

- I. **Appearances:** There will be no in-person appearances in Part 48 until further notice.
- II. **Oral Arguments:** All oral arguments currently scheduled between March 17, 2020 and April 17, 2020 will either be: (1) cancelled and the corresponding motion(s) decided on the papers; or (2) conducted by teleconference. If the parties would like to participate in oral argument remotely by teleconference, they must send an email, copying all counsel, to [SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov) requesting argument by telephone not less than 48 hours in advance of the presently scheduled argument. The requesting parties shall provide a call-in number for the court to connect to a teleconference line. Please note that oral arguments conducted by telephone conference will not be recorded by a court reporter. Where oral argument is currently scheduled for April 18, 2020 and later, the parties shall email the court ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)) one week prior to the argument date to request guidance as to how to proceed.
- III. **Trials:** Parties with upcoming trials shall email the court ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)), copying all counsel, one week prior to trial for guidance as to how to proceed. If parties wish to adjourn an upcoming trial, they shall email the court ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)) to submit that request. Parties whose trials are currently scheduled to begin after May 18, 2020 should assume that those trials will proceed as scheduled.
- IV. **Preliminary Conferences, Status Conferences, and Pre-Trial Conferences:** All conferences scheduled between March 20, 2020 and April 17, 2020 will be held telephonically, not in-person at Part 48, at the currently scheduled time. Counsel shall email ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)) to circulate a call-in number to a teleconference line not less than 24 hours prior to the scheduled conference. If the parties wish to adjourn the conference, please copy all counsel and email the court to submit that request ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)). If a matter was adjourned without a date during the week of March 17, 2020, the parties shall email the court to reschedule ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)). For conferences scheduled after April 17, 2020, the parties shall email the court ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)) one week prior to the scheduled proceeding for guidance as to how to proceed.

- V. **Motions in Room 130 (E-Submission):** The movant on motions returnable in Room 130 between March 17, 2020 and April 17, 2020 shall email the court ([SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov)) within 24 hours of the submission date for instructions as to how to proceed. **The Part 48 requirement that hard copies of the papers must be delivered to the Part is temporarily suspended.** The court will notify parties when/if it requires hard copies.
- VI. **Orders to Show Cause:** Part 48 continues to require notice of all orders to show cause. When a movant notifies any adversaries of a proposed order to show cause, movant shall also notify Part 48 by emailing [SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov). The movant shall also email [SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov) immediately after the OSC is filed, regardless of whether a TRO is sought. Please attach a copy of the OSC and corresponding papers in the email. Again, **parties shall not deliver hard copies to Part 48 until further notice.** If a TRO is sought, the court will email the parties with instructions as to how to proceed.
- VII. **Stipulations & Permissible Letters:** Please email [SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov) with any stipulations and permissible letters that require the court's attention.
- VIII. **Adjournments:** Please email [SFC-Part48@nycourts.gov](mailto:SFC-Part48@nycourts.gov) with any adjournment requests.

Please continue to visit [www.nycourts.gov](http://www.nycourts.gov) for updates on the status of the court.

For any court closure or any change in operations, notice will be posted on the court system's website at [www.nycourts.gov](http://www.nycourts.gov) and by telephone at (800) 268-7869. Notifications will also be sent out via the New York Courts Alert Emergency Portal (to sign up to receive alerts, please visit <http://www.nycourts.gov/alerts/>)

If you have specific questions about your juror service, a case already in court, or you need to start a court case, call the Coronavirus Telephone Hotline at (833) 503-0447.

See also the March 16, 2020 Memo of Chief Administrative Judge Lawrence K. Marks: [www.nycourts.gov/whatsnew/pdf/Updated-Protocol-AttachmentA3.pdf](http://www.nycourts.gov/whatsnew/pdf/Updated-Protocol-AttachmentA3.pdf).