

### **Order to Show Case Procedure**

1. Order to Show Cause (or “OTSC”) Cover Sheet is to accompany all OTSCs.
2. Papers filed in person or online are to be reviewed by clerk and if they fail to meet basic requirements, which are summarized in the Cover Sheet, they are to be returned to the movant with an explanation.

Notice to the movant shall be provided immediately upon return by the clerk. This is a service to the movant and is not a penalty.

3. If the movant insists that defective papers go to the judge, the papers are to be forwarded to the assigned judge, and if not available, to the Special Term Judge, along with the Summary Sheet. Papers meeting the basic motion requirements are likewise to be forwarded to the assigned judge, and if not available, to the Special Term Judge. The clerk shall first call the assigned judge to ascertain if the judge is available. Papers are to be forwarded to the assigned judge’s (or, if not available, the Special Term Judge’s) remote email, to the judge’s principal court attorney’s email and to the judge’s secretary’s email.
4. If interim injunctive relief (e.g., a TRO) is requested and properly noticed, the assigned judge (or Special Term judge), shall hear the application for interim injunctive relief at the designated time, unless the judge fixes a different time. The judge may select a different time for a variety of reasons including, for example, that the movant has given inadequate notice, failed to comply with the judge’s PART rules, or because the parties have agreed to a different time or the circumstances warrant that the application be heard at a different time. The preference is for the judge to hear the application at the properly designated time.
5. Conformed copies of the OTSC shall be forwarded to the assigned judge’s remote email, the judge’s principal court attorney’s email and the judge’s secretary’s email in the event that the OTSC has been signed by the Special Term judge.