

**Queens Supreme Court - Civil Term
Compliance Conference Part
Effective Immediately**

All parties shall timely submit a fully completed and executed Compliance Conference Order by email to cscp@nycourts.gov. Compliance Conference Orders will NOT be processed if sent to any other email address or efiled in NYSCEF. Failure to adhere to this procedure SHALL result in the Compliance Conference Order NOT being processed. 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 (2) 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.

[Compliance Conference Stipulation and Order](#)

[Certification Order 2020](#)