

**EMERGENCY and ESSENTIAL APPLICATIONS  
AND MOTIONS**

**Queens Supreme Court - Civil Term  
88-11 Sutphin Boulevard  
Jamaica, NY 11435  
and  
25-10 Court Square  
Long Island City, NY 11101**

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 are closed until further notice: Long Island City courthouse (25-10 Court Square, Long Island City, NY); Trial Scheduling Part (TSP); Preliminary Conference Part (PC); Compliance Conference Part (CCP); Subpoenaed Records; and all judicial I.A. Parts.<sup>1</sup>

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**

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<sup>1</sup> There are limited operations in I.A. Parts where no in person appearance is required.

## MOTIONS

Effective July 20, 2020, motion calendars for e-filed motions will resume virtually on a weekly basis.<sup>2</sup> 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** at least **(2) two business days** prior to the calendared date and time. Any requests for an adjournment must be included on the **Motion Submission Form and submitted to the individual I.A. Part's e-mail address**<sup>3</sup>. **Please do not call the Judges chambers to request an adjournment.** Additionally, as a reminder, please remember to e-file all stipulations.

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 platform which can be used for virtual oral argument.**

The **Motion Submission Form** can be obtained from the court's website [here](#). 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 notice.

The Court will update its web page ([www.nycourts.gov](http://www.nycourts.gov)) with additional information as it becomes available. For specific questions, please call (718) 2981140.

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<sup>2</sup> Parties are encouraged to stipulate to convert all non-e-filed motions to an e-filed motion <https://iapps.courts.state.ny.us/nyscef/HomePage>

<sup>3</sup> The I.A. Part e-mail addresses may be found [here](#)