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.[1]

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.**

[1]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.[2] 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 **forty-eight (48)** hours 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**[3]. **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) with additional information as it becomes available. For specific questions, please call (718) 298-1140.

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[2]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

[3]The I.A. Part e-mail addresses may be found **here**