

---

## 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 Microsoft Teams 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.

---

<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**