NOTICE

Changes for Centralized Preliminary and Centralized Compliance Conferences

Hon. George J. Silver, Acting Administrative Judge
Queens Supreme Court
88-11 Sutphin Boulevard
Jamaica, New York 11435

March 13, 2020

Announcement regarding COVID-19 Coronavirus concerns and the operations of the Preliminary Conference Part and the Compliance Conference Part in Queens Supreme Court:

While all courthouses remain open and fully functional, the Court is aware of the concerns some may have with appearing in-person for conferences.

Accordingly, effective immediately (until further notice):

In lieu of appearing for a scheduled **Preliminary Conference**, all parties may complete a Preliminary Conference Order using fillable forms that are available on-line at **QNS PCFORMS**. Completed fillable forms must be signed by all parties, and received at least one (1) day before the set conference date. All completed Preliminary Conference Orders shall be faxed to 718-298-1178 or e-mailed to queenspc@nycourts.gov. Signed orders will be available through the e-filing system and future Compliance Conference dates will also be posted on e-courts.

In addition, in lieu of appearing for a scheduled **Compliance Conference**, all parties may enter into a Compliance Conference Order or submit a stipulation setting forth discovery to be "So Ordered" by the Court using fillable forms that are available on-line at **QNSSTIPULATION AND CCFORM**. If the parties submit a stipulation instead of a Compliance Conference Order, that stipulation must: be signed by all parties; include a space for a follow-up conference date to be set by the Court; and include all parties on the email/fax chain. Completed fillable Compliance Conference Orders and stipulations must be received at least one (1) day before the set conference date. Completed forms shall be faxed to 718-298-1178 or emailed to cscp@nycourts.gov.

Stipulations of adjournment may be scanned and emailed as well using the methods of submission noted above. ***Please note that selected adjournment dates may be changed based upon court calendar needs.*** Adjournment dates will be posted on *e*-courts.