

Queens Supreme Court - Civil Term
Skype for Business Conferencing (Virtual Conferences)
Effective July 8, 2020

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 will expand its virtual operations to conference pending non-essential matters in various categories of cases. Please note that although essential and certain non-essential operations continue, the Jamaica and Long Island City courthouses remain closed to the public. The Office of the Queens County Clerk re-opened effective July 8, 2020.

Commencing April 13, 2020, and continuing until further notice, assigned judges will schedule virtual conferences of pending cases for various court calendars. The assigned judge or judge's representative will contact the attorneys of record on the case to schedule a virtual conference. **Skype for Business is the only platform used for virtual conferences.** A Skype Scheduling Form must be completed prior to the scheduled virtual conference. The plaintiff shall be responsible to ascertain all email addresses for all attorneys for the Skype conference. The Skype Scheduling Form can be found on the Queens Supreme Court - Civil Term website (www.nycourts.gov). The completed form must be returned to TSP@nycourts.gov prior to the scheduled conference date unless otherwise directed. A Skype for Business link will be emailed to the participating attorneys/parties after a fully completed Skype Scheduling Form is received.

Attorneys handling Matrimonial, Guardianship, and Commercial Division matters may request a Skype conference via email to the assigned judge at the email address listed below. Email addresses have been set up for the Guardianship Part, and for each designated Matrimonial and Commercial Division Part. **Please do not forward emails requesting virtual conferences regarding any Matrimonial, Guardianship, or Commercial Division matter to QSJSkypeScheduling@nycourts.gov.** The assigned judge for the Matrimonial, Guardianship, and Commercial Division Parts will determine if a virtual conference will be held. If the judge determines that a conference will be held, a Skype Scheduling Form will be forwarded to the requesting party. The requesting attorney shall be responsible to ascertain all email addresses for all attorneys/parties and provide same to the Court. The judge will schedule the Skype conference upon receipt of the completed Skype Scheduling Form.

Attorneys participating in any virtual conference must be fully familiar with the case, authorized to resolve any and all issues, and have authority to enter into a binding stipulation.

As mentioned above, to facilitate remote court access, individual email addresses have been set up for communications with the Queens Supreme Court - Civil Term. The following special email addresses have been established:

TSP@nycourts.gov (Trial Scheduling Part)
QSJSkypeScheduling@nycourts.gov (Skype Scheduling Form)
Courthelpqueens@nycourts.gov (Court Help)

Guardianshipqueens@nycourts.gov (Guardianship Judges)
QSCPart51@nycourts.gov (Matrimonial - Judge Orlow)
QSCPart52@nycourts.gov (Matrimonial - Judge McGowan)
QSCPart53@nycourts.gov (Matrimonial - Judge Culley)
QSCPart63@nycourts.gov (Matrimonial - Judge Viscovich)
QNSCDPTA@nycourts.gov (Commercial Division - Judge Livote)
QNSCDPTB@nycourts.gov (Commercial Division - Judge Grays)
QNSCDPTC@nycourts.gov (Commercial Division - Judge Risi)

Additionally, the individual Judges Part e-mail addresses are available [here](#)

Thank you for your anticipated cooperation.