

HON. CHEREE A. BUGGS
Part 30G
TEMPORARY PART RULES DURING COVID-19

88-11 Sutphin Boulevard
Jamaica, NY 11435

Principal Law Clerk: Melissa DeBerry, Esq.
Assistant Law Clerk: Simone A. Grey, Esq.
Part Clerk Melissa Dalia

Courtroom Phone: (718) 298-1042
Chambers Phone: (718) 298-1117

Email: QSCP30G@nycourts.gov
Virtual Courtroom for Motion Calendar ONLY:
<https://tinyurl.com/Part30g>

I. Orders to Show Cause to Appoint a Guardian:

- A) *Contact Information for Interested Parties:* Petitioner’s attorney must submit a list of email addresses for all parties required to receive notice to the Part via email – QSCP30G@nycourts.gov – seven (7) days prior to the hearing date.
- B) *Microsoft Teams:* All parties must be able to appear remotely - by both audio and video – on the return date scheduled. Microsoft Teams is the teleconferencing platform used by the New York State Unified Court System. Teams can be accessed via desktop app on Windows, MacOS, or Linux; through a compatible web browser such as Microsoft Edge or Google Chrome; or via mobile app. **All parties and counsel are responsible for ensuring their systems are functional and compatible with Microsoft Teams in advance of the hearing date.** More information is available at <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
- C) *Attendance of AIP at Remote Conference:* Petitioner’s attorney shall be responsible for ensuring the Alleged Incapacitated Person (“AIP”) has the capability to appear via Microsoft Teams on the hearing date, unless the AIP’s appearance has been previously waived. **If the AIP requires the assistance of an interpreter to participate in the hearing, the Petitioner must notify the Court seven (7) days prior to the hearing date.**
- D) *Adjournment by Stipulation:* Applications for adjournments must be by stipulation signed by all parties and the Court Evaluator/Attorney for the AIP, as well as approved by the Court prior to the date the matter appears on the calendar. All stipulations of adjournment must indicate whether the Alleged Incapacitated Person will suffer any harm by the adjournment. Please contact the Part via email – QSCP30G@nycourts.gov or 718-298-1042 or 718-298-1117 to discuss available adjourn dates before entering into the Stipulation.
- E) The Report of the Court Evaluator shall be emailed to QSCP30G@nycourts.gov at least two (2) days prior to the return date of the Order to Show Cause. The Report of Court Evaluator **SHOULD NOT** be shared with the parties without prior authorization from the Court. If this matter is an e-filed case, the Court Evaluator **SHOULD NOT** e-file the Report prior to the hearing. If the matter has not been converted to e-file, the original Report of Court Evaluator shall be mailed or hand delivered to the Guardianship Department for filing.

- F) Affidavits of Service of the Order to Show Cause must be filed with the Guardianship Department or by e-file no later than ten (10) days prior to the return date.

II. Motions:

- A) *Motion Date:* All Motions/Petitions other than to appoint a Guardian are heard on Monday at 10:00 A.M. The motion calendar will be called remotely in a Microsoft Teams meeting, and can be accessed at <https://tinyurl.com/Part30g> **All parties and counsel are responsible for ensuring their systems are functional and compatible with Microsoft Teams in advance of the motion date.** See Rule I (B) for more information.
- B) *Notice of Motion:* The Notice of Motion **MUST** indicate that the return date will be a virtual appearance, and **MUST** include the link to the motion calendar on the first page (QSCPART30G@nycourts.gov).
- C) *Scheduling:* Prior to filing a motion, please contact the part via email – QSCPART30G@nycourts.gov for the next available motion date.
- D) *Contact Information for Interested Parties:* The movant/movant’s attorney **MUST** also submit the Guardianship Motion Submission Form (attached hereto) providing a list of email addresses for all parties required to receive notice, including all pro-se parties, to the part via email – QSCPART30G@nycourts.gov – seven (7) days prior to the return date of the motion.
- E) *Waiver of Appearance for Self-Represented Litigants:* If pro-se parties do not oppose the relief requested and are unable to appear virtually, a signed, notarized waiver of the party’s objections and right to appear must be electronically filed with the Court prior to the return date.
- F) Petitions for the sale of real property must include the publication provision pursuant to Real Property Actions and Proceedings Law (“RPAPL”) § 1722. The publication must include a provision that directs any potential bidders to provide his/her email address to the Part via email – QSCPART30G@nycourts.gov – at least five (5) days prior to the return date of the Order to Show Cause. Petitions for the sale of real property must also include a provision for the appointment of an appraiser to be filled in by the Court.

III. All Other Filings:

- A) **All Proposed Orders in E-Filed Cases MUST be E-Filed.** After E-filing a proposed order, Counsel must send an email to GUARDIANSHIPQUEENS@nycourts.gov to alert them to the filing. The email should include the AIP’s name, the index number of the matter, and the NYSCEF document number of the proposed order.
- B) All other filings on cases not yet converted to E-File should be mailed to the courthouse, Attention: Guardianship Department. **NO FILINGS SHALL BE MAILED DIRECTLY TO CHAMBERS.**

GUARDIANSHIP MOTION SUBMISSION FORM - HON. CHEREE A BUGGS

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF QUEENS

-----X Index Number: _____

In the Matter of

**(Name of Incapacitated Person, Alleged Incapacitated
Person or Person in Need of a Guardian)**

-----X

I, _____, (the movant/cross-movant/attorney for
movant/cross-movant), do attest the following:

(Please Check or Complete The Following)

____ All parties have been served with the motion papers;

The Return Date for the motion as noticed is _____

____ No Opposition Papers have been received OR

____ Opposition Papers have been received from _____

____ Reply Papers were served upon _____

____ Motion withdrawn [Counsel must submit Order]

____ An Adjournment on consent is hereby requested [Counsel must submit Stipulation]

Contact information for movant/cross-movant AND all parties served with this motion:

<i>Name</i>	<i>Party Representing</i>	<i>E-Mail Address</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*******THIS FORM MUST BE EMAILED TO QSCPART30G@NYCOURTS.GOV NO
LATER THAN TWO (2) DAYS PRIOR TO THE RETURN DATE OF THE MOTION. *******

*******FAILURE TO SUBMIT THIS FORM TO THE PART CLERK MAY RESULT IN THE
MOTION BEING MARKED OFF THE CALENDAR. *******