

TSP Conference Scheduling Form

Queens Supreme Court - Civil Term

Completion of this form is required to set up Conference appearances for matters scheduled to be heard in Queens Supreme Court Civil Term. Please include the required information listed below and return the form to _____ no later than 2 business days prior to the return date of this matter. It is the responsibility of the parties to ensure that their audio visual equipment is in working order and compatible for use in Microsoft Teams.

Index Number _____

Caption _____

Return Date _____

Conference Date _____ **Time** _____ **AM/PM**

1. Attorney appearing for _____ Plaintiff _____ Defendant
_____ Other party (Name) _____

2. Law Firm / Attorney _____

Address _____

Telephone # _____

*** If this is a Mental Hygiene matter, please indicate which agency you are representing**

(i.e Mental Hygiene Legal Service, etc.)

Agency _____

E-Mail addresses for all parties to be used for MS Teams Invite

Do not share my E-mail address with other parties in this proceeding due to the issuance of an Order of Protection or other matter

AUDIO AND/OR VISUAL RECORDING OF THE MS TEAMS PROCEEDING IS EXPRESSLY PROHIBITED