

**VIRTUAL CONFERENCE REQUEST FORM
(AT LEAST ONE PARTY IS PRO SE)**

1. Use this form if at least one party to the matter is Pro Se (litigant does not have an attorney).
2. This form must be submitted on consent of all parties and must be fully executed by all parties, including the pro se litigant.
3. You may only use this form if you have a scheduled City Discovery or FCP appearance pending.
4. You must efile this form on or before the scheduled appearance date. Any request form received after the scheduled appearance date will not be entertained.
5. The Court will schedule a virtual conference via Microsoft Teams and the parties will receive a Teams invite via their preferred email address. (Be sure to check your “spam and “junk” email as well). The date, time and sign in link will be listed in the invite
6. The Court will select the date and time of the Microsoft Teams virtual conference (requests for same cannot be accommodated).
7. All pending discovery motions must be fully briefed pursuant to CPLR before the virtual conference.
8. PLAINTIFF must file this form using the efile drop down menu “Correspondence to judge

Circle and indicate all that apply:

Type of discovery appearance(s) pending; date(s) of all discovery appearance(s) and all pending discovery motion sequence number(s), if any:

City/TA Discovery conference/motion(s) _____

FCP conference _____

Index No: _____

Caption: _____

All parties must legible complete (include telephone #, preferred email address for Microsoft Teams invite).

Attorney _____ for Plaintiff(s) _____ tel _____ email _____

Attorney _____ for Defendant(s) _____ tel _____ email _____

Attorney _____ for Defendant(s) _____ tel _____ email _____

Attorney _____ for Defendant(s) _____ tel _____ email _____

For Court Help: <http://nycourts.gov/courthelp>

For Microsoft Teams Q & A:

<https://portal.nycourts.gov/knowledgebase/UCS-MicrosoftTeamsJoiningaTeamsMeetingQandA.pdf>