

**Supreme Court, Bronx County
Justice Paul L. Alpert
851 Grand Concourse
Bronx, New York 10451
Part IA-26, Room 408**

Principal Law Clerk: Sharon Ferguson, Esq.
Part Clerk: Yvonne Bermudez Fax: (212) 457-2886
Court Room Phone: (718) 618-1617

COVID-19 PROTOCOL

In light of the current pandemic and until further notice, the court will be holding conferences through Microsoft Teams. Contact the court by calling chambers within two weeks of your court date if your case is not on the calendar for a conference through Microsoft Teams.

II. Motions on Submission

1. Motions on submission shall be made returnable in the motion submission part, room 217, on Mondays through Fridays.
2. All motion papers shall be filed in room 217 on or before the motion return date. Motion papers must be one sided and all exhibits must be clearly separated and labeled with exhibit tabs. Motion papers must be securely bound by staple in the upper left hand corner or by metal two-hole binder with stopper at the center on top of the papers. Once motions are fully submitted in room 217, parties may not submit any additional papers without permission from the court.
3. **Withdrawal of Submitted Motions:** Movant's attorney shall submit a letter or stipulation to chambers, indicating (a) when the motion was marked submitted and (b) that the motion is withdrawn. Upon the settlement or discontinuance of a matter after a motion has been submitted, the parties shall advise the court in writing of the settlement/discontinuance, the date upon which the motion was submitted, and whether the motion is being withdrawn.
4. **Oral Argument:** The court will schedule oral arguments on Microsoft Teams until further notice.
5. **Proposed Orders or Judgments:** A proposed order or judgment shall be submitted separate from the motion papers.
6. **Motions to Reargue/Renew:** All motions to reargue and renew must include all papers submitted with the original motion and a copy of the court's decision. Failure to comply

with this may result in the denial of the motion without prejudice.

III. Adjournments

1. In the event a party is not prepared on the return date, adjournments on consent of all parties shall be:
 - a. made by stipulation, signed by all parties appearing in the action;
 - b. submitted to room 217 prior to the motion return date.
2. If a party is unable to obtain an adjournment on consent then that party shall make a written request explaining efforts made to obtain an adjournment on consent. The request shall be served upon all parties. All adjournments are subject to the final approval of the court.

IV. Decisions and Orders

1. If you wish to receive a courtesy copy of a decision or order, you must submit a postage stamped self-addressed envelope with the motion papers or application.

V. Interpreters

1. Requests for a court interpreter shall be made to the Part Clerk at least two weeks before the appearance date.

VI. Trials

1. On the first day of trial both parties shall provide the Part Clerk with the following:
 - (a) two business cards;
 - (b) copies of the pleadings;
 - (c) proposed post-trial jury charges;
 - (d) proposed verdict sheet
 - (e) any relevant orders.
2. If a Pattern Jury Instruction is being modified, then you must include the modified language as part of the proposed jury charge.
3. The parties shall notify the Part Clerk of the need to use any special equipment such as a shadow box or any media equipment.

VII. Communication

1. There is no communication with the chambers unless directed otherwise.
2. Emails and faxes are not accepted unless you have received previous authorization from the court.

VII. INQUIRIES

1. It is strongly recommended that all parties register with “eTrack” to track active cases and receive notice of scheduled appearances.
To register please visit: <https://iapps.courts.state.ny.us/webcivil/etracklogin>.
2. Information regarding court appearances and motions may be found on eCourts at <https://iapps.courts.state.ny.us/webcivil/FCASMain>. If there are still questions regarding a court appearances, please contact the part clerk.
3. You may obtain copies of decisions and filed documents from the Bronx County Clerk’s website at <https://bronxcountyclerkinfo.com/law/UI/User/Ine.aspx>.