

Honorable Arlene Gordon-Oliver

Westchester County Family Court
111 Dr. Martin Luther King, Jr. Blvd
White Plains, New York 10601
Chambers Direct Fax: (914)-824-5861

Associate Court Attorney: Monique Hardy

Email: mhardy@nycourts.gov

Secretary: Sha-kee Williams

Phone: (914) 824-5798

Email: sdwillia@nycourts.gov

Part Clerk: Sharon Conrad

Phone: (914) 824-5556

Email: sconrad@nycourts.gov

PART RULES

1. GENERAL

Parties and counsel should make every effort to be on time and prepared. Counsel is required to speak to their clients or make diligent efforts to speak with their respective clients prior to the Court appearance. For assigned counsel and attorney for the child(ren) (“AFC”), if no contact information is provided at the time of assignment, please contact the Clerk’s Office by email at VirtualWestchesterFamilyCourtWhitePlains@nycourts.gov and CC the Part Clerk. A petition may be dismissed if there is no appearance by the petitioner or petitioner's counsel by the scheduled time.

On an emergency basis, if an attorney or his/her client is running late for a court appearance (virtual or in-person), please e-mail **all** of the following individuals:

Associate Court Attorney: Monique Hardy at mhardy@nycourts.gov

Secretary: Sha-kee Williams at sdwillia@nycourts.gov

Part Clerk: Sharon Conrad at sconrad@nycourts.gov

2. CORRESPONDENCE/COMMUNICATION WITH THE COURT

Communication with the Court shall be made in writing. Such correspondence must be copied to all counsel, including the Attorney for the Child, and any pro se litigants. Any

correspondence sent to the Court shall include a family unit number, an e-mail address, telephone number, and street address of the sender (unless there is a court order of confidentiality as to the sender). Please do not copy the court on correspondences unless it is necessary to advise the court of an emergency or Court intervention is required.

Please note that NO communication or correspondences should be directly sent to the Judge.

Any and all **ex parte** communication to the Court will be returned to the sender and/or disseminated to all parties and their respective counsel, if any.

3. VIRTUAL PROCEEDINGS

There will be NO virtual appearances unless specifically directed by the Court.

When appearances are scheduled to be held virtually, please use the Part's general link below to log on to the proceeding. If experiencing any issues related to joining the proceeding, counsel and/or parties are to immediately notify the Part Clerk Sharon Conrad at sconrad@nycourts.gov.

Part 3 General Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDM1NmM5M2ItMjNiZS00MTcxLTliYjUtNzdiNTU0YTNIMzgz%40thread.v2/0?context=%7b%22Tid%22%3a%223456fe92-cbd1-406d-b5a3-5364bec0a833%22%2c%22Oid%22%3a%22463193cd-a203-49fe-9ddb-941f8446e09c%22%7d

When appearing virtually, litigants are reminded to have a private, quiet area for the appearance in which no other individual, including any children, are within ear shot of the proceeding. Counsel and parties are to be familiar with the mute option and are to remain on mute unless they are speaking, in order to avoid any unnecessary background noise.

Participants must be appropriately attired. There should be **NO** eating; drinking; driving; walking; smoking; etc. during the course of the virtual proceedings.

Counsel and parties are reminded that recording, broadcasting, or streaming of Family Court proceedings is prohibited pursuant to the Rules of the Chief Judge 29.1

4. ADJOURNMENTS

All adjournments must be approved by the Court even when the parties and counsel have consented to the adjournment. Any request for an adjournment should be made in writing and submitted by email to Court Attorney Monique Hardy at mhardy@nycourts.gov and

copied to Part Secretary Sha-Kee Williams at sdwillia@nycourts.gov or filed with the Clerk's Office.

Requests should be made at least forty-eight (48) hours in advance of the scheduled date and must include the reason the adjournment has been requested, supporting proof, and whether the other interested parties, including the Attorney for the Child, consent or object.

Adjournment requests made upon consent of all parties and counsel must include at least three (3) future dates that are acceptable to all. These three (3) dates must fall within the four-week period immediately following the scheduled appearance date. If an adjournment request is granted, the requesting party must notify all interested parties, including the Attorney for the Child and any pro se litigants, of the adjourned date and send confirming notification of the new date. **Only in an emergency** will the Court grant an adjournment made less than forty-eight (48) hours before the scheduled date.

A. Adjournments for Preliminary Proceedings

Petitioners **will not** be granted an adjournment for Preliminary Proceedings unless extraordinary circumstances exist. Respondents requesting an adjournment of a Preliminary Proceeding must acknowledge service and waive any defects in service and follow the above procedure for scheduling a court appearance, which will then be placed on the court calendar for a conference. All temporary orders will be extended through the next court date.

Please note that if a written request for an adjournment or confirmation of the adjournment is sent to chambers by email, the original correspondence is **NOT** required to follow by mail.

B. Engagement of Counsel: Adjournment requests due to attorney engagement in another court must be made pursuant to 22 NYCRR §125.1. Adjournment requests are not automatic and will be evaluated by Judge Gordon-Oliver on a case by case basis. Notice to the Court must be made as soon as a conflict is discovered.

Each adjournment request based on engagement of counsel shall be proved by affidavit or affirmation, filed with the court together with proof of service on all parties, setting forth:

- (i) the title of the action or proceeding in which counsel is engaged;
- (ii) its general nature;
- (iii) the court and part in which it is scheduled or, if it is a proceeding conducted pursuant to rule 3405 of the CPLR, the court in which the underlying action was commenced;
- (iv) the name of the judge or panel chairman who will preside over it; and
- (v) the date and time the engagement is to commence, or did commence, and the date and time of its probable conclusion.