

Temporary Part Rules in Effect Until Further Notice

All part rules that do not conflict with those set forth below remain in effect.

Part Rules can be found at

https://www.nycourts.gov/LegacyPDFS/courts/comdiv/NY/PDFs/Practices_in_Part_54.pdf

1. Unless specifically directed otherwise, **there are no in-person appearances in Part 54.**
2. **Conference Procedures:** A Microsoft Teams invitation--for audio only, cameras off--shall be emailed to all counsel and the assigned law clerk at least 24 hours before the conference. Email Mr. Rand if you are unsure of the assigned law clerk. All parties must join the Teams call at least five minutes before the conference is scheduled to begin and, **only** in cases where there are more than three law firms that will be participating, plaintiff's counsel shall email the assigned law clerk once everyone has joined the Teams call and provide a list of who is on the call and the clients they represent. However, if any party has difficulty with or cannot use Teams and if it is not possible to provide a dial-in number for the Teams conference, then the parties shall notify the assigned law clerk and instead circulate a conference call dial-in number. **All adjournment requests should be emailed to the assigned law clerk.**
3. **Regarding unscheduled calls: NO ONE SHALL CALL CHAMBERS, THE COURTROOM, THE LAW CLERKS OR THE PART CLERK.** Instead, counsel shall email the assigned law clerk (or Mr. Rand if no law clerk has been assigned), copying all counsel, and briefly explain the need for a conference and request direction about how to proceed. The law clerk will provide you with instructions and may direct submission of a Teams audio conference invite. Absent emergency, no such email shall be sent prior to meeting and conferring with opposing counsel. Counsel may email the law clerks at any time of day but should not expect a response outside of normal business hours.

4. The movant on a motion returnable in Room 130 shall, within 2 days of that motion's submission, email Mr. Rand (mrand@nycourts.gov), copying all counsel, stating that the motion was fully submitted and await instruction on how to proceed. In most cases, you will be notified that the motion will be either (1) decided on the papers; (2) scheduled for an oral argument; or (3) scheduled for a control date and the court will notify the parties with further directions. **The court is suspending its normal hard copy requirements and will rely on the e-filed papers. Hard copies SHALL NOT BE SUBMITTED to Room 130 or the courtroom on the return date.** The court will notify the parties on a future date if hard copies are required.
5. The movant on an order to show cause (OSC), regardless of whether a TRO is sought, shall email the papers to Mr. Rand immediately after they are e-filed and await instructions as to how to proceed. **The email shall include a Microsoft Word version of the OSC.** All OSCs seeking a TRO must comply with this part's usual notice rules. Mr. Rand will notify you whether a conference on the TRO is necessary and the deadline to submit an opposition letter.
6. Counsel are reminded that all documents requiring the court's attention, including stipulations to be so-ordered, must be emailed to the assigned law clerk after they are e-filed. **The email shall include an executed Microsoft Word version of the stipulation or proposed order.**
7. **All requests for any adjournments or discovery deadline extensions shall be made by email and only after the parties have met and conferred.**