

TEMPORARY PART RULES FOR PART 61
IN EFFECT JANUARY 6, 2021 UNTIL FURTHER NOTICE

1. **Appearances:** There will be no in-person appearances in Part 61 until further notice.
2. **Courtroom:** Courtroom 232 is open on an intermittent basis. If the courtroom is closed, all deliveries should go to the security desk located on the fifth floor of 60 Centre Street.
3. **Working Copies:** The Court cannot accept working copies until further notice.
4. **Oral Arguments:** Oral arguments on submitted motions and Orders to Show Cause will take place virtually via Microsoft Teams. Part 61 will contact the parties for scheduling and give instructions regarding the submissions required to schedule a Microsoft Teams appearance.
5. **Conferences:** All Preliminary Conferences, Compliance Conferences, Status Conferences, Pre-Trial Conferences, and conferences to resolve discovery disputes will take place virtually, either by telephone using a dial-in number provided by counsel or via Microsoft Teams.
6. **Microsoft Teams Appearances:** For all appearances on the record, the parties must submit a Joint Appearance Sheet containing the full caption and index number of the case, the name of each attorney who will be participating in the Teams appearance, that attorney's law firm, law firm address, telephone number, email address for each individual appearing attorney, and the client represented.
7. **Letters:** Any correspondence to Part 61, including any request for a conference, must be submitted through e-filed letter on the NYSCEF System. Upon receipt of a single response from opposing counsel, Chambers will contact the parties with next steps. Only one e-filed letter per party will be entertained, and any letter must be e-filed at least 48 hours before the conference in order for the Court to review the submission. Any such letter shall also indicate the next scheduled appearance date.
8. **Fully Submitted Motions:** Please e-file a letter indicating the date when a motion is fully submitted. Motions are scheduled for argument in the order in which they are submitted.
9. **Stipulations:** Any request to So Order a Stipulation or Confidentiality Order shall be e-filed with the designation "Request to So Order." A letter briefly stating the purpose of the Stipulation and the next scheduled appearance date should be e-filed as a separate document. With respect to the Confidentiality Order, the letter shall briefly describe any changes to the form and attach a red-lined copy of the Order.
10. **Emails:** Please do not e-mail Chambers unless directly invited to do so, and do not send courtesy copies of any documents that were e-filed. All correspondence and documents must be e-filed.

11. **Hyperlinks:** Consistent with the Administrative Order of the Chief Administrative Judge of the Courts, any memorandum of law or other e-filed document citing to other NYSCEF documents should contain hyperlinks to the cited NYSCEF documents, as well as to cited cases, rules, statutes, treatises and other authority as available. All e-filed documents should be text-searchable.
12. **Sealing:** Sealing, including redactions beyond those permitted by the Redaction Rules (i.e., date of birth, Social Security number and account numbers), is discouraged. Any request for additional redactions or sealing shall be made by Order to Show Cause supported by a memorandum of law that establishes “good cause” pursuant to the Uniform Rules for Trial Courts, 22 NYCRR 216.1. Neither the existence of a Confidentiality Order, nor consent of counsel, constitutes good cause. Note also that, absent extraordinary circumstances, the Court will not seal an entire document but will entertain an application for leave to file a redacted document using the following procedure. Before any party seeks leave to redact, counsel shall meet and confer to limit the proposed redactions that are requested to the extent possible and indicate in the moving affirmation submitted with the Order to Show Cause that the meet and confer process has been completed and briefly state the result of the process.
- a. Any document for which redactions are sought must be e-filed with the designation “REQUEST TO SEAL” with the proposed redactions physically highlighted. This designation will maintain the document under a temporary seal until the Court has resolved the motion for a permanent seal. Do not file a blank “place holder” document. The papers in support of the OSC shall refer to each document by NYSCEF number and set forth the basis for good cause for the proposed redactions. Assuming the documents were e-filed as part of a motion or other application, they do not need to be refiled with the OSC. Do not e-mail Chambers with unredacted copies.
 - b. If the Court grants the OSC and permits redactions, the Court will issue a decision directing the County Clerk to permanently seal the highlighted documents and directing counsel to e-file the redacted documents publicly. To effectuate the permanent seal, counsel will be required to e-file a copy of the decision with Form EF-7 directed to the County Clerk. All documents must be filed on NYSCEF. Once a matter proceeds to trial, all sealing orders shall automatically be vacated unless the Court expressly orders otherwise.

Please continue to visit www.nycourts.gov for updates on the status of the court.

For any court closure or any change in operations, notice will be posted on the court system’s website at www.nycourts.gov and by telephone at (800) 268-7869. Notifications will also be sent out via the New York Courts Alert Emergency Portal (to sign up to receive alerts, please visit <http://www.nycourts.gov/alerts/>).