

Temporary Part Rules for Part 48 - In Effect Until Further Notice

Updated 04/13/2020

The Temporary Part Rules supplement the Part 48 Rules and Procedures, available online at <https://www.nycourts.gov/LegacyPDFS/courts/comdiv/NY/PDFs/JMasley-PracticeRules.pdf>.

New York City courthouses remain open only for essential functions. All judges and non-judicial employees not assigned to those essential functions have been directed to remain at home. (See March 15, 2020 Memorandum from Chief Administrative Judge Lawrence Marks). In addition, the NYSCEF system is not accepting filings for non-essential matters. (March 22, 2020 Administrative Order of Chief Administrative Judge Lawrence Marks, AO/78/20).

1. **Appearances:** There will be no in-person appearances in Part 48 until further notice.
2. **Oral Arguments:** All oral arguments currently scheduled are cancelled and the corresponding motion(s) will be decided on the papers. Please notify the court (SFC-Part48@nycourts.gov), if there is any change in the posture of the case.
3. **Trials:** All trials are adjourned without a date. Parties with upcoming trials may email the court (SFC-Part48@nycourts.gov), copying all counsel, if there are any questions about the adjournment of all trials.
4. **Preliminary Conferences, Status Conferences, and Pre-Trial Conferences:** All scheduled conferences are cancelled. Consistent with the April 8, 2020 Administrative Order of Chief Administrative Judge Marks (85/20), the court will contact the parties with a new date. If a party believes that a conference is immediately needed, they are encouraged to email the court (SFC-Part48@nycourts.gov), copying all parties, for guidance as to how to proceed.
5. **Motions in Room 130 (E-Submission):** All motions returnable in Room 130 were adjourned 30 days by the Administrative Judge, Supreme Court NY Court (3/19/20, Supreme Court, NY County, Implementing Memo). If motions returnable in Room 130 are fully submitted in NYSCEF, then any party may inform the court by email (SFC-Part48@nycourts.gov) and copy all parties. **The Part 48 requirement that hard copies of the papers must be delivered to the Part is temporarily suspended.**
6. **Orders to Show Cause:** An Order to Show Cause shall be brought only if it meets the standard for an essential application set forth in AO/78/20. Parties making an essential application in matters assigned to Part 48 should submit a copy to the Part 48 email of any papers filed or otherwise submitted to SFC-essentialmatters@nycourts.gov. The submission to the Part 48 email should include the subject line "AO/78/20 Emergency Application." Part 48 continues to require notice of all orders to show cause. When a movant notifies any adversaries of a proposed order to show cause, movant shall also notify Part 48 by emailing SFC-Part48@nycourts.gov. **Parties shall not deliver hard copies to Part 48 until further notice.**
7. **Stipulations & Permissible Letters:** Please email SFC-Part48@nycourts.gov with any stipulations and permissible letters that require the court's attention.
8. **Adjournments:** Please email SFC-Part48@nycourts.gov with any adjournment requests.

Please continue to visit www.nycourts.gov or call (800) 268-7869 for updates on the status of the court. Parties should also consider signing up to receive alerts via the New York Courts Alert Emergency Portal (www.nycourts.gov/alerts/).