

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

Updated 03/20/2020

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>.

- I. **Appearances:** There will be no in-person appearances in Part 48 until further notice.
- II. **Oral Arguments:** All oral arguments currently scheduled are cancelled and the corresponding motion(s) will be decided on the papers. If the parties agree that oral argument remotely by teleconference is imperative, they must send an email, copying all counsel, to SFC-Part48@nycourts.gov requesting argument by telephone not less than 48 hours in advance of the presently scheduled argument. The parties will be asked to provide a call-in number for the court to connect to a teleconference line. Please note that oral arguments conducted by telephone conference will not be recorded by a court reporter.
- III. **Trials:** Parties with upcoming trials shall email the court (SFC-Part48@nycourts.gov), copying all counsel, one week prior to trial for guidance as to how to proceed. If parties wish to adjourn an upcoming trial, they shall email the court (SFC-Part48@nycourts.gov) to submit that request.
- IV. **Preliminary Conferences, Status Conferences, and Pre-Trial Conferences:** All conferences are cancelled. The court will contact the parties with a new date once normal operations are resumed. If the parties agree that a conference is imperative, they shall email the court (SFC-Part48@nycourts.gov) for guidance as to how to proceed.
- V. **Motions in Room 130 (E-Submission):** The movant on motions returnable in Room 130 shall email the court (SFC-Part48@nycourts.gov) within 24 hours of the submission date for instructions as to how to proceed. **The Part 48 requirement that hard copies of the papers must be delivered to the Part is temporarily suspended.** The court will notify parties when/if it requires hard copies.
- VI. **Orders to Show Cause:** 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-](mailto:SFC-Part48@nycourts.gov)

Part48@nycourts.gov. The movant shall also email SFC-Part48@nycourts.gov immediately after the OSC is filed, regardless of whether a TRO is sought. Please attach a copy of the OSC and corresponding papers in the email. Again, parties shall not deliver hard copies to Part 48 until further notice. If a TRO is sought, the court will email the parties with instructions as to how to proceed.

VII. Stipulations & Permissible Letters: Please email SFC-Part48@nycourts.gov with any stipulations and permissible letters that require the court's attention.

VIII. Adjournments: Please email SFC-Part48@nycourts.gov with any adjournment requests.

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/>).

See also Administrative Order No. 71, dated March 19, 2020, of Chief Administrative Judge Lawrence K. Marks.