

# Appellate Division of the Supreme Court First Judicial Department

## COVID-19 EMERGENCY PROCEDURES

March 17, 2020

In light of the public health emergency in New York State, and as part of the ongoing efforts to reduce courthouse traffic to combat the spread of the COVID-19 coronavirus, please be advised of the operational protocols for the Appellate Division, First Department, beginning March 17, 2020:

### Calendared Matters

- All matters calendared for oral argument on Tuesday, March 17, 2020, Wednesday, March 18, 2020 and Thursday, March 19, 2020 will be heard ON SUBMISSION. There will be no oral arguments.
- All matters calendared for oral argument on Tuesday, March 24, 2020, Wednesday, March 25, 2020 and Thursday, March 27, 2020 will be heard ON SUBMISSION. There will be no oral arguments. If, however, an attorney or litigant wants to have oral argument on a matter, please contact this Court's Office, in writing and on notice to all parties in the matter, via email at [AD-1-clerks-office@nycourts.gov](mailto:AD-1-clerks-office@nycourts.gov) no later than Thursday, March 19, 2020 at 5:00 p.m.
- Adjourned matters will be re-calendared for a later term.
- Appeals calendared for the second and third weeks of the April 2020 term will be re-calendared.

### Hard Copy Filings

- The requirement that hard copy records, appendices, and briefs be filed is suspended until further notice; hard copy filings will not be permitted.

- All filings made in connection with appeals subject to mandatory e-filing must still be filed via NYSCEF in a timely manner and in accordance with the procedural and electronic rules of the Court. However, the requirement that the hard copy filing must follow is suspended.
- All filings made in connection with appeals that are not subject to mandatory e-filing shall be made electronically as follows:  
CIVIL: email to [AD1copy-civil@nycourts.gov](mailto:AD1copy-civil@nycourts.gov) and [AD-1-clerks-office@nycourts.gov](mailto:AD-1-clerks-office@nycourts.gov);
- CRIMINAL: email to: [AD1copy-criminal@nycourts.gov](mailto:AD1copy-criminal@nycourts.gov); and [AD-1-clerks-office@nycourts.gov](mailto:AD-1-clerks-office@nycourts.gov);
- FAMILY: email to: [AD1copy-family@nycourts.gov](mailto:AD1copy-family@nycourts.gov) and [AD-1-clerks-office@nycourts.gov](mailto:AD-1-clerks-office@nycourts.gov).
- The Court will provide instructions on filing hard copies once this emergency has abated.

## **Motions**

- The Court will be able to entertain only **emergency applications**.
- Submissions for emergency applications shall be done electronically via email to [AD1InterimApp@nycourts.gov](mailto:AD1InterimApp@nycourts.gov), with notice via email to opposing counsel. Counsel will be notified by email as to the time and manner by which the application will be heard.
- CPL 245.70 Applications shall be made by via email to [AD1CPL245.70App@nycourts.gov](mailto:AD1CPL245.70App@nycourts.gov). Counsel will be notified by email as to the time and manner by which the application will be heard.

## **Attorney Grievance Committee**

- If you have an emergency relating to an attorney grievance, please email the Committee at [AD1-grv@nycourts.gov](mailto:AD1-grv@nycourts.gov).

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For additional information, please contact the **Clerk's Office** at

**212-340-0422.**