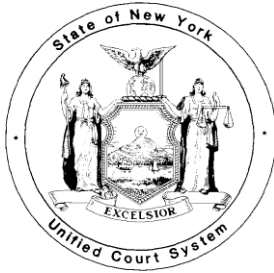


Supreme Court  
of the  
State of New York



HON. DEBORAH A. KAPLAN  
ADMINISTRATIVE JUDGE FOR CIVIL MATTERS

DENIS REO, ESQ.  
CHIEF CLERK

60 CENTRE ST.  
NEW YORK, NY 10007

By Administrative Order dated April 8, 2020 (AO/85/20), Chief Administrative Judge Lawrence Marks directed that, effective April 13, 2020, in addition to the essential court functions set forth in AO/78/20, trial courts would begin conferencing pending cases through remote or virtual court operations in an effort to resolve the matters. In accordance with Judge Marks' directive, Supreme Court, New York County-Civil Term has created a Remote Conference Part (RCP). Cases that had previously been scheduled in the Administrative Coordinating Part (Part 40), the Judicial Mediation Part (J-Med) and the Early Settlement Parts, but which were adjourned when the court began hearing only essential matters, will be scheduled for remote settlement conferences in RCP. Parties will receive a notice through NYSCEF notifying them that their case has been selected for a remote settlement conference and requesting that the attorneys notify the Trial Support Office of their availability. Cases will then be administratively scheduled for Skype or telephonic conferences before one of several judges who have volunteered to conference cases. Skype invitations will be sent to attorneys at the email addresses provided in NYSCEF. If participants have any Skype connectivity issues, they may seek assistance by emailing: [SkypeTest@nycourts.gov](mailto:SkypeTest@nycourts.gov).

AO/85/20 further directs that courts may hold remote conferences at the parties' request, where appropriate, and, in addition, be available during normal court hours to resolve ad hoc discovery disputes and other matters that do not require the filing of papers. A party who wishes to request a remote conference may email a completed Conference Request form to [sfc-conferencerequest@nycourts.gov](mailto:sfc-conferencerequest@nycourts.gov). Upon receipt, the Conference Request form will be forwarded directly to the assigned judge or the judge's staff for a response. It is within the judge's discretion to grant or deny a request for a conference. Written opposition to a request for a conference is not permitted.

Self-represented litigants who are unable to comply with these protocols should contact the Chief Clerk's Office at 646-386-3001 for assistance.

Dated: April 17, 2020



**NYS SUPREME COURT, CIVIL BRANCH, NEW YORK COUNTY**

**STANDARD FORM TO REQUEST A CONFERENCE ON PENDING CASES**

**Case Caption** \_\_\_\_\_

**Index No.** \_\_\_\_\_ **Judge** \_\_\_\_\_

**Motion Pending (Y/N; if yes, indicate relief sought)** \_\_\_\_\_

**Plaintiff's Counsel (or self-represented litigant) Email Address, and Phone Number**

**Defendant's Counsel (or self-represented litigant) Email Address, and Phone Number**

**Reason for Conference and Issue(s) to Be Addressed (indicate whether adversary has been contacted/notified of the request for a conference):**