

**Virtual Scheduling Form Kings Supreme Court**  
**Matrimonial Term**

Completion of this form is required to set up virtual appearances for matters scheduled to be heard in Kings Supreme Court Civil Term. Please include the required information listed below and return the form, to the part email listed below, no later than 48 hours prior to return date of this matter. It is the responsibility of the parties to ensure that their audio-visual equipment is in working order and compatible for use during the virtual appearances.

- Justice Eric I. Prus - Part 5A- KingsMat5A@nycourts.gov
- Justice Rachel A. Adams - Part 5F- KingsMat5F@nycourts.gov
- Justice Jeffrey S. Sunshine - Part 5G- KingsMat5G@nycourts.gov
- Justice Theresa Ciccotto - Part 5J- KingsMat5J@nycourts.gov
- Justice Lorna McAllister - Part 5L- KingsMat5L@nycourts.gov
- Justice Delores J. Thomas - Part 5T- KingsMat5T@nycourts.gov
- Referee Carolyn M. Genovesi - cgenoves@nycourts.gov
- Referee Diana J. Szochet - dszochet@nycourts.gov

**Index Number:** \_\_\_\_\_

**Caption:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_

**Conference Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **AM \ PM**

1. Attorney appearing for  Plaintiff       Defendant       Other party (specify name)  
\_\_\_\_\_

2. Law Firm / Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**E-Mail address to be used for Virtual Invite:** \_\_\_\_\_

Do not share my E-mail address with other parties in this proceeding due to the issuance of an Order of Protection or other matter.

**AUDIO AND/OR VISUAL RECORDING OF VIRTUAL PROCEEDING IS EXPRESSLY PROHIBITED**