

Queens Supreme Court – Civil Term
Skype for Business Conferencing (Virtual Conferences)
Effective April 13, 2020

In an effort to facilitate the movement of cases filed in the Queens Supreme Court - Civil Term during the Coronavirus (COVID-19) public health emergency, the Court will expand its virtual operations to conference pending non-essential matters in various categories of cases. Please note that although essential operations continue, the Jamaica and Long Island City Courthouses remain closed.

Commencing April 13th, 2020, and continuing until further notice, assigned Judges will schedule virtual conferences of pending cases for various court calendars. The assigned Judge or the Judge's representative will contact the attorneys of record on the case to schedule a virtual conference. **Skype for Business is the only platform used for virtual conferences.** A Skype Scheduling Form must be completed prior to the scheduled virtual conference. **The plaintiff shall be responsible to ascertain all email addresses of the attorneys for the Skype conference.** The Skype Scheduling Form can be found on the Queens Supreme - Civil Term website. The completed form must be returned to TSP@nycourts.gov prior to the scheduled conference date unless otherwise directed. A Skype for Business link will be emailed to the participating attorneys/parties after a fully completed Skype Scheduling Form is received.

Attorneys handling Matrimonial, Guardianship and Commercial Division matters may request a Skype conference via email to the assigned Judge at the email address listed below. Email addresses have been set up for the Guardianship Part, and for each designated Matrimonial and Commercial Division Part. **Please do not forward emails requesting virtual conferences regarding any Matrimonial, Commercial Division or Guardianship matters to the QSJSkypeScheduling@nycourts.gov.** The assigned Judge for the Matrimonial, Guardianship and Commercial Division parts, will determine if a virtual conference will be held. If the Judge determines that a conference will be held, a Skype Scheduling Form will be forwarded to the requesting party. The requesting attorney shall be responsible to ascertain all email addresses for all attorneys/parties. The Judge will schedule the Skype conference upon receipt of the completed Skype Scheduling Form.

Attorneys participating in any virtual conference must be fully familiar with the case, authorized to resolve any and all issues and have authority to enter into binding stipulations.

Please note that Judges currently do not have the ability to sign orders or So Order stipulations.

Effective April 13, 2020, Judges will also resume reviewing and drafting decisions on submitted motions.

As mentioned above, to facilitate remote court access, individual email addresses have been set up for communications with the Queens Supreme Court – Civil Term. The following special email addresses have been established:

Guardianshipqueens@nycourts.gov

TSP@nycourts.gov (Trial Scheduling Part)

QSCPart51@nycourts.gov (Matrimonial Judge – Orlow)

QSCPart52@nycourts.gov (Matrimonial Judge – McGowan)

QSCPart53@nycourts.gov (Matrimonial Judge – Culley)

QSCPart63@nycourts.gov (Matrimonial Judge – Viscovich)

QSJSkypeScheduling@nycourts.gov (Skype Scheduling Form)

Courthelpqueens@nycourts.gov

QNSCDPTA@nycourts.gov (Justice Livote)

QNSCDPTB@nycourts.gov (Justice Grays)

QNSCDPTC@nycourts.gov (Justice Risi)

The existing prohibition on the filing of new non-essential matters will continue due to the extremely limited court personnel/staff present in the courthouse.

Thank you for your anticipated cooperation during this challenging time.