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April 14, 2020

Re: UPDATE- COVID-19 Virtual Court Procedures for Bronx County and Nassau County.

Disclaimer: Below is an update of the court procedures currently in place due to the Coronavirus. The Courts are regularly amending these procedures. Please consult with your attorneys regarding any specific case and/or questions you may have regarding these policies.

❖ **BRONX COUNTY SUPREME COURT**

➤ **PART 25: JUSTICE LLINET ROSADO:**

- **NO NEW nonessential matters may be filed until further notice; nor may additional papers be filed by parties in pending nonessential matters.** The Court shall file such orders in essential and nonessential matters as it deems appropriate.
- Attorneys, with cases in Part 25, who seek to file stipulations of settlements or seek to request a settlement or ADR conference (**on consent of all parties**) contact Justice Rosado (lrosado@nycourts.gov) or the law clerk, Mary Yamagata, Esq., (myamagat@nycourts.gov.)
- The email message to the Court is to include the **case name, the index number, the names and contact information of the attorneys, and a brief summary of the request.**

➤ **PART 14: JUSTICE HIGGITT**

- All parties to an action may consent to have a conference for any pre- or post-note of issue purpose (after a good-faith effort to resolve without court intervention) **by e-mailing** (jhiggitt@nycourts.gov and dlrubino@nycourts.gov) **the court with the case name, index number, and names of each of the attorneys and their respective e-mail addresses. The e-mail to the court should specify the nature of the issue(s) or subject(s) the parties wish to discuss with the court.** Conferences will be conducted by Skype for Business or telephonically.
- The court is reviewing its case inventory (both pre- and post-note of issue cases) to identify cases for court-initiated conferences, and has been contacting attorneys to schedule appropriate conferences.
- **Parties should alert the court to any stipulation relating to a case pending in Part 14 – whatever the subject or import – by e-mailing the court immediately upon the execution of any stipulation.**

➤ **PART 7: JUSTICE WILMA GUZMAN**

- Conferences will be held **with consent of all parties** via Skype. Email Cynthia Isales, Esq. at cisales@nycourts.gov and CC wguzman@nycourts.gov . A copy of the consent must be attached to the request.
- **The email message must include case name/index no./attorney names/contact info, including emails, case history and summary of the issue(s).**

❖ NASSAU COUNTY SUPREME COURT

- Phase 1: Each Chambers will address pending undecided fully submitted motions. Attorneys will be permitted to directly contact each Judge's Chambers to request a virtual conference regarding priority matters and/or conferences that were pending before that Judge prior to the pandemic. In addition, each Chambers will identify priority matters in their inventory to conference virtually, specifically, the oldest cases in the Court's inventory, and those matters which the Court believes can be resolved.
- Phase 2 will further expand Phase I into the conferencing of non-priority matters pending before each Court and will extend the scope of matters that the Supreme Court will handle and **will commence upon the substantial completion of the matters identified as a priority in Phase I.**
 - The procedure for requesting a conference on a non-priority matter will follow the same procedure as set for the above. In addition, Phase 2 will involve the expansion of the Supreme Court into the establishment of: Supreme Court Virtual Trial Assignment Conference Part presided over by Judge Bruce Cozzens; Supreme Court Virtual Old Case Conference Part presided over by Justice Vito DeStefano; Supreme Court Virtual Blockbuster Settlement Conference Part presided over by Justice Timothy Driscoll; Supreme Court Virtual Asbestos Conference Part presided over by Justice Jack Libert; Supreme Court Virtual Child Victims Act Conference Part presided over by Justice Steven Jaeger; and Supreme Court Virtual Alternative Dispute Resolution Part presided over by Justice Denise Sher.
 - **Commercial Division:** Conferences with the Court on non-essential priority matters on cases currently pending before the Commercial Division Justices shall be held by appointment via

telephone or via Skype for Business. Non-essential matters include, but are not limited to, conferences regarding discovery, and compliance with prior Orders. Counsel wishing to conference must send a jointly composed email to the Chamber's group email, **copying all counsel. Such email must include the following information: The nature of the dispute that requires a conference Counsel's respective positions, not to exceed 250 words, on the dispute, Confirmation that all counsel join in the request for the conference, three dates and times on which all counsel are available for a conference, and each counsel's email address and cell phone number.**