

NYC City Family Court
Supplemental Virtual Court Guidelines
March 30, 2020

These supplemental guidelines are intended to address operational issues arising from the implementation process of the virtual court parts:

OPERATIONS

The CP/JD and Emergency Matters parts will be re-designated to generic all purpose parts: Part A and Part B. This will help the flow of assigning cases to one or the other calendar and help reduce delays. The CVO virtual part will remain in place to hear applications for TOPs and other essential matters.

For those who cannot use Skype for Business, the telephone call-in number is **1-347-378-4143** and the **conference codes** for the virtual parts are as follows:

Part A	dial code 113282216#
Part B	dial code 562049604#
CVO Part	dial code 734470014#

The email address for all submissions by attorneys is NYFCAgencies@nycourts.gov.

NOTE: Cases on county calendars prior to the creation of the virtual court will not be on the calendars of the virtual courts and will be administratively adjourned.

HOURS OF OPERATION

General court hours are 9:00 a.m. to 5:00 p.m.

Hours for delinquency matters are Monday thru Sunday, 1:00 p.m. to 8:00 p.m.

New CP petitions are accepted Monday thru Friday, 9:00 a.m. to 2:00 p.m. Newly filed CP petitions received after 2:00 p.m. will be heard the next morning at 9:00 a.m.

Family Offense petitions are accepted Monday through Friday, 9:00 a.m. to 4:00 p.m.

ORDERS TO SHOW CAUSE & STIPULATIONS

As noted above, attorneys are to submit their papers to NYFCAgencies@nycourts.gov.

Orders to show cause (OTSC) and stipulations will be forwarded to the judges who are working in their virtual chambers. Every effort will be made to route each to the judge who is presiding over the case if she/he is available. Otherwise, it will be routed to the supervising judge.

To assist the court, we ask that all OTSC include an introductory paragraph describing what efforts were made to attempt to resolve the issue that is the subject matter of the motion.