

**Procedure for Suffolk County Matrimonial Case Activities
During the Period of Consolidated Court Operations
(Effective Monday, April 13, 2020)**

In an effort to facilitate the movement of cases during the current pandemic, the matrimonial courts will expand operations in order to address pending cases that warrant immediate court attention. This will be accomplished by permitting such cases to be conferenced with the Court, and where appropriate deciding pending motions. These expanded Court operations shall proceed under the following procedures:

1. Email addresses have been set up for each dedicated matrimonial part allowing chambers to receive requests for conferences and other documents requested by the Court. Each part's email address begins with the letters "suf" and is then followed by the "Judge's last name" and then followed by "@nycourts.gov". For example Judge Crecca's part email is sufcrecca@nycourts.gov.
2. Counsel and self-represented litigants may send a request for conference to the designated email address. The email request shall include the following:
 - a. case name and index number.
 - b. the email addresses and phone numbers for all attorneys and any self-represented litigants.
 - c. a brief history of the case.
 - d. the reason a conference is being requested and the specific issue(s) to be addressed.
 - e. a description of what recent efforts have been made by the attorneys and / or litigants to address the issue(s) for which a conference is requested.
3. The assigned Judge will determine whether to grant the request. If granted a conference will be scheduled. The conference may be conducted by the Judge or the Law Clerk. A *Skype for Business* link will be sent to the participants, or the Court may require the requesting party to set up a "call-in" conference call for a specific date and time. The Judge will determine whether the conference will be held on the record, and if it will a court reporter will be contacted to remotely transcribe the proceeding.
4. Counsel or a self-represented litigant may request that a motion that was previously filed but not submitted to the Court be advanced and briefed so that it may be submitted for decision. The request shall be submitted to the assigned Judge's designated email for review. The Judge will determine if the motion warrants advancement and set forth a briefing schedule.
5. The parties shall, upon request of the Court, email copies of all motion papers to the designated email so that the motion can be electronically reviewed and the need to go to the Courthouse is negated. The Court will decide the motion and the assigned Judge can issue a decision via email.