

Appellate Division of the Supreme Court First Judicial Department

AD1 2.0 – First Department Operating as a Virtual Court

Updated May 27, 2020

In light of the continuing public health emergency in New York State and the obligations of the courts to respect the Governor's New York State on PAUSE Executive Order, the Appellate Division, First Department, has transitioned to a virtual court until further notice.

With our transition to a virtual court, the First Department has resumed the operations of the Court and its ancillary agencies, including (1) calendaring appeals and motions, (2) scheduling pre-argument conferences, (3) admitting attorneys to the bar, and (4) processing attorney grievance complaints.

Appeals

The Court issued an order setting forth two special terms: The May 2020 Special Term, which commenced on May 4, 2020, and ends on May 29, 2020, and the June 2020 Special Term, which will commence on June 1, 2020, and end on June 26, 2020.

In the special terms, matters have been calendared for each Wednesday and Thursday. The calendars have been published on the Court's [Calendars webpage](#).

ALL CALENDARED MATTERS SHALL BE HEARD ON SUBMISSION or REMOTELY ARGUED VIA SKYPE. There will be no adjournments. If a party wants to argue remotely, a timely request for remote argument must be made by each party, regardless of whether oral argument was previously requested.

Requests for remote argument via Skype on all matters scheduled for the May and June Special Terms shall be made in advance, no later than one week prior to the calendar date, by emailing the Court at AD1InterimApp@nycourts.gov, with an e-mailed copy to opposing counsel or self-represented litigant. A completed [notice of appearance](#) with the contact information, including e-mail address, of the attorney who will appear remotely, shall be attached to the request. When making a request, please indicate the name of the matter, the argument date and the **time needed for oral argument, not the time desired**. Parties will be advised as to whether the Court has granted oral argument. The remote oral arguments will be livestreamed on the Court's website.

Filing Deadlines Reinstated

By [order](#) entered May 8, 2020, the Court rescinded the prior order which suspended filing deadlines and reinstated the filing deadlines for the remaining 2020 terms.

Hard Copy Filing

The requirement that hard copy records, appendices, and briefs be filed continues to be suspended until further notice. Hard copy filings will not be permitted for the safety of our employees and the public.

Electronic Filing

Matters Subject to Mandatory E-filing

All filings (appeals, motions and applications) relating to matters subject to mandatory e-filing shall be filed via NYSCEF in accordance with the procedural and electronic filing rules of the Court. **Please note that as of June 1, 2020, appeals from ALL civil matters originating in the Supreme Court, Bronx and New York Counties, are subject to mandatory e-filing.** For additional information on the e-filing requirements, please [click here](#).

Matters Not Subject to Mandatory E-filing

Appeals and Motions Not Subject to Mandatory E-filing. All filings, including motions, applications, records, briefs and appendices, made in connection with matters that are not subject to mandatory e-filing shall be submitted electronically via the Digital Submission portal in NYSCEF. For additional information on the Digital Submission portal, please [click here](#).

Admission of Attorneys to the Bar

As delineated in the [statement](#) of the Presiding Justices, the Court's Committee on Character and Fitness is actively processing attorney admission applications. Candidates for admission will be interviewed remotely and the admission ceremonies will be held remotely via Skype. The Court has also resumed the issuance of certificates of good standing. Additional information is posted on the Committee on [Character & Fitness webpage](#).

Attorney Grievance Proceedings

The Attorney Grievance Committee is operating virtually and accepting complaints electronically. Additional information is posted on the [Attorney Grievance Committee webpage](#).

Pre-argument Conference Program

The pre-argument conference program has resumed operations and remote conferences are being held via Skype and other virtual platforms.