

## Preliminary Conferences in Parts 3 and 33:

Counsel:

It is the court's hope that you and yours are in good health during these trying times. During this "Pause," my staff and I have been busy trying to be responsive to inquiries and questions and have attempted to resolve matters and disputes.

If you are receiving this letter, your matter is scheduled for a preliminary conference. In an effort to move cases along during the pandemic, we are directing the following:

### CITY

- 1) We are now using the new universal preliminary conference order. The parties are not required to do anything pre-PC. Check NYSCEF or Bronx County Clerk for your uploaded PC order after your PC date.
- 2) Please be advised, a party claiming to be prejudiced by this Order may seek modification by contacting the Senior Court Clerk, Ramon Medina (by email: [bxcitycasesorders@nycourts.gov](mailto:bxcitycasesorders@nycourts.gov), phone (718)618-1824, or fax (718)618-5687 within 20 days from the date of this order. The parties may be heard on request. Failure to contact the Court Clerk in a timely matter shall constitute a waiver of any objection to the designation or schedule. Do not contact chambers.
- 3) All virtual conferences will be held via Microsoft Teams.
- 4) These rules go into effect 10/13/20.

### TRANSIT

- 1) All parties must reach out to their adversary and work out the annexed preliminary conference order.
- 2) All parties must agree on the preliminary conference order dates.
- 3) The preliminary conference order must be emailed to: Sara Collins-Sedey-

[scsedey@nycourts.gov](mailto:scsedey@nycourts.gov) and Julie Rodriguez [jrodrig5@nycourts.gov](mailto:jrodrig5@nycourts.gov). Please include the following: subject heading: CASE NAME/INDEX NO./PRELIMINARY CONFERENCE ORDER

- 4) If there is an issue in entering into the order, please email the above with a brief statement of the facts, a brief statement of the procedural history, a brief statement of the issues that cannot be resolved. ALL PARTIES must be cc'd on the email to the court.

5) After the court receives the email, if necessary, a virtual hearing date via Microsoft Teams will be set.

6) Once the virtual preliminary conference is held and the discovery issue is resolved, the parties will enter into the preliminary conference order, all parties will sign the preliminary conference order, and send to the court for signature.

7) All PC orders are due in the month your PC is scheduled. For example, if your PC is scheduled for 11/10/20, your PC order is due by 11/30/20.

8) Transit shall use the two page PC order.

9) These rules go into effect as of 11/1/20.

Please be advised, that as this manner of “conferencing” is new to all of us, and not as efficient as in person meetings, please be patient as we try and handle our volume as expeditiously as we can. Of course, the court is hopeful that all parties will be understanding and accommodating to one another due to our current circumstances.

It is our hope that you and your families remain safe and that we will resume in person appearances as soon as it becomes safe in what will be our “new normal.”

Respectfully,

Mitchell J. Danziger, JSC  
Sara Collins-Sedey, Principal Court Attorney  
Julie Rodriguez, Administrative Assistant  
Ray Medina, Part Clerk  
Pat Doherty, Part Officer

[Preliminary Conference Order - Transit](#)

[Preliminary Conference Order - City](#)