

CHAMBERS OF JUSTICE KIM DOLLARD

Updated Court Notice Effective April 13, 2020.

Pursuant to the Administrative Order of Judge Lawrence Marks (AO/85/20), the following procedures and protocols have been enacted for IAS Part 4 (Hon. Kim Dollard) until further notice:

- **Pending Trial Ready Cases-** Those attorneys who have firm Trial/Direct Select dates will be contacted by the Court to schedule remote conferences with Judge Dollard for the procurement of case resolution.
- **Discovery and Other Ad Hoc Conferences-** Beginning April 20, 2020, IAS Part 4 will remain available during normal business hours to resolve ad hoc discovery disputes and other similar matters *not requiring the filling of new papers.*

The parties are to contact the following should any such dispute arise:

Marilyn Venterina ESQ - MVenteri@nycourts.gov

AND

Stephen Caracappa ESQ SCaracap@nycourts.gov

- **Deciding Fully Submitted Motions-** The Court will continue to decide motions *that have been fully submitted in pending cases.*
- **Video Conferencing Technology-** All video teleconferencing with the Court must be administered exclusively through Skype for Business. Please contact the Law Clerks for approval of alternate means of communication.
- **New & Additional Filings-** Please note that pursuant to AO/85/20 no new nonessential matters may be filed until further notice, *nor may additional papers be filed by parties in pending nonessential matters.*

Please e-mail Judge Dollard's Law Clerks with any questions **OR** to schedule a settlement conference for a case not yet on the Trial Calendar:

MVenteri@nycourts.gov AND SCaracap@nycourts.gov

Thank you in advance for your continued professionalism and cooperation.

-Hon. Kim Dollard & Staff