

**OFFICE OF THE ADMINISTRATIVE JUDGE**  
10<sup>TH</sup> Judicial District - Nassau County



**MEMORANDUM**

To: Nassau Legal Community

From: Hon. Norman St. George, District Administrative Judge

Date: July 24, 2020

Re: Virtual Preliminary Conferences in Nassau County

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As we continue transitioning into the new normal during the Covid-19 pandemic, the Courts have looked for innovative ways to meet our obligations to the Nassau County Legal Community. To that end, the Courts have been exploring means by which to address the backlog in Preliminary Conference requests that have accumulated since the onset of the pandemic. In order to address the backlog and move cases forward, Preliminary Conferences in Nassau County Supreme Court will now be conducted virtually.

Virtual Preliminary Conference Procedures

Preliminary Conferences will be scheduled and calendared by an E-file notice to the parties. Prior to the scheduled conference date, counsel shall confer and complete a proposed Preliminary Conference Stipulation and Order, which is available on the Court's website at

<http://ww2.nycourts.gov/COURTS/10JD/nassau/cicgeneralforms.shtml>

Prior to filing a (Proposed) PC Order, parties must have received an E-file notice from the Clerk's office scheduling and calendaring the Preliminary Conference. When completing the Preliminary Conference Stipulation and Order, Counsel is to fill in the information requested in Sections 1-7 of the Preliminary Conference Stipulation and Order. Counsel must also select a discovery track for their case based on the amount of time necessary to complete discovery. All Examinations Before Trial must be completed within four months of the date of the PC order.

Following completion of the Preliminary Conference Stipulation and Order, Counsel shall upload the proposed Preliminary Conference Stipulation and Order to the New York State Electronic Filing System (“NYSEF”) no later than ***one*** business day prior to the scheduled conference. In the event the parties cannot agree on the terms of a proposed Preliminary Conference Stipulation and Order, they ***must*** contact the chambers of the assigned Justice prior to the morning of the scheduled conference date to request an in-person or virtual conference.

After the parties upload the Preliminary Conference Stipulation and Order, the Court will complete Sections 8-13 of the Stipulation and Order, sign the Stipulation and Order, and upload the completed Stipulation and Order to NYSEF. Parties can view the signed Preliminary Conference Stipulation and Order on NYSEF.

Self-represented litigants can participate in this process by completing a discovery stipulation.

All filed Preliminary Conference Stipulations and orders will be reviewed by the Court. If any changes to the dates selected the parties are required by the Court, the parties will be notified by a clerk of those changes. Additionally, parties can view the signed Preliminary Conference Stipulation and Order on NYSEF.