

**PART 7 – REMOTE/VIRTUAL HEARINGS AND/OR CONFERENCES EFFECTIVE  
JULY 15, 2020**

Dear Bar Leaders:

Please note that it is my sincerest hope that the members of the Legal Community and their loved ones are all safe and healthy amid this COVID-19 pandemic.

In an effort to facilitate the flow of cases assigned to Part 7 and in furtherance of conducting non-essential trial court conferences, Justice Wilma Guzman shall conduct all Infant Compromise Order hearing on a remote/virtual basis. Once the Infant Compromise Order and necessary documents have been submitted to the Clerk's Office, Room 217, and approved for a hearing, kindly send an email to Justice Guzman's principal court attorney, Cynthia Isales, Esq. at [cisales@nycourts.gov](mailto:cisales@nycourts.gov) requesting a remote/virtual hearing date. **Please note that Skype for Business is the only platform which can be used for the remote/virtual hearings and/or conferences.**

**PLEASE NOTE THE INFANT'S APPEARANCE WILL NOT BE WAIVED**

**Plaintiff's counsel must make all arrangements to have the infant and the parent/natural guardian appear via remotely/virtually on the hearing date.**

**PROTOCOL: SKYPE HEARINGS AND/OR CONFERENCES**

1. All lawyers and litigants should make every effort to appear via video.
2. All lawyers and litigants should identify themselves at the beginning of each appearance.
3. All microphones should be muted when not speaking.
4. All video camera should be on and engaged.
5. Courtroom rules apply- speak one at a time and do not interrupt other speakers, including the Judge.
6. Maintain courtroom decorum. Background noise should be eliminated
7. Recording the proceeding by anyone other than the Judge, Court Reporter or Court Personnel is **PROHIBITED**.

On behalf of Part 7, thank you for your anticipated assistance and cooperation in this matter. May you and your family members be safe.

Best Regards,

Hon. Wilma Guzman  
Supreme Court, Bronx County  
Civil Division