



**MARINA CORA MUNDY**  
JUSTICE, SUPREME COURT  
26 Central Avenue  
Staten Island, New York 10301

**MEMORANDUM**

Effective Monday, September 14, 2020 and until further notice, the below rules and procedures apply to all matters on the Part 6 calendar.

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- 1) Cases that appear on the OPEN CASES and ARRAIGNMENT calendar sections **and** cases that have been designated as live via e-mail communication with the attorneys will be heard **in person, in the courtroom**, on the date previously scheduled or the date provided. \*Please note that Part 6 will continue to identify cases that require live/in person appearances in advance and will notify counsel of such changes via e-mail.
- 2) Cases that have been designated/scheduled (via e-mail communication with the attorneys) as **virtual** proceedings/attorneys only conferences with the **judge** will proceed as scheduled.
- 3) ALL other cases will remain on the calendar **AS IS** and be heard **virtually** as per the following:
  - a. Cases will be called in the morning and pre-conferenced with the Principal Law Clerk. Defendant(s) appearances will be excused.
  - b. Attorneys are expected to confer with each other in advance of the morning calendar call and be prepared to provide the court with an update on all applicable pre-trial issues and status of plea negotiations.
  - c. At the conclusion of the pre-conference and at the sole discretion of the court, the matter will either be
    - i. marked for a second call in the afternoon for a virtual conference with the judge [defendant(s) appearances will remain excused],
    - ii. adjourned to a later date and scheduled for an attorneys only virtual conference with the judge [defendant(s) appearances will be excused],
    - iii. adjourned to a later date and scheduled for the attorneys and defendant(s) to appear live/in court before the judge, or
    - iv. adjourned to a later date and time for another pre-conference.
  - d. Updates are to be e-mailed to the court **at least one day in advance (no later than 4:00 p.m.)** of the court date.
    - i. Probation cases:
      1. Written court reports for VOP matters.
      2. Written court reports for ISP matters.
    - ii. Treatment Cases:
      1. CRAN/TASC updates may be in the form of either e-mail summaries or written court reports *however*, a written update from the service provider is required for any non-compliance cases.
      2. Case Managers should make best efforts to participate in court conferences.
    - iii. The above is also applicable to reports and documentation offered by defense attorneys and prosecutors.
  - e. All virtual conferences will be heard via Skype for Business or Microsoft Teams.