

**QUEENS SUPREME COURT
COMPLIANCE CONFERENCE PART**

Updated

Hon. Tracy Catapano-Fox - CSCP1

Hon. Laurentina McKetney-Butler - CSCP2

Hon. Sally Unger - CSCP3

Effective February 7, 2022, Compliance Conference Orders will be automatically generated by the assigned Compliance Conference Part. The So-Ordered Compliance Conference Order will be forwarded to the County Clerk. A copy of the Order can be obtained via NYSCEF (if it is an e-filed case) or from the County Clerk (if it is a non-e-filed case). **No appearance is required.**

Where the Court directs, or if discovery is not complete or the parties require a judicial ruling on a discovery issue prior to the Certification Order date, a virtual conference with the Compliance Conference Part will be held via Microsoft Teams. The parties shall request a conference via email to the address provided in the generated Compliance Conference Order. **E-mails forwarded to any email address other than the email address set forth in the Compliance Conference Order will not be processed.** A So Ordered Stipulation will be generated at the conference resolving outstanding discovery and extending the Certification Order date if necessary.

Parties should refer to Justice Catapano-Fox's, Justice McKetney-Butler's, and Judge Unger's Part rules for further guidance.

The following email addresses may be used to contact the above Compliance Conference Parts:

CSCP1@nycourts.gov – Hon. Tracy Catapano-Fox

CSCP2@nycourts.gov – Hon. Laurentina McKetney-Butler

CSCP3@nycourts.gov – Hon. Sally Unger

All e-mail inquiries must include the caption, index number, date that the RJI was filed, scheduled date for the Compliance Conference, and contact information for all parties. Please note that as to the **initial** Compliance Conference Order, inasmuch as this Order is automatically generated, **no adjournments will be granted.** Additionally, all attorneys and any unrepresented parties who have appeared in the action shall be copied on any email sent to the above address. The failure to include the above information, send the email to the appropriate Compliance Conference Part or adhere to this procedure, may result in a delay in processing the inquiry.

(3/1/2022)