

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK

In re:

ADMINISTRATIVE ORDER 20-3

COURT PROCEEDINGS DURING COVID-19
PUBLIC HEALTH EMERGENCY

WHEREAS, New York State has declared a public health emergency due to the introduction of the COVID-19 virus (“Virus”) into the general population; and

WHEREAS, to safeguard the population and avoid the further spread of the Virus, public health officials have advised as a precautionary measure to limit the number of persons who gather in one place; and

WHEREAS, parties in bankruptcy matters pending in all three divisions of the United States Bankruptcy Court for the Northern District of New York (“Court”) regularly appear in person for scheduled hearings and conferences at which multiple matters are heard and numerous parties are present in the courtrooms; now, therefore, to comply with the health recommendations, beginning the week of Monday, March 23, 2020, and until further notice, it is

ORDERED that all scheduled Court hearings and conferences held in any courthouse in the Northern District (James M. Hanley United States Courthouse & Federal Building in Syracuse, Alexander Pirnie United States Courthouse & Federal Building in Utica; and the James T. Foley United States Courthouse in Albany), will be conducted telephonically.¹ The Albany and Syracuse Divisions shall conduct hearings by use of an AT&T conference line, with the call-in numbers

¹ Because telephonic appearances connect directly to the Court’s audio and electronic recording equipment to create an official record, all participants must be able to hear the proceeding without difficulty or echo. For this reason, the use of speakerphones and public phones is prohibited and the use of phones while driving or in public places is discouraged.

circulated to the general attorney bar by means of Gov.Delivery. The Utica Division shall continue to use its standard CourtCall procedures which can be found on the Court's website. (<https://www.nynb.uscourts.gov/content/judge-diane-davis> under the tab, "Telephone Appearances").

Any party required to appear at a scheduled hearing or conference may request a continuance by filing the normal adjournment request setting forth the basis for the requested continuance and indicating whether the consent of all other interested parties has been obtained. Subject to the discretion of the presiding judge, adjournment requests will be viewed favorably; and it is further

ORDERED that evidentiary hearings and trials may proceed as scheduled. The parties are directed to contact the courtroom deputy in the division of the Court in which the matter is scheduled to confirm, as the date approaches, that the evidentiary hearing or trial will proceed as scheduled. Contact information for the courtroom deputies is as follows:

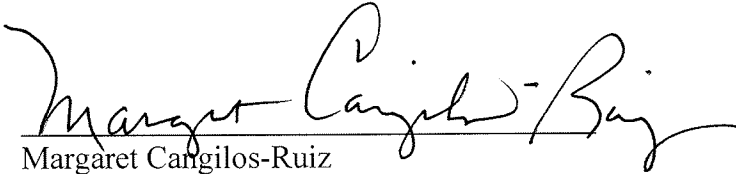
Syracuse Division: NYNBCRD@nynb.uscourts.gov
Albany Division: Theresa_O'Connell@nynb.uscourts.gov
Utica Division: Colleen_Johnson@nynb.uscourts.gov

And, it is further ORDERED that the Court shall remain open for all other business—staff in the Clerk's Office shall be available by email and telephone, mail will be received and processed, intake desks will remain open and electronic filings and access shall continue through the CM/ECF system; and it is further

ORDERED that as the public continues to utilize Court services and interact with court personnel, users shall follow all applicable public health guidelines.

SO ORDERED.

Dated: March 17, 2020
Syracuse, NY


Margaret Cangilos-Ruiz
Chief United States Bankruptcy Judge, N.D.N.Y.