

**March 13, 2020**

**ADDENDUM**

**INDIVIDUAL PRACTICES OF JUDGE JOHN G. KOELTL**

Effective March 13, 2020, and until further notice from the Court, no correspondence should be sent to the Court by physical mail or fax. All efforts to reach the Court should be made by filing a letter motion on ECF or emailing the Court (and cc'ing all relevant parties) at [KoeltlNYSDChambers@nysd.uscourts.gov](mailto:KoeltlNYSDChambers@nysd.uscourts.gov).

Telephone calls to Chambers are permitted only in emergency situations requiring immediate attention. In such situations only, the parties may call the Court Clerk, Mr. Don Fletcher, at (212)-805-0107.