

**EMERGENCY INDIVIDUAL PRACTICES OF  
MAGISTRATE JUDGE STEWART D. AARON  
IN LIGHT OF COVID-19**

**Chambers:**

Email: [Aaron\\_NYSDChambers@nysd.uscourts.gov](mailto:Aaron_NYSDChambers@nysd.uscourts.gov)

**Unless otherwise Ordered by the Court, these Emergency Individual Practices (the “Emergency Rules”) apply to *all* matters before Judge Aaron (regardless the referral order or on consent, or whether involving a *pro se* party or all counseled parties), and they are a supplement to Judge Aaron’s standard Individual Practices, Revised February 12, 2020. If there is a conflict between the Emergency Rules and Judge Aaron’s standard Individual Practices, the Emergency Rules control.**

**1. No Paper Submissions Absent Undue Hardship**

- A.** No papers, including courtesy hard copies of any filing or document, may be submitted to Chambers. All documents must be filed on ECF or, if permitted or required under the Court’s standard Individual Practices, emailed to [Aaron\\_NYSDChambers@nysd.uscourts.gov](mailto:Aaron_NYSDChambers@nysd.uscourts.gov).
- B.** In the event that a party or counsel is unable to submit a document electronically — either by ECF or email — the document may be mailed to the Court. However, this means of delivery should be avoided to the extent practicable, as delivery of mail to the Court is likely to be delayed.

**2. Conferences and Proceedings**

- A.** Unless otherwise ordered by the Court, all conferences and proceedings in civil cases will be held by telephone. In some cases, the Court may direct one of the parties to set up a conference line. In all other cases, the parties should call into the Court’s dedicated conference line at (888) 278-0268 and enter Access Code 6489745, followed by the pound (#) key.
- B.** With respect to settlement conferences, the Court will contact the parties regarding the procedures to be used for such conferences.

**3. Communications with Chambers**

- A. Telephone Calls.** Telephone calls will not be answered but will go to voicemail; and there may be significant delays in responding to any voicemail messages. Thus, parties are encouraged to make **any** requests or inquiries to the Court through ECF or, if permitted or required under the Court’s standard Individual Practices, by email. If leaving a voicemail, a party should (1) briefly state the nature of the issue (including the case name and case number); and (2) provide the caller’s name, email address, and call-back telephone number.

- B. Urgent Matters.** For *urgent* matters requiring immediate attention, parties should send an email to Chambers that (1) includes the word “URGENT” in the subject line; (2) specifies the case name and case number; (3) briefly describes the nature of the issue; and (4) provides a telephone number at which the party (and any other relevant parties) can be reached. As a reminder, *ex parte* communications to chambers are not permitted, so the sender’s adversary(ies) shall be copied on the email.
  - C. Faxes.** Faxes are *not* permitted for any purposes.
  - D. Hand Deliveries.** Nothing may be hand-delivered to Chambers absent advance permission from the Court.
  - E. By *Pro Se* Parties.** *Pro se* parties are encouraged to (1) consent to electronic service (via ECF or email); or (2) seek the Court’s permission to file documents through the ECF system or by email to the Court. Unless the Court grants permission to file documents electronically, all communications with the Court by a *pro se* party must be mailed to the *Pro Se* Intake Unit located at 500 Pearl Street, Room 200, New York, NY 10007. A *pro se* party may not call Chambers or send any document or filing directly to Chambers. Any questions should be directed to the Pro Se Intake Unit at (212) 805-0175.
- 4. The New York Legal Assistance Group’s Pro Se Clinic has suspended all in-person client meetings until further notice. Limited-scope legal assistance will continue to be provided, but only by appointment and only over the telephone. To schedule an appointment, call (212) 659-6190 and leave a message specifying a call-back number.**