

**EMERGENCY INDIVIDUAL RULES AND PRACTICES IN LIGHT OF COVID-19**

**Sarah L. Cave, United States Magistrate Judge**

**Chambers Email:**

Cave\_NYSDChambers@nysd.uscourts.gov

**Unless otherwise ordered by the Court, these Emergency Individual Rules and Practices apply to all matters before Judge Cave (whether criminal or civil and whether involving a pro se party or all counseled parties), and they are a supplement to Judge Cave’s standard Individual Rules and Practices. If there is a conflict between these Rules and Judge Cave’s standard Individual Rules and Practices, these 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 Individual Rules and Practices, emailed to Cave~\_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. To the maximum extent possible, however, this means of delivery should be avoided, as delivery of mail to the Court is likely to be delayed.

**2. Conferences and Proceedings**

- A. In Civil Cases.** 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 (866) 390-1828, and enter Access Code 380-9799, followed by the pound (#) key.

**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 Individual Rules and Practices, by email. If leaving a voicemail, a party should (1) briefly state the nature of the issue (including, if applicable, the case name and docket number); and (2) provide a 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 docket 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.

**C. Faxes.** Faxes are not permitted for any purposes.

**D. Hand Deliveries.** Nothing may be 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, Thurgood Marshall Courthouse, 40 Centre Street, Room 105, New York, New York 10007. Any questions should be directed to the Pro Se Intake Unit at (212) 805-0175.

#### **4. Pro Se Clinic**

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.**