

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK

In re:

ADMINISTRATIVE ORDER 21-02

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 and avoid the further spread of the Virus, the United States Centers for Disease Control and Prevention and public health officials have advised that the best way to prevent illness is to avoid being exposed to the Virus through, among other means, avoiding large gatherings, social distancing and mask wearing; and

WHEREAS, on March 17, 2020, the United States Bankruptcy Court for the Northern District of New York (“Court”) issued Administrative Order 20-03 regarding Court Proceedings During COVID-19 Public Health Emergency, which ordered, among other things, that all scheduled hearings and conferences to be held in the Northern District would be conducted telephonically; and

WHEREAS, the Court continues to review its operations to identify measures that will help slow the spread of the VIRUS while at the same time preserving its core mission of serving the public through the fair and impartial administration of justice; now, therefore, effective immediately and until further notice, it is

ORDERED, that all scheduled Court hearings and conferences held in any courthouse in the Northern District (James T. Foley United States Courthouse in Albany, James M. Hanley United States Courthouse & Federal Building in Syracuse, and Alexander Pirnie United States

Courthouse & Federal Building in Utica) will be conducted telephonically.¹ All three divisions shall conduct hearings by use of an AT&T conference line. The call-in numbers and access codes will be published on the Court's online daily public calendars posted on the Court's website (www.nynb.uscourts.gov). Additional information concerning telephonic appearances in each division can also be found on the Court's website (<https://www.nynb.uscourts.gov/public-notices-0>); and it is further

ORDERED, any party required to appear at a scheduled hearing or conference may request a continuance by filing the Court's adjournment request form setting forth the basis for the requested continuance and indicating whether consent of all other interested parties has been obtained; and it is further

ORDERED, that evidentiary hearings and trials may proceed as scheduled. The presiding judge may exercise discretion in the scheduling and conduct of the trial including holding the trial remotely using Zoom for Government. 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: NYNBCRDALB@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


¹ Because telephone 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 proceedings 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.

processed, intake desks will remain open, drop boxes will be available in each courthouse and electronic filings and access shall continue through the CM/ECF system; and it is further

ORDERED, that as the public continues to utilize the Court services and interact with court personnel, users shall follow all applicable public health guidelines and General Order #61 of the United States District Court for the Northern District of New York, as revised February 24, 2021, regarding Face Masks/Coverings in Public Areas of the Northern District of New York Courthouses.

SO ORDERED.

Date: March 11, 2021
Utica, NY



Diane Davis
Chief United States Bankruptcy Judge, N.Y.N.D.