

**EMERGENCY INDIVIDUAL RULES AND PRACTICES IN LIGHT OF COVID-19**  
**Cathy Seibel, United States District Judge**

**Chambers Email:**

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**Unless otherwise ordered by the Court, these Emergency Individual Rules and Practices apply to all matters before Judge Seibel (whether criminal or civil and whether involving a *pro se* party or all counseled parties), and they are a supplement to Judge Seibel’s standard Individual Practices. If there is a conflict between these Rules and Judge Seibel’s standard Individual Practices, these Rules control.**

**1. Conferences and Proceedings**

- A. In Civil Cases.** Unless otherwise ordered by the Court, all pretrial 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 (877) 336-1839, and enter Access Code 1047966, followed by the pound (#) key.
- B. In Criminal Cases.** Criminal matters are in person unless a request for a remote proceeding is made for cause. If a remote proceeding is approved by the Court, conferences and proceedings other than pleas or sentencings may be held by video (or telephone if video is unavailable) if the defendant consents after consultation with counsel. Pleas and sentencings may be held by video (or telephone if video is unavailable) only if the defendant consents after consultation with counsel and there would be serious harm to the interests of justice if the plea or sentence were to be adjourned. Remote and in-person appearances for detained defendants must be scheduled well in advance, so the parties must advise the court, when scheduling an appearance, whether any party seeks a remote proceeding, whether the defendant is detained, and if so, where. Upon assignment of a new criminal case to Judge Seibel, the Assistant United States Attorney must immediately email the Court to arrange for a prompt conference.

**2. Communications with Chambers**

- A. Telephone Calls.** Telephone calls may go to voicemail. 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 Practices, by email. If leaving a voicemail, a party should (1) briefly state the nature of the issue (including 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 purpose.

**D. 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 emailed to [Temporary\\_Pro\\_Se\\_Filing@nsyd.uscourts.gov](mailto:Temporary_Pro_Se_Filing@nsyd.uscourts.gov) or delivered or mailed to:

*Pro Se* Intake Unit  
Charles L. Briant Courthouse  
300 Quarropas Street  
White Plains, NY 10601

### **3. Applications for Temporary Restraining Orders (“TROs”)**

Parties intending to file applications for TROs or other emergency relief must send all of their papers (in text-searchable PDF format) to the Court by email. The email should (1) include the word “URGENT” in the subject line; (2) provide a telephone number at which the party (and any other relevant parties) can be reached; and (3) provide the relevant parties’ availability for a telephone conference in the next few days. The Court may request hand-delivery of hard copies.

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

The New York Legal Assistance Group’s *Pro Se* Clinic will continue to provide limited-scope legal assistance, 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.