

**EMERGENCY INDIVIDUAL RULES AND PRACTICES IN LIGHT OF COVID-19**  
**William H Pauley III, Senior United States District Judge**

**Chambers Email:**

[PauleyNYSDChambers@nysd.uscourts.gov](mailto:PauleyNYSDChambers@nysd.uscourts.gov)

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

**1. 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. The Court will direct one of the parties to set up a conference line and provide dial-in information to the Court and all parties.
- B. In Criminal Cases.** To the maximum extent possible, all conferences and proceedings will be held either by telephone or video. No later than one week before a scheduled appearance, counsel must confer and submit a letter to the Court indicating their views on whether the Court can, consistent with the U.S. Constitution, Federal Rules of Criminal Procedure (*see, e.g.*, Rules 5(f), 10(b) & (c), and 43) and any other relevant law, conduct the matter by telephone or video and, if applicable, whether the Defendant either consents to appearing in that manner or to waiving his or her appearance altogether. Counsel should include the same information in any request for a conference or other proceeding.

**2. 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. 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. Hand Deliveries.** Nothing may be delivered to Chambers without prior permission of the Court.

**D. 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.

**E. New Criminal Cases.** When a new criminal case is wheeled out to Judge Pauley, the Assistant United States Attorney must notify the Court promptly by email.

### **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. Parties should not hand-deliver any documents without prior permission of the Court.

### **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.**