

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF ONONDAGA  
COMMERCIAL DIVISION**

Personal Rules of Justice Deborah Karalunas

1. Requests for a Court conference must be made in writing on notice unless time is of the essence. The requesting party must outline the proposed issue(s) in the written submission. Where time is of the essence (*e.g.*, an issue that arises during an ongoing deposition), a request for a conference may be made by telephone.
2. Attorneys must supply the Court with paper copies of all motions, pleadings or other documents that are electronically filed. No other courtesy copies will be accepted.
3. Oral argument is required on all motions. Absent prior permission of Chambers, all motions must be filed and served a minimum of 28 days before oral argument and opposing papers and any cross-motions must be filed and served a minimum of 14 days before oral argument. Reply papers, if any, and papers in opposition to any cross-motions are due seven days before oral arguments.
4. Plaintiff must submit a written settlement demand to the defendant(s) at least ten (10) days before the final pre-trial conference. In all cases to be tried by a jury, plaintiff also must submit a copy of the settlement demand to the Court.
5. Any motion for an order admitting an attorney pro hac vice shall include a proposed order. The proposed order shall include an ordering paragraph reciting 22 NYCRR Sections 520.11(e)(1) & (2) in their entirety.