

PART RULES

I. Check In All parties must check in with Court Personnel upon arrival. Any party may request a conference with the Court by notifying Court Personnel. No party is required to leave the courtroom to discuss a case.

II. Appearances All attorneys must file a written Notice of Appearance. It shall be the obligation of the attorney appearing to ensure that such notice is on file with the Court; absent such notice, the court will not accept a stipulation.

III. Defaults A default is entered by the clerk only after the file is endorsed by the Court.

(a) For 9:30 AM cases: Parties who have not checked in by 11:00 AM may be held in default for failure to appear; if a party has checked in by 11:00 AM but does not return by 12:00 PM to address the case, the Court may dismiss, default, or adjourn the case in its discretion.

(b) For 11:00 AM cases: Parties who have not checked in by 12:00 PM may be held in default for failure to appear; if a party has checked in by 12:00 PM but does not return by 12:30 PM to address the case, the Court may dismiss, default, or adjourn the case in its discretion.

(c) For 2:00 PM cases: Parties who have not checked in by 3:00 PM may be held in default for failure to appear; if a party has checked in by 3:00 PM but does not return by 3:30 PM to address the case, the Court may dismiss, default, or adjourn the case in its discretion.

IV. Applications/Adjournments All applications for adjournments must be in writing stating the reason for the adjournment and the party being charged for the adjournment. The application must be submitted to the Court for approval; parties must remain available to the Court until the application is reviewed.

V. Stipulations

(a) Proposed stipulations of settlement shall be submitted to the Court Officer or Clerk for review by the Court. Pending such review, the parties must remain available or be subject to rejection of the stipulation, default, dismissal or adjournment. If a party is required to appear in another courtroom, that party must advise the Officer/Clerk where they are going and when they expect to return.

(b) In all nonpayment cases, petitioners must provide a breakdown with a zero balance and a certified copy of the deed, lease and assignment of rents must be available where appropriate. If there is a disputed amount, parties must agree upon a date when that disputed amount must be addressed or the case restored.

(c) If repairs are at issue, a list of alleged repairs, access times and dates, and completion dates must be included. If attorney's fees or other fees are requested, petitioner must have a copy of the lease allowing for said fees when appropriate.

VI. Discontinuances

(a) All discontinuances must be memorialized in a stipulation indicating the reason for the discontinuance and whether the discontinuance is with or without prejudice.

(b) A stipulation discontinuing a nonpayment proceeding where the respondent has alleged conditions or repairs as a defense shall also designate whether repairs are necessary, and if so, a list of the repairs, as well as access and completion dates.

VII. Motions All motions must be argued at the discretion of the Court and may not be submitted on consent without first being heard or approved by the Judge. Parties should be prepared to resolve issues by stipulation if possible, and be prepared to argue the motion when all papers are before the Court. Courtesy copies of all motion papers shall be provided to the Court at the Bench at time of filing.

These rules are subject to modification by the Court.