

**Part 18 Rules
Justice Julia I. Rodriguez
851 Grand Concourse
Phone 718-618-1236
Courtroom 622**

Effective April 30, 2009, all requests for conferences and adjournments must be submitted to the Part Clerk in writing and on notice to all sides setting forth reasons for and/or objections to said request. Requests shall be made in person or by facsimile to (718) 618-3522.

In matters where a Temporary Order of Protection is in place and an adjournment is requested on consent by all parties, the Stipulation of Adjournment must also include whether an extension of the TOP is agreed to by all parties; where the Stipulation fails to address that the TOP will remain in effect, the TOP will be deemed expired as of the date provided in said Order.

Default calendar shall be called ½ hour after the scheduled appearance.

Request for Stays and Temporary Restraining Orders shall be in compliance with 22 NYCRR §202.7.

Conferences require an appearance by counsel, unless a party does not have counsel, in which case the litigant shall appear pro se.

Parties and counsel shall comply with the rules set forth in 22 NYCRR §202.16 governing matrimonial actions.

Motions must be made on notice to all parties in accordance with CPLR §2214.

Motion calendars will be called at 9:30 a.m. on Tuesdays.

Please be advised that *ex parte* communications will be not be entertained.