

HON. THOMAS P. ALIOTTA
SUPREME COURT - RICHMOND COUNTY
26 CENTRAL AVENUE, COURT ROOM 230
STATEN ISLAND, NEW YORK 10301

Chambers: (718) 675-8620

Park Clerk: (718) 675-8622

Facsimile: (212) 520-6893

RICSUPC2@nycourts.gov

Law Clerk: Teresa R. Nuccio
Secretary: Lisa M. Panattieri

Part Clerk: Barbara Martinez

CITY PART 2 RULES/PART 12 RULES

In addition to the Uniform Rules set forth by the Richmond County Supreme Court, the following rules apply for City Part 2 and Part 12:

ADJOURNMENTS

ALL ADJOURNMENTS MUST BE WITH PERMISSION OF THE COURT. PLEASE CONTACT BARBARA MARTINEZ AT 718-675-8622 TO OBTAIN THE NEXT AVAILABLE MOTION AND/OR CONFERENCE DATE. YOU MAY ALSO REQUEST AN ADJOURNMENT BY EMAIL TO RICSUPC2@nycourts.gov.

ONCE PERMISSION HAS BEEN OBTAINED, YOU MUST SUBMIT A STIPULATION SIGNED BY ALL PARTIES. THE STIPULATION MUST STATE THAT PERMISSION WAS OBTAINED FROM THE COURT AND MUST BE SUBMITTED BY EMAIL OR FAX NO LATER THAN 4:00 P.M. ON THE DAY PRIOR TO THE COURT DATE OTHERWISE AN APPEARANCE IS NECESSARY TO SUBMIT THE STIPULATION.

MOTIONS

- ◆ **Motions shall be held *every other* Wednesday in Room 230 at 10:00 A.M. on a designated day. There is only one (1) call of the motion calendar. Oral argument is required on all motions.**
- ◆ **Only attorneys who have full knowledge of the case and authority may appear for oral argument of motions.**
- ◆ **No discovery motions may be made without prior permission of the Court. If such a motion is authorized by the court, the Attorney's Affirmation must clearly state that the court has granted permission to make the motion.**
- ◆ **Any opposition papers to be filed by the Friday before the motion is to be heard.**
- ◆ **Any reply papers must be filed with the Court by noon on the Tuesday before the motion is to be heard.**
- ◆ **All hard copies of e-filed papers must be bound with exhibit tabs.**
- ◆ **Any summary judgment motions must be made within 60 days after the filing of the Note of Issue.**

CONFERENCES

- ◆ Conferences are held *every* Tuesday in Room 230 at 9:30 A.M.
- ◆ Settlement conferences are held *every other* Wednesday in Room 230 at 9:30 a.m. Only attorneys who have full knowledge of the case and authority may appear.
- ◆ A courtesy copy of the Bill of Particulars must be supplied at the Preliminary Conference and must have been served upon the opposition ten (10) days prior to the preliminary conference.
- ◆ Notes of Issue must be filed within 15 days of the certification order or the action will be marked off the calendar.

PRELIMINARY CONFERENCE RULES

Examinations Before Trial are to be held within 45 days of the date of the Preliminary Conference Order or as so designated in such order. If for any reason a deposition fails to go forward, the Part Clerk is to be notified and the parties shall reschedule.

Independent medical examinations shall be held within 45 days of plaintiff's deposition and pursuant to the Preliminary Conference Order if a shorter time period is so designated.

A copy of the bill of particulars must be filed with the Court.

ELECTRONIC FILING

Refer to Supreme Court, Civil Term Richmond County protocol on Courthouse procedures for Electronically filed cases.

This protocol shall apply to all e-filed cases in Richmond County. For information about the New York State Courts Electronic Filing System ("NYSCEF"). See NYSCEF website (www.nycourts.gov/efile).