

Supreme Court of the State of New York  
13<sup>th</sup> Judicial District  
Richmond County

**Civil Term, Part M.H.R.M.**

**PART RULES**

Justice Robert J. Collini  
18 Richmond Terrace  
Staten Island, New York 10301  
Chambers Phone: (718) 675-8650  
Courtroom Phone: (718) 675-8595

Matters Pursuant to Article 9 of the Mental Hygiene Law

NO TELEPHONIC NOR WRITTEN COMMUNICATION CONCERNING ANY APPLICATION, PENDING OR IMPENDING, MAY BE MADE DIRECTLY TO CHAMBERS unless leave is granted by the Court. All applications, correspondence, reports, vouchers from court-appointed experts and other documents must be filed in writing through the Civil Term Support Office (718-675-8575) and must bear the title of the action, index number, and adjourned date, or as otherwise specified by law or other court rule. Any filing which commences a new action will be provided an index number and appearance date by the Clerk.

All counsel (or *pro se* party) must inform the Court in writing through Civil Term Support Office if an alleged mentally ill person who is a named party to an action herein has a Guardian appointed under Article 81 of the Mental Hygiene Law. All pleadings and other papers must be served upon the Guardian, in addition to any other necessary parties or persons, and the Guardian must be present for all appearances before the Court unless it directs otherwise.

*Orders to Show Cause and Warrant Applications:* All proposed Orders to Show Cause, as well as Warrant Applications and Warrant Returns (MHL 9.43) must be initially presented to the Civil Term Support Office before it will be considered in this Part. The moving party on any proposed Order to Show Cause, an applicant for a Warrant, and all parties appearing before the Court on a Warrant Return, will be directed to this Part or an alternate Part based on the Court's availability to consider these emergent applications.

Items marked "courtesy copy" may be forwarded directly to Chambers provided the appropriate party adheres to the preceding rules.

Matters Pursuant to Article 10 of the Mental Hygiene Law

All preceding rules shall be equally applicable to all matters under Article 10 of the Mental Hygiene Law, except that the Criminal Term Support Office (718-675-8760) is substituted for the Civil Term Support Office unless otherwise directed or specified.

It is the responsibility of the Attorney General, not the Court or its staff, to effect the production of incarcerated Respondents. All proposed Orders to Produce and related documents must be filed through the Criminal Term Support Office.

Supreme Court of the State of New York  
13<sup>th</sup> Judicial District  
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**Criminal Term, Part 12**

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Staten Island, New York 10301  
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**PART RULES**

NO TELEPHONIC NOR WRITTEN COMMUNICATION CONCERNING ANY APPLICATION, PENDING OR IMPENDING, MAY BE MADE DIRECTLY TO CHAMBERS unless leave is granted by the Court. All applications, correspondence and other documents must be filed in writing through the Criminal Term Support Office (718-675-8760) and must bear the title of the action, indictment number, and adjourned date, or as otherwise specified by law or other court rule. The preceding rule includes all Ex Parte applications, which must be made through the Criminal Term Support Office.

If a case is marked ready for trial or pretrial hearing and a party does not expect to be ready, counsel for that party must notify opposing counsel, and the Court through the Criminal Term Support Office, within two business days of the adjourned date to avoid inconvenience to witnesses and potential jurors. Failure to comply with this Rule may result in the imposition of sanctions.

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