

THIRTEENTH JUDICIAL DISTRICT  
SUPREME COURT RICHMOND COUNTY  
**JURY COORDINATION PART RULES (JCP-8)**

When a case appears in the Jury Coordination Part the following rules apply:

1. On any scheduled date, only attorneys who are fully familiar with the case and are prepared to select a trial date may appear.
2. When a case is scheduled for a direct select date in JCP, only attorneys who are fully familiar with the case and are prepared to both select a jury and possess full authority for settlement discussions may appear.
3. The JCP calendar call begins promptly at 9:30 a.m. every Monday, unless otherwise noted by the court. Where a court holiday falls on Monday, the JCP calendar is automatically moved to Tuesday.
4. Adjournments are only granted after prior approval from the Court via conference call or appearance of all parties **AND** consent of all parties. Once both are obtained, a stipulation signed by all attorneys on the matter must be promptly faxed to the court. NO advance adjournments will be given when a case is within **thirty (30) days** of its standards and goals deadline. The trial attorneys must appear at the calendar call ready to select a jury and have settlement authority.
5. All trial authorizations must be demanded in writing at the time the case first appears on the JCP calendar. The authorizations must be served within **thirty (30) days** of the demand.
6. Any case “marked off” the trial calendar, pursuant to CPLR § 3404, may “be deemed abandoned and shall be dismissed without costs for neglect to prosecute” if a motion to restore is not granted within one year thereafter.

7. Any *motions in limine* shall be made to the trial judge assigned to the case as soon as the trial judge is assigned or pursuant to the trial judges part rules. Attorneys shall notify the Assignment Judge in JCP-8 or the trial judge of any potential complex *motions in limine*, and any *Frye* Hearings no later than the first date the case is scheduled in JCP-8.
8. All complex *motions in limine* or *Frye* motions shall be in writing and shall be filed and served no later than the first date the case is scheduled in JCP-8. As to all other *motions in limine*, the individual trial judge's part rules are to be followed.