

KINGS MATRIMONIAL TERM
Motion Filing Guidelines

- Paid R.J.I. form or previous assignment to a Matrimonial Judge.
- Matrimonial Motions are returnable at:
Matrimonial Part 5
360 Adams St. (unless I.D.V. which is located @ 320 Jay St.) @ 9:30 a.m.
(unless otherwise directed)
- Part 130 Certification.
- Affirmations shall be signed.
- Affidavits shall be signed and notarized.
- Exhibits shall be tabbed.
- Proper service pursuant to CPLR 2214 in the form of an affidavit, affirmation or admission of service.
- Motions shall be submitted to the Matrimonial Department at least 5 days prior to return date and cross-motions should be submitted at least 2 business days before the return date for proper calendaring.

Each Matrimonial Part has a designated motion day; however, the Court may direct a motion to be returnable on other than the normal part motion day to coincide with a conference or trial.

The designated motion days are as follows:

Hon. Eric I. Prus	Part 5A- Tuesday or Wednesday
Hon. Rachel A. Adams	Part 5F - Tuesday or Wednesday
Hon. Jeffrey S. Sunshine	Part 5G - Wednesday
Hon. Delores J. Thomas	Part 5T - Thursday

No courtesy copies of papers are to be filed with the courtroom or chambers. In order to ensure that motions, cross-motions or opposition/reply papers are properly received and calendared, please file the above in a timely fashion.