HON. TRACEY A. BANNISTER
Part 31 - Eighth Floor
50 Delaware Avenue
Buffalo, New York 14202
PHONE: (716) 845-9492

NO MOTION PAPERS VIA FACSIMILE

Law Clerk:	**Mary L. Mikan, Esq.**	**845-9493**
Secretary:	**Trish Coppola**	**845-9492**
Court Clerk	**Erika Trueheart**	**845-2759**

MOTIONS: Civil & Matrimonial Thursdays, per schedule in Part 31. Please call for exact dates and times prior to scheduling motion, or at any other times the Court and counsel mutually arrange.

E-FILES: The Court requests a courtesy hard copy of all e-filed documents.

Civil and Matrimonial matters:

All original moving papers, answering papers, memoranda and special term notes of issue to be sent to chambers **before 12:00 noon on the Tuesday before the motion return date.** If motion papers are not timely served, motion may be adjourned by the court. TROs on notice if other attorney known. No general adjournments. Adjournments granted with consent of parties, subject to Court's approval.

CONFERENCES

Civil Actions:

Preliminary conference will be held within forty-five (45) days of the Court's receipt of filed RJI. All conferences before IAS Judge or law clerk. Adjournments granted with consent of all parties, subject to Court's approval, by contacting secretary.

Matrimonial Actions:

Preliminary conferences will be scheduled upon assignments. Pleadings, discovery demands, 236B Affidavits, motions, responses, prior orders, settlement proposals, proposed stipulations or agreements should be submitted to the Court as far in advance as possible. Parties must be present at all conferences unless instructed otherwise by the Court.

TRIALS

Trial dates considered to be "date certain" and adjournments will be granted only in the most exceptional circumstances. All motions *in limine* shall be made returnable prior to jury selection. Expert disclosure deadlines per court's trial order.