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Secretary:	Cindy O'Bara	845-9378
Court Clerk:	Mollie Redmond	845-9404
Court Reporters:	Danielle Daigler	845-2137
	Barbara Louisos	845-2135

MOTIONS

Motions will be heard on Tuesdays and Thursdays commencing at 9:30 a.m. and 2:00 p.m. However, counsel should contact chambers to confirm the availability of a desired date. Clients are to appear with their attorneys unless excused by the court.

A time-stamped copy of a **Motion** and a special term note of issue should be delivered directly to Chambers, 25 Delaware Avenue, 5th Floor, after confirming return date with chambers. Motion papers, including cross-motions, must bear the County Clerk's "Paid" stamp pursuant to CPLR § 8020(a).

An original and time-stamped copy of an **Order to Show Cause** and a special term note of issue, together with a time-stamped copy of an RJI showing judge assignment should be delivered directly to Chambers, 25 Delaware Avenue, 5th Floor, for review, scheduling and signature. Original will be returned upon granting. Copy will be retained for court use.

Requests for **TRO's** should be on notice to opposing counsel, if know, except for certain circumstances (e.g. requests for protective order).

All answering papers and any other moving papers must be received in chambers **no later than 2 days prior to the return date by 4 p.m.** unless otherwise specified in the case of an Order to Show Cause.

Motions cannot be adjourned generally and can be adjourned only with consent of all counsel involved **and the court**. The party requesting the adjournment must send written confirmation of the adjournment and the rescheduled date to all parties and the Court.

ORDERS

Orders are to be **initialed by all attorneys** in the action prior to submission to the court.

SETTLEMENT/DISCONTINUANCE

The parties are to provide the court with written evidence of any settlements or discontinuance of a case within 10 days of said settlement or discontinuance. Otherwise the parties will be required to appear for a report back.