

**HON. HENRY J. NOWAK**  
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<b>Law Clerk:</b>	<b>Thomas J. Cannavo, Esq.</b>	<b>(716) 845-9478</b>
<b>Secretary:</b>	<b>Sara Mazgaj</b>	<b>(716) 845-9477</b>
<b>Court Clerk:</b>	<b>Elaine Xenos</b>	<b>(716) 845-9433</b>
<b>Court Reporter:</b>	<b>Michele Moore</b>	<b>(716) 845-3610</b>

**MOTIONS:** First and third Wednesdays of each month beginning at 9:30 a.m. in Part 25, 4<sup>th</sup> Floor, 25 Delaware Avenue.

The **original and one copy** of motions brought by Order to Show Cause must be submitted to the Court at the time of scheduling and signature.

Motions must be adjourned to a specific date and will not be generally adjourned. All requests for adjournments must be upon consent of opposing counsel and approval of the Court. The party requesting the adjournment must send written confirmation of the adjournment and the rescheduled date to all parties and the Court.

**MATRIMONIAL ACTIONS:** Pursuant to the Uniform Rules for the New York State Trial Courts § 202.16, both parties to a matrimonial action must be present at all conferences unless excused in advance upon consent of opposing counsel and approval of the Court. If a party fails to appear without prior consent and approval, that party will be responsible for paying the attorney's fees of opposing counsel for that appearance. **Parties are not required to be present for motions.**

**ORDERS:** When submitting a proposed Order, the attorney proposing the Order must indicate that the proposed Order is without objection after having been sent to all opposing counsel or pro se litigants at least 10 days prior to submission to the Court. The proponent of the order may otherwise indicate that the order has been reviewed and approved as to form and content by all opposing counsel or pro se litigants. Orders will not be signed without proof of approval by all opposing counsel or pro se litigants, or the passing of 10 days without objection prior to the submission to the Court.