

**RULE E MOTION  
COMPLIANCE SHEET**

Plaintiff,  
-against-

INDEX NO: \_\_\_\_\_

Defendant.  
-----X

**THE PARTIES SHALL COMPLY WITH PART E OF THE WESTCHESTER SUPREME COURT  
MATRIMONIAL PART OPERATIONAL RULES GOVERNING MOTION PRACTICE**

**A copy of this Rule E Motion Compliance Sheet shall be attached to all  
motions filed in matrimonial matters in Westchester County Supreme Court.**

**Check the applicable section below:**

- This application is for post-judgment relief (no pre-motion conference required).
- This application is for a default judgment of divorce (no pre-motion conference required).
- As counsel for the movant, I affirm under the penalties of perjury that this pre-judgment of divorce motion is based upon an emergency requiring immediate relief. Therefore, a pre-motion conference has not been requested or conducted. The nature of the emergency is as follows: \_\_\_\_\_

\_\_\_\_\_  
 I am a *pro se* litigant. I certify pursuant to 22 NYCRR §130-1.1a that this pre-judgment of divorce motion is based upon an emergency requiring immediate relief. Therefore, a pre-motion conference has not been requested or conducted. The nature of the emergency is as follows: \_\_\_\_\_

\_\_\_\_\_  
The undersigned certifies pursuant to 22 NYCRR §130-1.1a that, to the best of that person's knowledge, information and belief, formed after an inquiry reasonable under the circumstances, (1) the presentation of the paper or the contentions therein are not frivolous as defined in §130-1.1(c) of this Subpart, and (2) where the paper is an initiating pleading, (i) the matter was not obtained through illegal conduct, or that if it was, the attorney or other persons responsible for the illegal conduct are not participating in the matter or sharing in any fee earned therefrom, and (ii) the matter was not obtained in violation of 22 NYCRR §1200.41-a [DR 7-111].

Dated: \_\_\_\_\_  
White Plains, New York

\_\_\_\_\_  
(Signature of Attorney or *Pro Se* Litigant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Please Print Name and/or Firm Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(E-Mail Address and Fax Number)

\_\_\_\_\_  
(Phone Number)

The parties and/or their counsel have appeared at a pre-motion conference with a Court Attorney-Referee in this pre-judgment of divorce action and were unable to resolve certain issues without motion practice. Therefore, the following briefing schedule has been established:

Plaintiff/Defendant may move by Order to Show Cause for the following relief: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on or before \_\_\_\_\_.

The motion, marked "fee paid" by the Westchester County Clerk, shall be filed with the Civil Calendar Clerk on the 9<sup>th</sup> floor of the Westchester County Courthouse.

Opposition papers shall be filed with the Civil Calendar Clerk on the 9<sup>th</sup> floor of the Westchester County Courthouse and all parties on or before 12:00 noon on \_\_\_\_\_.

Reply papers shall be filed with the Civil Calendar Clerk on the 9<sup>th</sup> floor of the Westchester County Courthouse and all parties on or before 12:00 noon on \_\_\_\_\_.

Proof of service of the motion and any opposition or reply papers shall be filed with the Civil Calendar Clerk on the 9<sup>th</sup> Floor of the Westchester County Courthouse on or before 12:00 noon on \_\_\_\_\_.

The motion(s) shall be returnable on \_\_\_\_\_. No motion may be adjourned more than two times, but in no event may the motion be adjourned more than 30 days beyond the original return date established without approval from the assigned Matrimonial Part Justice.

No oral argument will be permitted unless ordered by the assigned Matrimonial Part Justice.

Additional Directives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Failure of the authorized party or parties to proceed within the time allowed by this briefing schedule may result in waiver of the issues raised. Failure to oppose a motion within the time allowed by the briefing schedule may result in the motion being decided without consideration of opposition.**

Dated: \_\_\_\_\_  
White Plains, New York

\_\_\_\_\_  
Court Attorney-Referee