

**JUSTICE JOAN B. LEFKOWITZ
INDIVIDUAL PART RULES**

Court Clerk:	Robert Arena	(914) 824-5350
Law Clerk:	James Fine	(914) 824-5421
Secretary:	Suzanne Martinez	(914) 824-5421

MOTIONS

Motions are returnable at 9:30 A.M. on Fridays, except by order of this Court. Permission is not necessary to make a motion.

Oral Argument is not encouraged as it is expected all contentions should be in your papers.

ADJOURNMENTS

On Consent: The Clerk of this Part is to be advised by telephone, followed by a letter that the motion is adjourned on consent. The letter may be faxed to (914) 995-4184.

Opposed: The application must be made on or before the return date of the motion. The requesting party must advise all other parties of the application. No appearances are required unless directed by the Court. Where exigent circumstances exist, an application for an adjournment may be made personally on the return date or by telephone.

TRIALS

Prior to the commencement of a trial, counsel shall provide the Court with marked pleadings and fill out forms provided by the Court and inform the Part Clerk if there are subpoenaed records.

Requests to charge shall be submitted to this Court as directed at a conference immediately preceding trial. The charge will be drawn from the Pattern Jury Instructions (PJI). A complete list of requested charges must be submitted. Unless counsel seek a deviation from the pattern charge or additions to the pattern charge, only the PJI numbers and topic need be submitted. Where deviations or additions are requested, the full text to such requests must be submitted together with any supporting law.

Verdict Sheet: Counsel shall jointly prepare a verdict sheet. If agreement cannot be reached, then each side shall present a proposed verdict sheet.

GENERAL

Counsel who appear must be fully familiar with the case and have authority to enter into any agreement, either substantive or procedural, on behalf of their clients. Counsel should be on time for all scheduled appearances.

FAXES

Faxes to Chambers are permitted only if copies are simultaneously faxed or delivered to all counsel (only as to IAS cases - not Compliance Cases) and pro se parties. The fax number is (914) 995-4184. Similarly, letters to the Court must indicate service on all parties.

SETTLEMENT/DISCONTINUANCE

If an action is settled, discontinued or otherwise disposed, counsel shall immediately inform the Court by submission of a copy of the stipulation or other document evidencing the disposition.

E-FILING RULES AND PROTOCOL

All parties should familiarize themselves with the statewide E-Filing Rules (Uniform Rule §§202.5-b and 202.5-bb available at www.nycourts.gov/efile) and the Westchester County E-Filing Protocol available at [hp://www.courts.state.ny.us/courts/9jd/efile/WestchesterCountyJointProtocols.pdf](http://www.courts.state.ny.us/courts/9jd/efile/WestchesterCountyJointProtocols.pdf)

General questions about e-filing should be addressed to the E-Filing Resource Center at (646) 386-3033 or efile@courts.state.ny.us

Specific questions relating to local procedures should be addressed to the Civil Calendar Office at (914) 824-5300.

ELECTRONIC FILING

All documents in mandatory e-filed cases, except documents subject to the opt-out provision of Section 202.5-bb of the Uniform Rules for the New York State Trial Courts, or documents subject to e-filing in which consent is being withheld, are to be filed through the New York State Courts E-Filing Systems (NYSCEF). All submissions to the Court, including proposed orders, proposed judgments and letters, must be electronically filed.

WORKING COPIES

This Part requires the submission of "working copies" of all electronically filed documents. See Uniform Rule §202.5-b(d)(4). Working copies are to be delivered to the Part Clerk, Robert Arena, Room 1608.

All working copies submitted to this Part must include a copy of the NYSCEF Confirmation Notice firmly fastened to the front cover page of the submission and comply with all the other requirements set forth in the Westchester County Protocol. Working copies without the Confirmation Notice will not be accepted.

Working copies are to be delivered to the Part Clerk no later than 4:00 P.M. on the first business day following the electronic filing of the document on the NYSCEF site.

NOTICE OF FILING

Within 24 hours of e-filing a motion, a courtesy copy of said filing shall be sent to all counsel so that they can be aware of said e-filing, unless for good cause shown, notice of such e-filing is withheld.

HARD COPY SUBMISSIONS

This Part will reject any hard copy submissions in e-filed cases unless those submissions bear the Notice of Hard Copy Submission - E-Filed Case required by Uniform Rule §202.5-b(d)(1). The form is available at www.nycourts.gov/efile.

SCHEDULING

Counsel/parties should address questions about scheduling appearances or adjournments to the Part Clerk, Robert Arena, at (914) 824-5350.

COMPLIANCE PART

No calls, faxes or correspondence should be directed to Chambers or the IAS Part Clerk relating to matters (discovery disputes, discovery motions) pending in the Compliance Part. These rules are not applicable to matters in the Compliance Part.

Questions regarding Compliance Part matters may be emailed at www.compliancewestchester@courts.state.ny.us, by fax at (914) 995-2194 or by calling the Conference Part Clerk at (914) 824-5344 or the Motion Part Clerk at (914) 824-5343.

ENVELOPES

All Working Copies that require disposition by the Court, i.e., a motion decision, order, judgment, must have attached a stamped, self-addressed envelope.

ORDERS/JUDGMENTS

A copy must be submitted for conforming.