

PART RULES FOR THE HON. LESTER B. ADLER

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-
<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 (914) 824-5300**.

Electronic Filing

All Civil actions in Judge Lester B. Adler's Part are to be filed through the New York State Courts E-Filing system (NYSCEF). All submissions to the Court, including proposed orders, proposed judgments, and letters, must be electronically filed.

Working Copies

A court may require the submission of "working copies" of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

This Part does not require working copies.

This Part does not require working copies but may request working copies in specific instances.

This Part requires working copies for all electronic submissions.

This Part requires working copies for:

- motion submissions
- proposed orders to show cause
- proposed orders/judgments
- stipulations
- transcripts
- letters

Working copies shall be delivered to:

- Chambers [For access, please call: 914-824-5386]
 Part Clerk [specific types listed here]
 [Other office] [specific types listed here]

All working copies submitted to this Part must include a copy of the NYSCEF Confirmation Notice firmly fastened as the back cover page of the submission and comply with 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 no later than 5:00 p.m. on the first business day following the electronic filing of the document on the NYSCEF site.

Hard Copy Submissions

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 adjourning appearances to the Part Clerk, Jeff Wizwer, at (914) 824-5371. Do not contact Chambers regarding such issues. All requests for adjournments must be made with the consent of all opposing counsel and, if approved by the Court, confirmed by a signed Stipulation of all counsel.

1. Counsel may call the Part Clerk with respect to the scheduling of appearances and with respect to adjournment applications.
2. Counsel may call Chambers and/or the Part Clerk to arrange for a telephone conference with the Court or with the Law Clerk.
3. Counsel may not contact Chambers without all opposing counsel on the phone, except for the purpose of facilitating a conference call.

Motions

Motions are to be returnable on Monday at 9:30 a.m. motions made returnable at any other time, absent prior permission of the Court, will be adjourned by the Part Clerk to the next available Monday.

Adjournments are governed by Part Rules.

Motions are submitted without oral argument, unless otherwise directed by the Court.

Reply papers are not permitted, unless: (a) the right of reply is obtained by service of a notice of motion in accordance with CPLR 2214[b]; or (b) expressly permitted by the

Court. Sur-reply papers are not permitted absent prior permission of the Court. Any unauthorized papers will not be read.

A copy of all stipulations discontinuing an action where a motion remains pending must be submitted to the Court.

All papers must comply with the applicable provisions of the CPLR and with the Part Rules. In addition, the font size of text and footnotes must be no smaller than 12 point. Papers which do not comply may be rejected.

All exhibits shall be separately tabbed. In the event that multiple affidavits or affirmations are submitted in support of a motion under the same legal back, each such exhibit shall be accompanied by a clearly discernible side or bottom tab containing the last name of the affiant.