

## Kings County Housing Court – Part R

### Judge Remy Smith Part Rules

1. Check in with the Clerk of the Part using the number to the left of the name of your case. Tell the Clerk your name and if you have an attorney. All parties must check in or be subject to being defaulted.
  - a. If an attorney has checked into the part but has not returned within a reasonable amount of time, which is to be determined at the court's sole discretion, but not before default, the court may adjourn the matter or issue a default.
2. This part will be in session from 9:30am until 1:00pm and 2:30pm to 4:45 pm daily, subject to change. Defaults, subject to the court's availability, will be called 30 minutes after scheduled time for trials/conferences and 60 minutes from scheduled time for illegal lockouts.
3. The court will not entertain dispositive motions in the trial part. Leave of court is required for any motion.
4. When entering the courtroom please make sure all electronic devices are off or on silent mode. Recording on phone, computer, tablet or recording device is not permitted..
5. The court will not respond to any ex parte requests by email.
6. Attorneys are expected to be familiar with the case, ready and authorized to participate in settlement/litigation discussions. They are also expected to have communicated with opposing counsel prior to the appearance. Clients are expected to be present at pre-trial conferences. The parties may request an exemption to this requirement.
7. Proposed exhibits must be ready for presentation at trial with copies for adversary. Exhibits should not be uploaded to NYSCEF prior to trial. Electronic proposed exhibits must be on a flash drive for the court and adversary, although other means of transmittal can be addressed and stipulated prior to trial date.
8. Any party may seek virtual appearances by requesting an ADA accommodation through the court's website at <http://ww2.nycourts.gov/ACCESSIBILITY/counties/ADAbycounty-kings-civil-housing.shtml>
9. The trial part is assigned illegal lockout cases that may take precedence and necessitate last minute rescheduling of trials at the court's sole discretion.
10. Once a trial date is scheduled, the court will not entertain adjournment requests by email unless all parties stipulate to adjourn the matter. Otherwise, applications must be made on the record on the return date, unless otherwise scheduled by the court.