



HON. ROBERT F. QUINLAN

SUPREME COURT of the
STATE OF NEW YORK
COUNTY OF SUFFOLK

Arthur M. Cromarty Court Complex
210 Center Drive, Part 27
Riverhead, New York 11901
Chambers (631) 852-3482
Facsimile (631) 852-3485

Janet Ford
Principal Law Clerk

Veronica Cowcer
Secretary

PART 27
COURT RULES

(For Attorneys and Self-Represented Parties)

Unless otherwise directed by the Court, the following rules shall govern practice in Part 27:

MOTION PRACTICE

1. **RETURN DATES/SUBMISSIONS:** All motions assigned to Justice Quinlan shall be made returnable on Thursdays only and shall be marked submitted on the return date unless an adjournment has been granted in accordance with the procedure outlined below. All papers shall be submitted in accordance with the CPLR. The Court will not consider any papers which are untimely served or which are not permitted pursuant to the CPLR.
2. **APPEARANCES/ORAL ARGUMENT:** No appearance is necessary. Unless oral argument is specifically directed by the Court all motions will be decided on written submission only.
3. **FORMAT:** All motion papers shall comply with 22 NYCRR §202.8. All affidavits and exhibits shall be identified by separately and consecutively numbered or lettered tabs affixed to either the right side or bottom of the page. Legal memoranda, whether in the form of a brief or affirmation of counsel, shall not exceed 20 pages in length; reply memoranda shall not exceed 8 pages. Only official citations to cases are required. A party will not be provided with a copy of an order or decision unless a self-addressed, stamped envelope is provided to the Court with the moving papers.
4. **COURTESY COPIES:** For electronically filed papers, courtesy copies of all motion papers together with supporting papers and exhibits must be provided to the Court at the time the motion is submitted. All exhibits are required to have consecutively numbered or lettered tabs, affixed to either the right side or bottom of the page, to allow them to be easily referenced

5. **ADJOURNMENTS:** Adjournments shall comply with 22 NYCRR §202.8 (e). All proposed adjourned dates must be a Thursday. All adjournments shall be in writing and indicate the reason for the adjournment, the index number appearance date and proposed adjourned date.
- All adjournment requests must be communicated to the Court by 3:00 p.m. of the day prior to the proposed submission.
 - Adjournments on consent shall be confirmed in writing and shall be effective unless the Court otherwise directs.
 - Adjournment requests that are not on consent must be in writing and on notice to all parties.
 - No more than three stipulated adjournments, extending the original return date not more than 60 days, will be permitted.
 - Application for a fourth or subsequent adjournment, or beyond 60 days, must be timely made in person before the Court and will be granted only upon good cause shown.
6. **SUMMARY JUDGMENT MOTIONS - CERTAIN FORECLOSURE ACTIONS:** The court will schedule oral argument of summary judgment motions and cross-motions on certain foreclosure actions. At the conclusion of oral argument the court will issue an oral decision from the bench. Counsel will receive notice from the court of a date for such argument. If an attorney defaults in appearing that attorney's opportunity for oral argument is waived and the court will consider only his/hers papers submitted on the motion in reaching a decision (22 NYCRR §202.27).

MISCELLANEOUS MATTERS

1. **SETTLED OR WITHDRAWN MOTIONS:** The Court is to be advised immediately of the settlement or withdrawal of any motion or any portion of any motion before the Court, and/or the settlement or discontinuance of any case with a motion(s) pending before the Court.
2. **ENGAGEMENT OF COUNSEL:** Requests predicated upon engagement of counsel must be by affidavit or affirmation in conformance with 22 NYCRR §125.1(e) and must include:
- a. the basis for the priority to be afforded the other appearance;
 - b. the name of the case in which the engagement is required, the nature of the proceeding, the Court, and where known the assigned jurist;
 - c. the date such engagement was incurred and whether the other Court was made aware of the Court date for which the adjournment is sought.
3. **TELEPHONE CONFERENCES:** In limited instances the Court will participate in telephone conferences. Telephone conferences must be prearranged with Chambers and the requesting party shall be responsible for setting up the conference. On the date of the

actual conference, Chambers shall not be contacted until all parties are on the line.

4. **EX PARTE COMMUNICATIONS WITH CHAMBERS:** Except to the limited extent permitted by these rules and by the rules set forth at 22 NYCRR §100.3, ex parte communications with the Court or any member of its staff, by telephone or otherwise, is strictly prohibited.
5. **FACSIMILE COMMUNICATIONS:** No party shall fax any correspondence or papers to Chambers without prior permission of the court.
6. **CONDUCT:** All Courtroom personnel and Chambers staff are to be treated with courtesy and respect. Disrespectful, uncivil and unprofessional conduct will not be tolerated.
7. **COMMUNICATION ON CASES:** All inquiries concerning case or calendar status should first be addressed to the Calendar Clerk of Part 27 at (631) 852-3196. Inquiries directly to Chambers must only involve issues requiring immediate judicial discretion or intervention, or as otherwise permitted by these rules.
8. **VACANT AND ABANDONED PROPERTIES (“VAP”) PART:** Although the justice presiding in Part 27 also presides over the VAP Part, there are separate rules governing practice in VAP. Counsel are advised to consult the VAP rules for procedures applicable to that part.

March 2, 2016