

**Twelfth Judicial District
Supreme Court, Bronx County - Civil Term
I.A.S. Part 24 RULES
Presiding, JUDGE: DORIS M. GONZÁLEZ**

Courtroom: 414
Telephone: (718) 618-1250 (718) 618-1432
 Courtroom **Chambers**

1. Motions

A. Applicable to Notice of Motion and Order to Show Cause

All papers must comply with CPLR R 2103 AND R 2214 as well as the applicable provisions of the Court Rules [22 NYCRR Part 202].

 Tabs shall be used when submitting exhibits. If an annexed document is voluminous and only discrete portions are relevant, Counsel shall highlight the relevant sections of the document. All cited material should be viewable without having to remove staples or binding.

 No courtesy copies shall be submitted to the Court.

 Counsel are advised when submitting proposed orders or judgments to keep proposed orders or proposed judgments separate and apart from motions papers. Proposed orders or judgments incorporated within motion papers will be considered exhibits.

 Failure to appear at the call of any calendar may result in an inquest or dismissal [22 NYCRR § 202.27].

 Counsel should advise the Court in writing by 4:45 p.m. no later than day before return date of all motions that are resolved and/or withdrawn.

B. Motions brought by Notice of Motion

 Motions are returnable five days a week in the Motion Support Office, Room 217. All opposition and reply papers must be submitted at the

Motion Support Office on the return date of the motion. Opposition and reply papers will not be accepted prior to the return date.

No sur-replies and other post-reply answering papers without written application to the Court.

All non-disclosure motions will be deemed submitted on the return date and forwarded to Chambers. Stipulations of adjournment compliant with Uniform Rule 202.8(e)(1), submitted in Room 217 on the return or adjourned date of a motion, will be honored and the motion will be adjourned and maintained in the Motion Support Office. If a non-stipulated application for adjournment is submitted, the motion and application will be forwarded to Chambers for a ruling. Counsel will be advised of the adjourned date in writing.

Disclosure Motions

No motions for substantive relief shall be combined with an application for discovery relief. Discovery related motions are heard by the Judge presiding in IAS Part 11.

Summary Judgment Motions

Pursuant to CPLR R3212(a), a motion for summary judgment shall be made no later than one hundred twenty (120) days after the filing of the Note of Issue.

C. Order to Show Cause

Orders to Show Cause must comply with Uniform Rule 202.7(d) and be brought to the Motion Support Office from which they are forwarded to Chambers for consideration.

All orders to show cause are returnable on Tuesdays, except for court holidays, in IAS Part 24 at 9:30 a.m., unless otherwise indicated. Personal appearances are required.

Proof of service must be filed with the Clerk of IAS Part 24 by 9:30 a.m. of the return date. Non-compliance will result in denial of the order to show cause.

Stipulations adjourning an Order to Show Cause shall be filed with the Clerk of IAS Part 24 prior to the call of the calendar.

D. Motions in E-Filed Cases

Motions will be decided solely on the working copies submitted to the Motion Support Office, room 217, as of the return date of the motion. If a working copy of a paper has not been so submitted, it will not be considered. Working copies may be submitted to Motion support in person on or before the return date of the motion or by mail or overnight delivery; however, stipulations to adjourn motions in e-filed cases must be submitted on the return date. All working copies submitted by mail or overnight delivery shall be marked "NYSCEF Matter" on the outside envelope to expedite processing. As working copies will be recycled upon disposition of the motion, original documents should not be submitted.

2. Infant Compromises and other Ex Parte applications

Ex-Parte applications are to be submitted to the Motion Support Office. After review of Infant Compromise submissions, Counsel will be notified of the scheduled appearance date by phone.

All proposed infant compromise orders shall contain the following language:

It is further, Ordered that the Guardian shall, within thirty days of the deposit of the funds due the infants herein in the above designated bank(s), submit to the Clerk's Office, Room 217, a copy of the Certificate of Deposit issued by said bank.

The attorney's supporting affirmation shall set forth the policy limits of all available insurance.

3. Depositions

Requests for disposition rulings may be made to this part or to the Ex-Parte Justice.

4. Inquiries

All inquires should be made to the appropriate clerk's office. No inquiries to be made to Chambers.

Motion Support Office: Room 217, (718) 618- 1310

No faxes to Chambers are permitted unless prior authorization is obtained.

E-mails are not permitted unless prior authorization is obtained.

The only inquiries to be made directly to Chambers should be those involving the immediate exercise of judicial discretion.

5. Subpoenas

Subpoenas on cases assigned to this part should be submitted to and retrieved from Chambers, room 829.