

SUPREME COURT - PART 22
HONORABLE JOHN M. GALASSO, J.S.C.

Chambers # 493-3192

Courtroom # 493-3195

Fax # 493-3078

Law Clerk - Karen J. Underwood, Esq.

Secretary -Amanda Rich

Motions

- Motions are returnable at 9:30 A.M. Monday through Friday, on **submission only**. There shall be no appearance required or oral argument of motions, unless specifically requested by the court.
- For ease of this Court, when responding to multiple motions and/or cross-motions, include all relevant motion sequence numbers on submitted papers to the Court.

Motion Adjournments: All inquiries concerning adjournment of motions shall be directed to chambers and shall be made prior to 3:30 P.M. Counsel must request permission from chambers to adjourn any motion. Requests must be on consent of all parties. If the adjournment request is granted a letter confirmation is required. Letters confirming adjournments shall contain full names of all parties, index number, and shall specify the adjournment details.

Conferences

- Plaintiff should schedule a preliminary conference ASAP and certainly at the same time any other court intervention is requested; DCM discovery deadlines begin to run from the first RJI.
- Medical malpractice, wrongful death, labor law, defamation, employment discrimination and environmental torts will be changed to the Complex DCM designation automatically upon request.
- Compliance and Certification conferences will begin promptly at 9:30 A.M. All attorneys are expected to check in promptly at or before 9:30 A.M. The attorneys shall check in with the Courtroom Clerk.

Preliminary Conference Adjournments: All inquiries concerning adjournments are to be addressed to the DCM Clerk's office and not to chambers.

Compliance/Certification Conference Adjournments: All inquiries concerning adjournments shall be sought through chambers. A date certain, consented by all parties, must be requested at the time the adjournment is sought. If the adjournment request is granted a letter confirmation is required. Letters confirming adjournments shall contain full names of all parties, index number, and shall specify the adjournment details.

Settled Actions

If a pending action has been settled, then plaintiff's counsel shall notify chambers by telephone and in writing, *via fax*, that the matter has settled prior to the next conference date.

Electronic Filing

- This Part requires **hard copies** for all motions, affirmations, exhibits, affidavits of service, memorandums of law, and any other items relative to the motion, upon full submission. Working copies shall be delivered on or before the submission date. No motion shall be fully submitted until all hard copies have been provided.

Rev. March 2017