

Hon. Carolyn Mazzu Genovesi

IAS PART 35A RULES

Principal Law Clerk: Elliot Steinfeld, Esq., esteinfe@nycourts.gov

Secretary: Charles Helling, chelling@nycourts.gov

Courtroom Clerk: Kamla Persaud

Courtroom Phone: (516) 213-0370

Chambers Phone: (516) 213-0371

Part Email: JudgeGenovesiRemote@nycourts.gov

Updated: August 14, 2025

1) Correspondence

- The court prefers communication via email to JudgeGenovesiRemote@nycourts.gov.

2) Appearances and Adjournments

- If an interpreter is required for a conference, motion, trial, or other appearance, please advise chambers at least one week in advance.
- If counsel will be delayed in arrival for a scheduled appearance, then counsel shall immediately notify both opposing counsel and the courtroom clerk.
- Parties who have appeared for a conference or motion may leave the courtroom if they check in with the courtroom clerk and provide their cellphone number.
- Parties are permitted to adjourn twice on consent. After the second adjournment, the Court will only adjourn for cause.
- Adjournments will only be considered upon a stipulation signed by all parties. A copy of the stipulation to adjourn must be emailed to the Part email.

3) **Conferences**

- Conferences shall be held on Tuesdays at 9:30 AM unless otherwise directed by the Court.
- Upon request, the Court will consider holding conferences remotely.

4) **Motions**

- Motions shall be heard on Wednesdays at 9:30 AM unless otherwise directed by the Court. Motions noticed in error shall be administratively rescheduled and calendared for the next available date.
- Foreclosure motions do not require an appearance unless otherwise directed by the Court. All other motions require an in-person appearance. Do not call chambers or the courtroom clerk to confirm that you need to appear.
- Foreclosure motions must include a copy of a proposed order resembling the sample orders found at <https://ww2.nycourts.gov/COURTS/10JD/nassau/foreclosureforms.shtml>.
- If a party wishes to withdraw a motion, the party must file a notice of withdrawal in the NYSCEF system and email a courtesy copy to the Part email.
- If the parties have resolved a motion or a case has been settled, the parties must file a fully executed stipulation of settlement or a stipulation of discontinuance in the NYSCEF system and email a copy to the Part email.
- Upon request, the Court will consider hearing motions via remote conference.

5) **Orders to Show Cause**

- All orders to show cause and notices of motion shall include the email addresses of all counsel and/or parties.

6) Trials

- A pre-trial conference shall be held prior to the commencement of all trials.
- At dates determined at the pre-trial conference, Counsel shall provide the Court with:
 - Copies of EBTs, Interrogatories, and Bills of Particulars to be used at trial in binders;
 - A list of all exhibits pre-marked in the order in which they shall be introduced at trial;
 - Marked pleadings;
 - A list of potential witnesses they intend to call at trial, including expert witnesses, the date they intend to call each witness, and the estimated length of their testimony; and
 - Proposed jury charges and proposed verdict sheets.
- Any potential evidentiary questions, procedural or substantive law matter not previously adjudicated shall be brought to the Court's attention by *motion in limine*.