

**HON. ROY S. MAHON**  
Supreme Court, Nassau County  
100 Supreme Court Drive  
Mineola, New York 11501  
Principal Law Clerk: Peter S. Williams  
Secretary: Penny Alfano

Phone: (516) 493-3215  
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Courtroom: (516) 493-3218

**IAS PART 3 - PART RULES**

**Motions**

- The Court's motion calendar is Monday through Friday at 9:30 am.
- Motions are on submission only.
- Unless directed by the Court, there is no oral argument of motions.
- In the event that there are multiple motions in the same action, all motions shall be calendared for the same day and if not, the Court's Courtroom Clerk shall place them together on the same day.
- Summary Judgment Motions shall be brought within 120 days of the filing of the Note of Issue.
- In the event that a Motion is E-filed, the respective parties shall provide "hard copies" to the Court. In the absence of hard copies, the motion will not be considered.

**Motion Adjournments**

- Adjournment of motions will be granted only if there is consent of all parties.
- Motions may be adjourned by letter faxed to the Court's Chambers copied to all parties that contains the new adjourned date.
- The Court will adjourn a motion only when the faxed request is received.
- The correspondence shall contain the Index Number of the action and the original return date.
- Requests to adjourn a motion shall be faxed to the Court's Chambers before 4:00 pm on the preceding business day.
- Letters received after the original return date will not be honored and an aggrieved party shall address the issue via motion.
- In the event that the parties can not agree on an adjournment, the party requesting the adjournment shall set up a conference call with all parties to the Court's Chambers.

### **Preliminary Conferences**

- All issues related to Preliminary Conferences should be addressed to the Clerks office at 516-493-3120 and not to Chambers.

### **Conferences**

- The Court conducts conferences Monday thru Friday beginning at 9:30 am.
- Any request to adjourn a conference on consent shall be made by letter faxed to the Court's Chambers before 4:00 pm on the preceding business day.
- The correspondence shall indicate the reason for the adjournment and the adjourn date.
- When the Court is in session, when a conference is ready with all parties, the parties shall contact Chambers.

### **Note of Issue**

- A Note of Issue shall be filed within 90 days of the Court's Certification Order.

### **Electronic Filing**

- The respective parties shall supply the Court with "hard copies" of motions that are E-filed.