

**HON. PHIL SOLAGES, A.J.S.C.
SUPREME COURT, NASSAU COUNTY
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501**

PART 33 RULES AND PROCEDURES

Principal Law Clerk: *Cristina B. Martinez, Esq.*
Secretary: *Nicole Cudjoe*
Part Clerk: *Alberta Ippolito*
Courtroom Telephone: *(516) 493-3274*
Chambers Telephone: *(516) 493-3152*
E-mail: JudgeSolagesRemote@nycourts.gov

1. INQUIRIES

- a. The court will not respond to emails not copied to all parties.
- b. All inquiries regarding a case or calendar status should, in the first instance, be made to the Part Clerk at (516) 493-3274.

2. MOTIONS

- a. All motions shall be made returnable on a Monday. Motions are on submission unless the Court directs otherwise.
- b. Motions may be withdrawn by the filing of a signed stipulation on NYSCEF, along with an e-mail to chambers at JudgeSolagesRemote@nycourts.gov. If a matter is settled or discontinued, the movant shall immediately notify chambers via email prior to the return date of the motion, and a stipulation of discontinuance shall follow as soon as practicable.
- c. **Discovery Motions:** Prior to filing a discovery motion or requesting a conference with the Court, the movant shall confer with counsel for the opposing party “in a good faith effort to resolve all disputes about

disclosure” (22 NYCRR § 202.20-f[b]). If, after such effort, the parties are unable to resolve their dispute, they shall e-mail the Court to schedule a conference. There shall be no submitted discovery motions in the absence of a conference. All discovery motions shall contain an affirmation of good faith in accordance with 22 NYCRR § 202.7.

- d. **Summary Judgment Motions:** Motions for summary judgment shall be made no later than 90 days after the filing of the note of issue.

3. CONFERENCES

- a. **Preliminary Conferences:** All inquiries regarding Preliminary Conferences shall be directed to the Preliminary Conference Part, not chambers. Discovery deadlines set forth in the Preliminary Conference order shall not be extended without prior court approval.
- b. **Compliance, Settlement, and Certification Conferences:** All conferences are in person and shall be conducted in the courtroom beginning at 9:30 a.m. on Tuesdays, Wednesdays, and Thursdays. Settlement conferences require the attendance of attorneys with authority to settle the matter on behalf of their client.

4. ADJOURNMENTS

- a. **Motions:** Motions may be adjourned twice on consent of the parties or upon application to the Court. For adjournments on consent, the parties are directed to file a signed stipulation through NYSCEF and email a courtesy copy to JudgeSolagesRemote@nycourts.gov no later than two business days before the return date of the motion. Any further adjournments must be made by application to the Court upon a showing of good cause. If an adjournment request is opposed, counsel shall contact chambers at least two business days prior to the return date of the motion for a ruling.
- b. **Conferences:** Conferences may be adjourned upon consent of all parties and prior court approval. Requests for adjournments shall be

made by e-mail to JudgeSolagesRemote@nycourts.gov no later than 3:00 p.m. of the business day preceding the conference.

5. TRIALS

- a. A trial conference with the Court shall be held prior to the commencement of all trials.
- b. **Motions In Limine**: Motions *in limine* shall be made prior to trial at the trial conference or as soon as practicable.
- c. **Marked Pleadings**: Marked pleadings shall be submitted prior to trial at the trial conference.
- d. **Requests to Charge, Contentions, and Proposed Verdict Sheets**: All requests to charge, contentions, and proposed verdict sheets shall be submitted to the Court prior to trial at the trial conference.
- e. **Exhibits**: All exhibits shall be premarked for identification.