

**IAS PART 6 and REGIONAL CHILD VICTIMS ACT PART
NINTH & TENTH JUDICIAL DISTRICTS
PART RULES & PROCEDURES – updated November 3, 2025**

Justice: HON. LEONARD D. STEINMAN
Principal Law Clerk: DANIELLE M. MEDEIROS, ESQ.
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These rules are in addition to the Uniform Rules for the New York State Trial Courts.

I. COMMUNICATIONS WITH CHAMBERS

- A. All communications with chambers shall be made via email to JudgeSteinmanRemote@nycourts.gov. All written communications with chambers must include the county, index number, title of the action, full names of the parties, and the date the matter is next on the court’s calendar. All parties must be copied on communications sent to the court. *Ex parte* written communications will be disregarded.
- B. Telephone Calls. Telephone calls to the court should generally be reserved for urgent matters. For the resolution of disputes, parties should email chambers a completed conference request form that can be found attached hereto.
- C. Faxes. Faxes are not permitted for any purposes and will not be read.
- D. Communications between counsel should not be sent to the court. Copies of communications between counsel that are received by the court will be disregarded and will not be placed in the court’s files.
- E. Conferences. A party may request a conference with the court at any time by completing the Conference Request Form that can be found attached hereto and submitting such form to chambers via email. Contact information of **all** parties shall be included on the Conference Request Form.

II. REQUESTS FOR ADJOURNMENTS

- A. The court must approve all adjournments of court appearances, court-ordered deadlines (including Preliminary Conference Order deadlines), and motions. All

parties must confer and consent to an adjournment request prior to the request being submitted to the court.

- B. Applications on consent are to be made using the Request for Adjournment Form. The Request for Adjournment Form is to be filled out completely and emailed to JudgeSteinmanRemote@nycourts.gov. Applications must be made **no later than 3:00 p.m.** on the day preceding the scheduled conference or motion. Untimely applications will be disregarded.
- C. Absent extraordinary circumstances, adjournment requests that are left on the chambers' answering machine will be disregarded.
- D. If all parties do not consent to the adjournment, a timely application shall be made by conference call with all counsel **no later than 3:00 p.m.** on the day preceding the scheduled conference or the motion. No adjournment requests will be entertained without all counsel participating on the conference call. If the adjournment is approved, a letter must immediately be filed via NYSECF. If an adjournment dispute cannot be resolved by telephone conference, the application shall be made personally before the court on the return date.
- E. A request to adjourn a matter for more than 30 days must contain a detailed explanation of the reason for the extended time period.

III. DISCOVERY ADJOURNMENTS, DISPUTES AND PRE-MOTION PROCEDURES

- A. Dates contained in the Preliminary Conference Order, Discovery Order, or Stipulation So Ordered by the court may not be adjourned or extended without prior court approval.
- B. Except in an emergency situation or where an affirmation is submitted demonstrating that there will be significant prejudice to the moving party by giving notice, prior to alerting the court of a discovery dispute, the moving party is required to serve a written notice to the opposing party of the intention to write to the court for leave to file a motion. The written notice must indicate the relief that will be sought and the basis for such relief, together with the exchanged correspondence.
- C. The non-moving party is required to respond in writing to the moving party within 48 business hours of receipt of the written notice from the moving party.

- D. Absent emergency, prior to making or filing any **discovery-related motions**, including a motion to vacate the note of issue, counsel for the moving party shall request a pre-motion conference by emailing to chambers a completed conference request form. The court will then determine whether a pre-motion conference will be held to discuss the issues involved and possible resolution. A request for a pre-motion conference tolls all related filing deadlines.
- E. Pursuant to CPLR 3214(b), service of a Notice of Motion under Rules 3211, 3212 or 3213 shall **NOT** stay disclosure pending determination of that motion, unless otherwise ordered by the court.

IV. ALL MOTIONS (Motions not consistent with these rules may be rejected)

- A. Motions may be made returnable on any weekday. The parties should indicate whether oral argument is requested. If the court determines that oral argument will be held (whether or not oral argument has been requested), the parties will be notified.
- B. Appearances of counsel and parties are **not** required on the motion return date including those brought by Order to Show Cause, unless the court directs otherwise.
- C. The court does NOT accept working copies or hard copies of motion papers or opposition papers.
- D. Exhibits are to be separately filed and clearly marked with a description.
- E. **Summary Judgment Motions:** Unless otherwise ordered, motions for summary judgment shall be filed no more than 60 days after the filing of a note of issue. The court requires the filing of a separate Statement of Material Facts and a response to same. The statement should be short and concise, in numbered paragraphs, of the material facts which the moving party contends there is no genuine issue to be tried. The statement should not contain facts that are not pertinent to the disposition of the motion. Each statement of material fact must be followed by citation to evidence submitted in support or opposition to the motion.

V. SUBMISSION OF ORDERS AND JUDGMENTS

- A. Counsel should not mail or submit proposed orders or judgments directly to chambers. Such documents are to be appropriately labeled and filed via NYSCEF.

VI. COURT APPEARANCES

- A. All conferences require in-person appearances unless the court instructs otherwise.
- B. All parties are expected to be prompt for their scheduled appearance.
- C. At the time of the appearance, the Law Clerk and/or Judge must be informed of any pending motion(s) and/or upcoming submission dates.
- D. All appearances shall be made by attorneys with knowledge of the facts and vested with authority to enter into stipulations and/or dispositions which bind their respective clients. (See § 202.1(f) of the Uniform Civil Rules for the Supreme Court and County Court). The failure to comply with this rule or the failure to appear in a timely fashion may subject counsel to one or more of the sanctions authorized by 22 NYCRR §202.27 and/or 22 NYCRR Part 130-2.

VII. TRIAL RULES: APPLICABLE TO ALL TRIALS AND HEARINGS

- A. If deposition transcripts are to be utilized, a complete copy of that deposition transcript should be made available to the court at trial. The parties must separately provide to the court those portions of the testimony to be offered into evidence on a party's case-in-chief.
- B. Parties are to have copies for their adversaries of all exhibits which are expected to be introduced into evidence. The court requires that exhibits be marked prior to trial.
- C. The plaintiff must have available for the court any and all of the following:
 - i. relevant orders issued by another court;
 - ii. any order of this court in the action;
 - iii. any relevant "so-ordered" stipulation of this court, as well as any transcripts of stipulations read into the record in open court during the pendency of the action; and
 - iv. any stipulation or agreement relating to material issues in this action.
- D. Objections should be stated without argument, except to simply state the ground(s) for the objection (e.g., hearsay, relevance, etc.) If further argument is appropriate, it will be invited by the court.