

**HONORABLE MARGARET C. REILLY**  
**SUPREME COURT JUSTICE**  
**TRIAL\IAS PART 27**  
**PART RULES AND PROCEDURES**

Supreme Court Justice: Honorable Margaret C. Reilly  
Principal Law Clerk: Kathryn D. Hopkins, Esq.  
Judicial Secretary: Lori Muscarella  
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Courtroom Telephone: (516) 493-3175

1. Orders to Show Cause: Any Order to Show Cause seeking Injunctive Relief, including a Stay or TRO, must be made in accordance with 22 NYCRR 202.7(f). Counsel/Party must E-file their papers in accordance with the Court Rules. If the case is a paper case, they must comply with the directives of the Court Information Center which is located on the Second Floor of the Supreme Court in the Library. Applicants must provide at least 24 Hours Notice of the Date and Time of the Application to all interested parties and furnish proof to the Court in NYSCEF, or, for a paper case, comply with the directives of the Court Information Center prior to the Application being considered by the Court. The Order to Show Cause Department will review the papers prior to submitting them to the Court.
2. Conferences (Compliance, Status and Settlement Conferences):

All Counsel and/or Parties appearing for a Conference shall be knowledgeable and familiar with the case and report to the Second Floor Courtroom at the time directed. The Default time is 9:30 a.m. All Counsel and Parties appearing must fill out a Notice of Appearance Form with the Clerk of the Part.

All appearances are **in person**. The New York State Unified Court System has an online Request Form that Court users can use to request a Virtual Accommodation for a Disability. The form is accessed via the Unified Court System's Public ADA web page.

Please advise the Court at least seven (7) days in advance of a Conference/Courtroom Proceeding if an Interpreter or Resources for the Hearing Impaired are necessary.

If an Attorney or Litigant who is scheduled to appear is actively engaged in another Court proceeding, they must file in NYSCEF and E-mail an Affirmation/Affidavit of Actual Engagement prior to the Court Proceeding or Conference.

**Failure to Appear at a scheduled Calendar Call or Conference may result in a Default pursuant to 22 NYCRR 202.27 and/or CPLR 3215.**

A. Conference Request: If you wish to request a Conference in a pending proceeding, please file your request in NYSCEF and E-mail same to Chambers.

All requests shall explain the need for the Conference and be served on ALL parties.

B. Adjournments: Requests for Adjournments must be filed in NYSCEF and E-mailed to Chambers. Please submit a Stipulation or letter no later than 2:00 p.m. on the business day prior to the Conference, Motion or Calendar date. The Court will consider granting such requests upon Good Cause shown and the consent of all parties. A proposed date/dates certain, consented to by all parties, must be provided at the time the Adjournment is sought. **There are no adjournments without prior Court approval.**

C. Preliminary Conferences: Preliminary Conferences are conducted on the Lower Level of the Court. You must follow the Court Rules for same.

3. Urgent Matters: A matter will not be deemed Urgent unless an Affidavit/Affirmation of Urgency is filed. The filing may occur at any point during the pendency of the proceeding.
4. Motions: Motions may be returnable any business day at 9:30 a.m. There is no Oral Argument and the Motions shall be accepted on Submission Only unless directed otherwise and with the exception of Disclosure Motions (see "C." below). Your papers must be E-Filed unless the case is a Paper case. Courtesy copies are not required.

A. Adjournments: Requests to Adjourn a Motion must be E-filed in NYSCEF and E-mailed. The Court will consider granting such requests upon Good Cause shown and with consent of ALL parties. A date certain consented to by all parties must be requested at the time the Adjournment is sought.

Where consent of all parties cannot be obtained, the party requesting the Adjournment may file in NYSCEF and E-mail Chambers requesting a Conference Call with the Principal Law Clerk relative to the Adjournment Request.

If an Appearance is scheduled while a Fully Submitted Dispositive Motion is pending before the Court, the Movant may file in NYSCEF and submit an E-mail request to adjourn the Conference.

B. Withdrawn Motion: If a Motion is Withdrawn, the Moving Party must file a letter or Stipulation in NYSCEF, as well as E-mail the Court.

C. Disclosure Motions: Parties are reminded that any dispute arising out of disclosure requires the parties to exercise diligent Good Faith efforts to resolve the issue prior to engaging in Motion practice. A failure to set forth such efforts may result in Summary Denial of the Motion. It is the policy of this Court to make itself available to resolve disputes related to Pre-Trial Disclosure. Therefore, if a dispute over Disclosure arises that cannot be resolved by the parties own diligent, Good Faith efforts, the aggrieved party may request that a Conference be scheduled prior to Submission.

5. Proposed Orders: All proposed Orders are to be submitted with Notice of Settlement on at least 10 Days Notice.

6. Communication with Chambers: The Court will not accept *ex parte* communications on any substantive issue.

7. Disposition of Cases: If a pending action has been Settled, Counsel or the parties, if self-represented, shall file in NYSCEF and E-mail Chambers that the matter has been settled prior to the next Conference date and upload any Settlement Documents to NYSCEF with due diligence.

8. Other Rules:

A. All physical papers filed with the Court shall be Single-Sided. The Court reserves the right to Reject any filing that is Double-Sided.

B. Email Address: All Court filed papers, other Pleadings and Notices of Appearance must contain a valid E-mail address for the Attorney of Record or Self-Represented Litigant.

C. Judicial *Subpoenas*: Any proposed Judicial *Subpoenas* must include an Affirmation in Support of same and include any Applicable Law.

D. Alternative Dispute Resolution (“ADR”): All Disputed Matters may be referred to ADR or Mediation. Settlement Conferences are an integral part of the Court’s ADR Program.