

Civil Term - Part Rules, Part 14, Courtroom 5001

Justice Elliot
Part 14
Courtroom 5001
(718) 298-1118
QSCPART14@nycourts.gov

All inquiries as to case or calendar status are to be made to the appropriate clerk's office.

IAS Motion Support Office (718) 298-1009
Ex Parte Support Office (718) 298-1018
Trial Scheduling Part (718) 298-1048
DCM Clerk's Office (718) 298-1140

Preliminary Conferences

A preliminary conference shall be scheduled (1) automatically by the court within 45 days after filing a Request for Judicial Intervention, pursuant to 22 NYCRR 202.12(b); or (2) upon filing a written Request for a Preliminary Conference with the Clerk's Office, Room 140, in compliance with 22 NYCRR 202.12(a); or (3) an appropriate notice is filed in malpractice or certiorari cases pursuant to 22 NYCRR 202.56 and 202.60; or (4) automatically by the court pursuant to 22 NYCRR 202.12(j).

Until further notice, PC Orders are being automatically issued without the necessity of an appearance; however, please refer to specific rules of the PC Part, which can be found here:

[Preliminary Conference Part](#)

Compliance Conference

Compliance conferences shall be held on the date scheduled in the Preliminary Conference Stipulation and Order. Conferences shall be held before either Justice Mojgan Lancman or Justice Tracy Catapano-Fox. Note that there are no in-person appearances at this time. Please refer to the specific rules of the Compliance Part, which can be found here: [Compliance Conference Part Memo](#)

Motion Practice

The Motion Calendar will be called every *TUESDAY* at 10:00 A.M. *PROMPTLY* and motions shall be noticed accordingly. No courtesy copies to chambers will be accepted. E-filed motions must comply with 22 NYCRR 202.5-b.

Until further notice, there shall be no in-person appearances at the calendar call. At least two business days prior to the return date of a motion, the movant shall email to QSCPART14@nycourts.gov a motion submission form, which can be found on the court's website. Adjournment requests can be made via the form. If an adjournment is on consent, a fully executed stipulation to that effect shall be e-filed. Working copies are not being accepted at this time. Non-e-filed cases are also not being submitted at this time. The parties are encouraged to convert such cases to e-filing prior to engaging in motion practice so that applications can be heard promptly. There shall be no virtual appearances unless ordered by the court, which shall be held via Microsoft Teams.

Oral argument will be entertained only in the court's discretion.

The court will not consider papers sent to Chambers or the Part after submission absent stipulation of all parties to be submitted promptly thereafter, and within the court's discretion.

The court further directs that any attorney appearing on a case for any purpose must be familiar with the case, ready and authorized to resolve any and all issues.

Trials

All counsel must submit to the court, prior to the commencement of trial, marked pleadings, a copy of the bill of particulars, a witness list, an exhibit list, proposed jury instructions and a proposed verdict sheet. Further, a party intending to use deposition transcripts must furnish a copy to the court. The court may preclude the use of transcripts of deposition testimony which are not provided to the court.

Motions in limine - On the first appearance in the Part for trial, any party intending to make a motion in limine shall submit a brief written affirmation setting forth the nature of the application and any supporting statutory or case law. The party shall furnish the court with an original and one copy and provide counsel for all parties with a copy.

No adjournments or delays during trial will be accepted unless exigent circumstances exist.

***Please refer to the court's Virtual Bench Trial Protocols and Procedures, which can be found here:**

[summary-bench-trials-11-jd-queens-civil-supreme-31086](#)

Settlements and Discontinuances

If an action is settled, discontinued or otherwise disposed of, counsel shall immediately inform the court by submission of a copy of the stipulation or a letter directed to the Clerk of the Part. All Stipulations of Discontinuances must be accompanied by proof of filing with the County Clerk and payment of the appropriate fee. [CPLR § 8020(d)(1)].

[Alternative Dispute Resolution \(ADR\)](#)

ADR Coordinator Contact is Linda Dardis, Esq. Email is gscadr@nycourts.gov