

Part 2 – Rules, Practices and Procedures

JUSTICE CASSANDRA A. JOHNSON

Supreme Court of the State of New York
Queens County – Civil Term
25-10 Court Square, Long Island City NY 11101
Part 2, Courtroom 106

Principal Law Clerk: Ting yan Wu, Esq. (Becky)
Assistant Law Clerk: TBD
Part Clerk: Leslie Berrian

Chambers: (718) 298-1184
Courtroom: (718) 298-1054
Part 2 Email: QSCPart2@nycourts.gov

IAS Motion Support Office: (718) 298-1009
Ex Parte Office: (718) 298-1018
Trial Scheduling Part: (718) 298-1048
Matrimonial Office: (718) 298-1221

GENERAL

1. Please be familiar with the [Uniform Civil Rules for the Supreme Court and County Court \(22 NYCRR\) Part 202](#).
2. Please notify the Court, especially when a motion is pending, if the action has been settled, discontinued, stayed due to bankruptcy, death of a party or military service, and/or the motion has been resolved with the submission of an appropriate letter/notice via e-filing and email to QSCPart2@nycourts.gov. All parties and their counsel must be copied on any correspondence to the Court.
3. All motions shall be e-filed. Justice Johnson does not accept working copies of motions or documents. DO NOT MAIL OR EMAIL COURTESY COPIES OF PAPERS as they will be discarded.
4. To request an interpreter, please notify the Court in advance of the trial or other court appearance.
5. For the most up-to-date information concerning the handling of matters before the 11th Judicial District Civil Term (Queens Supreme Court), please refer to the [Queens Supreme Court, Civil Term homepage](#).

COMMUNICATIONS WITH PART 2 AND CHAMBERS

1. Please be advised that Justice Johnson, her Principal Law Clerk, Assistant Law Clerk and Part Clerk cannot engage in *ex parte* or one-sided communications. **Any communications with Chambers must include all parties.**
2. All questions regarding motions, adjournments, calendar calls, scheduling or other inquiries must be made by email to QSCPart2@nycourts.gov. The subject of the email shall indicate its purpose, to ensure proper receipt within Chambers. In addition, email correspondences must include identifying information such as index number, caption, and a clear indication of which party the writer represents.
3. Chambers will not accept any telephone inquiries concerning motions or applications. Any inquiries shall be addressed to the Part Clerk by telephone at (718) 298-1054 or email at QSCPart2@nycourts.gov.
4. Letters, documents, papers, mail or facsimile to the Part or Chambers is prohibited unless expressly permitted by the Rules herein or by prior approval of the Court.

ELECTRONIC FILING

1. All cases in Part 2 are required to be e-filed through the New York State Courts E-Filing (NYSCEF) system. This can be done at commencement of the case or by conversion after commencement without the E-Filing system. Attorneys shall be familiar with [NYSCEF procedures](#) and [e-filing rules](#). Please refer to [A/O-115-20](#).
2. The tracking service “e-Track” enables parties to track active Civil Supreme Court cases and to receive notice of scheduled appearances. Parties and/or their counsel must be registered for the e-Track service for all Part 2 cases. To register or log-in, please visit the [e-Track login](#).
3. Please do not send to the Part courtesy copies of any documents that were e-filed, other than a Stipulation with a request that it be “So-Ordered.” Requests to so-order a Stipulation must be e-filed and sent by email to QSCPart2@nycourts.gov.
4. All orders and judgments submitted pursuant to a memorandum decision issued by this Court must be submitted, in hard copy form, to the Motion Support Office or in accordance with the rules of the Motion Support Office.

MOTION PRACTICE

1. All motions shall be made returnable and heard on Wednesdays at 9:30 a.m.
2. For a motion to be marked fully submitted, a [Motion Submission Form](#) must be submitted on notice to all appearing parties no later than two (2) business days [forty-eight (48) business hours] prior to the calendared date and time by email to QSCPart2@nycourts.gov.
3. **Commencing March 6, 2024, virtual appearances will be required for all motions until further notice.**

- **The Part 2 Teams Link is: [Part 2 - Motion Calendar Call Teams Link](#)**

4. Motions may be adjourned on consent provided a written stipulation of all parties is submitted to the Part Clerk no later than two (2) business days [forty-eight (48) business hours] prior to the calendar date and time by email at QSCPart2@nycourts.gov. All stipulations must be fully executed by all parties consenting to the adjournment.
5. Applications for an adjournment made less than two (2) business days prior to the scheduled date will be denied, except for a reason pursuant to [Rules of Chief Administrative Judge](#)

[Section 125.1](#), medical emergency, other exigent circumstance or unavailability of the Court. All adjournments are subject to final approval of the Judge. Counsel or self-represented litigants are required to confirm all adjournment requests prior to the scheduled court date via email to QSCPart2@nycourts.gov.

6. Any adjournments granted will not be reflected on e-courts until after the original return date.
7. Absent extenuating circumstances, consent adjournments shall be limited to two (2). Thereafter, the parties must contact the Part Clerk via email at QSCPart2@nycourts.gov to seek any further adjournments.
8. The Court will not consider papers/correspondence e-filed or sent to Chambers, or to the Part, after submission of the motion or cross-motion without prior consent of the Court.
9. The Court may administratively adjourn any application or motion noticed for a holiday or a day on which the Part is closed. The adjourned date will be available on e-courts.
10. The time for service of opposition and reply shall be in accordance with CPLR 2214.
11. A sur-reply is not permitted without prior consent of the Court.
12. All motion papers submitted to the Court shall be in compliance with [Uniform Civil Rules for the Supreme Court and County Court \(22 NYCRR\) Part 202](#); notably, 22 NYCRR 202.8-b (Length of Papers) and 202.8-g (Motions for Summary Judgment; Statements of Material Facts).

CONFERENCES AND DISCOVERY DISPUTES

1. Conferences are only held virtually on Microsoft Teams at the discretion of the Court. To request a virtual conference, the parties may send an email to QSCPart2@nycourts.gov with a copy to all parties. Note that conferences are for the sole purpose of exploring settlement or resolution, including discovery disputes, provided the parties have already had a Preliminary Conference and Compliance Conference. In addition, the Court does not conduct conferences prior to the submission of a motion.
2. Appearing counsel MUST be fully familiar with the matter(s) in dispute and have authority to bind their client(s) at the conference.
3. Parties shall be prepared to stipulate to all discovery related motions.
4. Part 2 does not hold Preliminary or Compliance Conferences; these conferences are held in separate Court Parts. Any questions regarding these conferences and orders must be directed to the respective Parts.
 - [Preliminary Conferences and Case Scheduling Orders Information](#)
 - [Compliance Conference Part Information](#)

TRIALS

1. Upon assignment to Part 2, counsel and self-represented litigants appearing for trial must be familiar with the case, ready, and authorized to participate in settlement discussions and/or proceed to trial.
2. Prior to commencement of trial, counsel and self-represented litigants must submit to the Court:
 - Marked Pleadings
 - Copy of the Bill of Particulars
 - Witness List
 - Exhibit List
 - Proposed Jury Instructions and Proposed Verdict Sheet

3. Counsel and self-represented litigants must provide deposition transcripts if any part of the deposition is to be read into evidence.
4. All trial exhibits shall be pre-marked for identification, and where possible, parties shall stipulate to the admissibility of all clearly admissible documents and records.
5. Counsel and self-represented litigants must know the availability of all witnesses that they intend to call during the trial.
6. **Motions in Limine:** Any party intending to make a motion *in limine* shall inform the Court at the first appearance in the Part. The motion shall include a brief written affirmation setting forth the nature of the application together with any supporting statutory or case law. The moving party shall furnish the original to the Court and a copy for each party. Opposition thereto should be in writing and the timeframe to do so will be at the discretion of the Court.
7. The trial will be conducted on a continuous daily basis until its conclusion. Tort actions are generally bifurcated. The Court expects that any trial on damages will follow immediately after a verdict in favor of liability.
8. No adjournments or delays during trial will be accepted absent exigent circumstances.
9. **Summary Jury Trials:** Rules, Procedures and a Sample Stipulation may be found through this link [11th JD Civil Term, Queens Supreme - Summary Jury Trial Information](#)
10. **Summary Bench Trials:** Rules, Procedures and a Sample Stipulation may be found through this link [11th JD Civil Term, Queens Supreme - Summary Bench Trial Information](#)

ALTERNATIVE DISPUTE RESOLUTION (ADR)

1. If, at any point, the parties decide that they would benefit from the ADR program, they should write a joint letter to the Court asking to be referred to ADR. In that letter, they should state whether they prefer discovery be stayed or continued during the ADR process.
2. The Court may also order parties to the ADR program without the parties' request or consent.
3. For more information regarding the ADR program, please contact the ADR Coordinator, Linda Dardis, Esq. at qscadr@nycourts.gov, or visit [11th JD Civil Term, Queens Supreme - Alternative Dispute Resolution Program](#)

SUBPOENAS

A party seeking to have a subpoena signed must submit the subpoena, with a brief affirmation of explanation, to the Part email at QSCPart2@nycourts.gov.

INFANT COMPROMISE ORDERS

Applications for Infant Compromise Orders shall be made pursuant to CPLR 1207(a) and shall be supported by the documentation required under CPLR 1208 and 22 NYCRR § 202.67. All applications shall be accompanied by a completed [Checklist](#) to ensure its supported by the necessary information and documentation. Applications submitted without the appropriate information and documentation will be denied. Infant compromise hearings will be scheduled by the Court, and the parties will be notified of the hearing date by email. The infant and the infant's guardian MUST appear at the hearing.

UNCONTESTED MATRIMONIAL MATTERS

After review, if any corrective action or additional documents are required, the plaintiff or their counsel will be notified through email, mail or NYSCEF. The response must be received by the

Part Clerk or Chambers in accordance with the requirements and dates set forth in the letter, memorandum, or order directing same.

Effective: January 31, 2024