

**PART 23 – RULES, PRACTICES, AND PROCEDURES**

**JUSTICE KARINA E. ALOMAR**

**Supreme Court of the State of New York, Civil Term  
25-10 Court Street, Long Island City, New York 11101  
Part 23 Email: [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov)  
Part 23 Telephone No.: (718) 298-1838**

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Presiding Justice: Hon. Karina E. Alomar  
Principal Law Clerk: Ms. Jill Posner, Esq.  
Chambers Secretary: Ms. Stephanie Encarnacion  
Part Clerk: Ms. Wanda Harris

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

**GENERAL**

1. All questions regarding motions, adjournments, calendar calls, and scheduling should be made via email at [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov) and NOT to chambers.
2. Please notify the Court, especially while a motion is pending before Justice Alomar, if the action has been settled, discontinued, and/or the motion has been resolved please inform the Court via email at [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov), with a cc to ALL parties.
3. Part 23 is entirely an e-filing part. Justice Alomar does not accept working copies of motions/documents. DO NOT MAIL IN ANY COURTESY COPY OF PAPERS as they will be discarded.
4. For the most up-to-date information concerning the handling of matters before the 11<sup>th</sup> Judicial District Civil Term (Queens Supreme Court), please refer to: <http://ww2.nycourts.gov/courts/11jd/supreme/civilterm/index.shtml>

**COMMUNICATIONS WITH PART 23 AND CHAMBERS**

1. Counsel and litigants (represented or self-represented) are advised that Justice Alomar, her Law Clerk, Law Secretary, and Part Clerk may not engage in any *ex parte* communications.

2. Absolutely no telephone inquiries concerning motions or applications may be made to chambers, such inquiries or concerns shall be addressed to the Part Clerk via email [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov).
3. Do not send any letters, documents, papers, mail, or facsimile unless expressly permitted by these Practice Rules or by prior approval of the Court to the part or chambers
4. **Any and all communications with chambers shall include all parties.**

## **ELECTRONIC FILING**

1. All cases in Part 23 are required to be electronically filed through the New York State Courts E-Filing (NYSCEF) system. Attorneys are expected to familiarize themselves with NYSCEF procedures at <http://iapps.courts.state.ny.us/nyscef/Login>. For more information on e-filing rules, parties may also visit: <http://www.nycourts.gov/courts/1jd/supctmanh/e-filing.shtml>.
2. “eTrack” is a case tracking service that 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 eTrack service for all Part 23 cases. To register or log-in, please visit: <http://iapps.courts.state.ny.us/webcivil/etrackLogin>.
3. Please do not send courtesy copies of any documents that were e-filed, with the following exception: Documents requiring Justice Alomar’s signature, including proposed orders and stipulations, must be e-filed with NYSCEF and sent via email to [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov).

## **ORDERS TO SHOW CAUSE and EMERGENCY/ESSENTIAL APPLICATIONS**

1. An Emergency Judge is available remotely in the Queens County Civil Court building, Courtrooms 301 and 302, located at 89-17 Sutphin Boulevard, Jamaica, NY 11435 to hear emergency/essential applications. The application must be accompanied by a separate “Emergency Affidavit” which does not pray for the underlying relief requested but rather addresses:
  - i. why the application must be entertained forthwith, and
  - ii. why the application could not have been brought to the court’s attention earlier
2. Filing parties are advised to consult Uniform Rules for the New York State Trial Courts 202.7(f) concerning notification.
3. For up-to-date information regarding Orders to Show Cause and *Ex-parte* Orders visit <http://ww2.nycourts.gov/courts/11jd/supreme/civilterm/exparte.shtml>

## MOTION CALENDAR CONFERENCES

1. Before resorting to motion practice, parties are strongly encouraged to schedule a virtual conference with the Court to resolve any ongoing non-dispositive or ancillary disputes, e.g. discovery disputes. Counsel **MUST** be fully familiar with the matter in dispute and must have authority to bind their clients at the conference.
2. This rule does not apply to applications for counsel to be relieved, or to dispositive motions, such as summary judgment motions.

## MOTION CALENDAR

1. **All motions shall be made returnable and heard on Thursdays at 10:00 a.m. The motion calendar will be on submission only.** Appearance is not required, nor are working copies required.
2. The movant and/or cross-movant will be required to **submit a Motion Submission Form** [https://www.nycourts.gov/LegacyPDFS/COURTS/11jd/supreme/civilterm/motion\\_submission\\_form.pdf](https://www.nycourts.gov/LegacyPDFS/COURTS/11jd/supreme/civilterm/motion_submission_form.pdf) by email to [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov) **no later than two (2) business days [forty-eight (48) business hours] prior to the calendared date and time.**
3. Any requests for an adjournment, see adjournment section below.
4. Stipulations regarding pending motions must be e-filed at least two (2) business days [forty-eight (48) business hours] prior to the calendared date and time.
5. The Court, upon its discretion, shall schedule oral arguments after submission of the motions. Any requests for oral argument must be indicated on the Motion Submission Form and will be held virtually via Microsoft TEAMS.
6. All motion papers submitted to the Court shall be in compliance with 22 NYCRR §202.5. In addition to the requirements of 22 NYCRR §202.5, all pages and paragraphs are to be numbered and must include the email address of all parties. **FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS SECTION MAY RESULT IN THE REJECTION OF THE NONCOMPLIANT SUBMISSION.**
7. The Court will not consider papers e-filed or sent to chambers, or to the Part, after submission of the motion or cross motion(s) without prior consent of the Court.

## ADJOURNMENTS OF MOTIONS

1. 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 via email at [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov) . All stipulations must be fully executed by all parties consenting to the adjournment date.

2. Applications for adjournments 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 Rule 125.1, medical emergency, other exigent circumstance or unavailability of the Court. All adjournments are subject to final approval by the Judge in advance of a scheduled Court appearance as per this Part's Rules. Counsel or parties are required to confirm all adjournment requests prior to the scheduled court date via email to [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov).
3. Absent extenuating circumstances, consent adjournments shall be limited to **one (1)**. Thereafter, the parties **MUST** contact the Part Clerk via email at [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov) if seeking any further adjournments.

## CONFERENCES AND DISCOVERY DISPUTES

1. At this time all conferences will be conducted virtually via Microsoft TEAMS. The parties and their attorneys must appear for any conference that involves a custody dispute or any other matrimonial issues.
2. Prior to filing a discovery-related motion i.e. Motions to Vacate the Note of Issue, Motions to Restore, Motions to Strike Pleadings, Motions to Demand Bill of Particulars, Motions to Preclude, the parties are to comply with the Uniform Court rules effective February 1, 2021, if the parties cannot resolve the dispute they are then directed to send an email to [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov) with a cc to ALL parties to schedule a virtual conference. The email should include a summary of the discovery related issues. Please note that failure to comply with Uniform Court Rules effective 2/1/21 may result in sanctions.
3. Prior to the virtual conference all the parties must properly complete the Microsoft Teams Scheduling Form.:  
[https://www.nycourts.gov/LegacyPDFS/COURTS/11jd/supreme/civilterm/skype\\_scheduling.pdf](https://www.nycourts.gov/LegacyPDFS/COURTS/11jd/supreme/civilterm/skype_scheduling.pdf) and return it via email at [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov). In the event the conference requires the appearance of the actual parties you must state in the scheduling form if an interpreter is need.
4. If the parties are exploring settlement of the case and would like a settlement conference for the sole purpose of exploring resolution of the case, the parties may send an email to [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov) with a cc to ALL to request a virtual settlement conference.

## VIRTUAL CONFERENCES – GENERAL PROTOCOL

1. All lawyers and litigants should identify themselves at the beginning of each appearance.
2. All microphones should be muted when not in use.
3. Courtroom rules apply – speak one at a time and do not interrupt other speakers, including the Judge.

4. Recording the proceeding by anyone other than the Judge, Court Reporter or other Court personnel is **PROHIBITED**.
5. Judges and attorneys should make every effort to appear via video, with cameras engaged. Telephonic appearances should be limited to litigants who are unable to appear via video.
6. Maintain the decorum of an in-person courtroom. Lawyers and litigants should appear from an office or quiet space. Background noise is detrimental to the conditions necessary to ensure an accurate transcript and diminishes the decorum of the proceeding.
7. If an individual is unable to appear via video, that individual should contact the part email [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov).
8. If a party is having difficulties in logging on to the Microsoft Teams conference, they are to immediately email the part at [QSCPart23@nycourt.gov](mailto:QSCPart23@nycourt.gov).
9. All counsel must be fully prepared as is required under the Uniform Court Rules effective February 1, 2021, meaning the appearing attorneys must know the facts of the case, be aware of all Orders, and have settlement authority.

## TRIALS

1. Upon assignment to Part 23, all parties appearing for trial must be familiar with the case, ready, and authorized to participate in settlement discussions and/or proceed to trial.
2. All counsel must submit to the Court, ten (10) days prior to the commencement of trial, marked pleadings, copies of the bill of particulars, a witness list, an exhibit list, proposed jury instructions and a proposed verdict sheet via email at [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov).
3. Virtual Bench Trial Protocols and Procedures please click [Virtual Bench Trial- Protocols- 2112021.pdf \(nycourts.gov\)](#) .
4. For more information on Summary Bench Trials please click this link: [Summary Bench Trials - 11 JD Queens Civil Supreme | NYCOURTS.GOV](#)
5. 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 to all parties with a copy.
6. 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.
7. No adjournments or delays during trial will be accepted absent exigent circumstances.

## **SUMMARY JURY TRIALS**

In light of COVID –19 and the global pandemic, please check the Queens Supreme Court – Civil Term webpage for updates regarding Summary Jury Trials.

<http://ww2.nycourts.gov/courts/11jd/supreme/civilterm/index.shtml>

## **SETTLEMENTS AND DISCONTINUANCES**

If an action is settled, discontinued or otherwise disposed of, parties should immediately inform the Court by submission of a copy of the Stipulation or a letter directed to the Clerk of the Part and sending it via email to [QSCPart23@nycourts.gov](mailto:QSCPart23@nycourts.gov). 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)].

## **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.

Applications submitted without the appropriate documentation will be denied. Infant compromise hearings will be scheduled by the Court and the parties will be notified of the hearing date by e- mail.

All counsel desiring the checklist for documents and information that must be submitted should get the checklist and the link for the PDF is contained herein: [ICO CheckList2.PDF](#)

## **ALTERNATIVE DISPUTE RESOLUTION**

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 to be stayed or continued during the mediation 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 visit:  
<http://ww2.nycourts.gov/courts/11jd/supreme/civilterm/adr/index.shtml>

Updated as of September 30, 2021