

## ***Civil Term - Part Rules, Part 34, Courtroom 304***

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Justice Robert J. McDonald  
25-10 Court Square  
Long Island City, NY 11101

Chambers Phone: (718) 298-1661

Courtroom Phone: (718) 298-1652

Facsimile.: (212) 720-9424

E-Mail: [QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov)

Principal Law Clerk: Jacqueline M. Mazzola, Esq.

Assistant Law Clerk: Juliana Fava, Esq.

Part Clerk: Patricia Batka

For the most up to date information concerning the handling of matters, please refer to: [11<sup>th</sup> Judicial District Civil Term, Queens Supreme](#)

### **Preliminary Conference**

Preliminary Conference Orders will be automatically generated by Justice Mojgan C. Lancman upon the filing of a Request for Judicial Intervention and a Request for a Preliminary Conference. For additional information regarding the Preliminary Conference Part, please refer to: [Preliminary Conference Part](#)

### **Compliance Conference**

Justice Mojgan C. Lancman and Justice Tracy A. Catapano-Fox will be presiding over the Queens Supreme Court Compliance Conference Part.

All parties shall submit a fully completed and executed Compliance Conference Order by email to [cscp@nycourts.gov](mailto:cscp@nycourts.gov) at least two business days prior to the Compliance Conference submission date.

For the Compliance Conference Stipulation and Order, please refer to: [Compliance Conference Stipulation and Order](#)

For additional information regarding the Compliance Conference Part, please refer to: [Compliance Conference Part Memo](#)

### **Motions**

All motions shall be made returnable and noticed to be heard in Part 34, Courtroom 304, of the Long Island City courthouse located at 25-10 Court Square, Long Island City, N.Y. 11101 on a Thursday at 10:00 a.m.

The motion calendar will be on submission only.

Neither appearances nor working copies are required at this time.

Adjournment requests can be made via E-mail to [QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov) prior to the return date.

Stipulations adjourning the motion shall be e-filed, and a courtesy copy shall be emailed to

[QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov).

The Motion Submission Form should be filled out and emailed to [QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov) no later than two (2) business days prior to the calendared date and time. The Form can be found at: [Motion Submission Form](#)

## Settlement Conferences and Discovery Disputes

All conferences will be conducted via Microsoft TEAMS.

Requests for a virtual settlement or discovery conference can be made via E-mail to

[QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov).

All parties must consent to the conference prior to emailing the Court.

## Settlements and Discontinuances

If an action is settled, discontinued or otherwise disposed of, parties shall immediately inform the Court by submission of a copy of the stipulation of settlement or a letter via email to

[QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov).

The Stipulation of Discontinuance should also be e-filed.

## Requests to So Order

For Stipulations or documents requiring Justice McDonald's signature, the Stipulation or document must be e-filed and a courtesy copy shall be emailed to [QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov).

## Trials

Prior to the commencement of trial, all counsel must submit to the court marked pleadings, a copy of the Bill of Particulars, a witness list, exhibit list, proposed jury instruction, and a proposed verdict sheet. Counsel must also know the availability of all witnesses.

On the first appearance in the Part for trial, any party intending to make a motion in limine shall make such motion orally, but may submit a memorandum of law in support of the application. The party shall furnish the court with an original and one copy and provide counsel for all parties with a copy.

Any written motions in limine require proof of payment of the appropriate fee.

The trial will be conducted on a continual daily basis until its conclusion. No adjournments or delays during trial will be accepted unless exigent circumstances exist.

Tort actions are generally bifurcated. The Court expects, unless advised previously by counsel, that any trial on damages will follow immediately after a verdict finding the defendant liable. Prior to coming to the Part, plaintiff's counsel shall requisition the file from the County Clerk and deliver it to the Part Clerk. Counsel must advise the Court, Part Clerk and Court Officer of any special needs, e.g., interpreters, easels, shadow boxes, television, VCR, etc., in advance, so as not to delay the progress of the trial.

The Court encourages that counsel pre-mark trial exhibits for identification and, where possible, stipulate to the admissibility of clearly admissible documents and records.

Counsel should alert the Court at the pre-trial conference as to any anticipated problems regarding the attendance at trial of parties, attorneys or essential witnesses and any other practical problems that the Court should consider in scheduling.

For virtual trials, all counsel must submit to the court marked pleadings, a copy of the Bill of Particulars, a witness list, exhibit list, proposed jury instruction, and a proposed verdict sheet via email to [QSCPart34@nycourts.gov](mailto:QSCPart34@nycourts.gov). Once a virtual trial date is scheduled, attorneys may view subpoenaed records by appointment in the Jamaica courthouse.

## Alternative Dispute Resolution

If the parties decide that they would benefit from the ADR program, they should email the Court a joint letter asking to be referred to ADR.

For further information regarding the ADR program, please visit:

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

## Infant's Compromise Orders

Before submission of an infant's compromise order, counsel shall ensure the submission of all necessary information and documentation. For the Infant's Compromise Checklist, please refer to:

[Infant's Compromise Checklist](#)

For further information please contact the Part Clerk at (718) 298-1652.

## Uncontested Matrimonials

Any corrections to a rejected set of matrimonial papers must be submitted to the Matrimonial Clerk in the Jamaica courthouse, and not directly to Chambers.