

PART 50 – RULES, PRACTICES AND PROCEDURES
Supreme Court of the State of New York, Civil Term
88-11 Sutphin Blvd., Jamaica, NY 11435

PRESIDING JUSTICE: HON. MICHELE TITUS
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Part 50 Email: QSCPART50@nycourts.gov

GENERAL

1. Calendar call is at 9:30 AM unless otherwise instructed by the Court. Please be prompt for all appearances.
2. Children are not permitted in the courtroom.
3. All questions regarding motions, adjournments, calendar calls, and scheduling should be made via email to QSCPART50@nycourts.gov.
4. Please notify the Court, especially while a motion is pending before Justice Titus, if the action has been settled, discontinued, or the motion has been resolved, via email at QSCPART50@nycourts.gov and copied to ALL parties to the action.
5. Please notify the Court at least 5 business days prior to your scheduled court appearance by email to QSCPART50@nycourts.gov if an interpreter is needed for your case.
6. The parties are required to familiarize themselves with the new Uniform Civil Rules for the Supreme Court and the County Court. Please refer to this link [Uniform Civil Rules](#).
7. Part 50 is entirely an electronic part and does not accept working copies of motions/documents. DO NOT MAIL IN COURTESY COPIES OF PAPERS as they will be discarded.
8. 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: <http://ww2.nycourts.gov/courts/11jd/supreme/civilterm/index.shtml>

9. **Matrimonial Mediation and Neutral Evaluation Program:** Part 50 is a presumptive matrimonial mediation part, which means that eligible cases may, at the Court's discretion, be referred to mediation or the neutral evaluation program.

Parties and Counsel are encouraged to avail themselves of the Court's ADR program: [Alternative Dispute Resolution \(ADR\) NYCOURTS.GOV](http://www.nycourts.gov/AlternativeDisputeResolution(ADR)NYCOURTS.GOV)

10. **Automatic Orders:** Pursuant to Domestic Relations Law §236 (B)(2)(b), when serving a summons, a copy of the automatic orders must also be served and noted in the affidavit of service separately.

COMMUNICATIONS WITH PART 50 AND CHAMBERS

1. Counsel and litigants (represented or self-represented) are advised that Justice Titus, her Principal Law Clerk, Assistant Law Clerk, and Part Clerk will not engage in any *ex parte* communications.
2. Do not send any letters, documents, papers, mail, or facsimile to the part or chambers, unless expressly permitted by these Practice Rules or by prior approval of the Court.
3. **All communications with Chambers must include all parties and Counsel.**

ADJOURNMENTS

- All adjournments are subject to the final approval of Justice Titus. Applications for adjournments made less than three (3) 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.

ORDERS OF PROTECTION

- Any request for issuance of a temporary order of protection must contain the Family Protection Registry Information Sheet, and the party must be present.
- Counsel/Parties shall notify the Court of any orders of protections issued by another court including the date of issuance and expiration and provide the Court with a copy of such order.

https://www.nycourts.gov/LegacyPDFS/FORMS/familycourt/pdfs/info_she.pdf.

MOTIONS

- Motions shall be heard virtually on **Wednesdays**, unless otherwise directed by the Court.
- All Orders to Show Cause, Cross-Motions, and related filings must indicate the respective motion sequence number on the first page.
- Affidavits, affirmations, and memoranda of law (exclusive of table of contents and table of authorities) shall not exceed 25 pages each, double-spaced.
- The Court does not accept sur-reply papers without prior permission.
- To eliminate the expense and delay caused by excessive motion practice, counsel shall request a conference call (as indicated above) prior to filing motion papers to allow the opportunity to resolve the matter. **Pendente lite issues may be resolved at the preliminary conference.**
- **Discovery motions are strongly discouraged.** Prior to making any motion, counsel must consult one another in a good faith effort to resolve any discovery disputes and, in the absence of resolution, request a conference call with the Court prior to filing any motion.
- Any questions regarding the procedure for e-filing proposed orders to show cause should be directed to the Ex Parte Office.

CONFERENCES

- Compliance, status and settlement conferences will be held on **Tuesdays** (Virtual or in person as directed by the Court).
- The Court will schedule a settlement conference in the appropriate case where the parties are ready and willing to resolve their issues.
- Two days prior to the settlement conference, counsel shall e-mail directly to Part 50 email (qscpart50@nycourts.gov) a spreadsheet listing each item of marital property, with their values and proposed distribution, and a statement, no more than two pages long, setting forth the rationale for their position.

TRIALS and HEARINGS

- All cases scheduled for trial in Part 50 will be scheduled for a Pre-Trial Conference to take place approximately two weeks prior to the first trial date.

- Two weeks prior to the Pre-Trial Conference, counsel or the parties shall file and exchange the following documents:
 - (1) A statement of proposed disposition, a child support worksheet (if applicable), updated Statements of Net Worth, and most recent filed tax returns.
 - (2) A spreadsheet listing each item of marital property, with their values and proposed distribution.
 - (3) A witness list, with meaningful offer of proof for each witness.
 - (4) A list of documents which counsel may stipulate into evidence. The documents to be pre-marked as exhibits. (Plaintiff's exhibits marked numerically and Defendant's exhibits marked alphabetically)
 - (5) Pursuant to 22 NYCRR 2-216(9), all experts reports are to be exchanged and filed with the court sixty (60) days before the date set for trial. Reply reports, if any, shall be exchanged no later than thirty (30) days before the date set for trial.
 - (6) Marked pleadings and any pre-trial memoranda.
 - (7) Proof of filing of the note of issue.

- Counsel shall, if necessary, make motions *in limine* and shall be prepared to discuss any evidentiary issues at the Pre-Trial Conference.

- **Forensic Reports and Testimony:** The report(s) of any neutral forensic expert(s) appointed by the Court will be admitted into evidence subject to all hearsay and other proper objections. Such report(s) may be considered the direct testimony of the forensic expert(s), who shall be subject to cross-examination by the parties.

- **Post-Trial Submissions:** At the completion of the trial, counsel or the parties shall submit via email to Part 50 the proposed Findings of Fact and Conclusions of Law in Word format; an updated (if necessary) spreadsheet listing each item of marital property, with their values and proposed distribution as established at trial; and post-trial memorandum of no more than 25 pages.

INQUESTS:

- All inquests will be held IN PERSON with a court reporter.
- A Note of Issue must be filed prior to the Inquest with proof emailed to the Part.
- The Stipulation of Settlement, if any, must be filed with the judgment papers within 60 days of the inquest.

PRELIMINARY CONFERENCES

- A preliminary conference will be held IN PERSON on a date selected by the Court. The Conference must be held within 45 days of the filing of the RJI. The party seeking

judicial intervention is required to notify the opposing party of the preliminary conference date. Orders directing Preliminary Conferences will only be e-filed via the NYSCEF system.

- Counsel for all parties shall consult prior to the preliminary conference about the substantive issues and discovery schedule and shall make a good faith effort to reach an agreement on these matters, whether in whole or in part.
- Before the preliminary conference, counsel or parties must upload to NYSCEF:
 - (i) a completed and signed matrimonial Preliminary Conference Order form;
 - (ii) Statements of Net Worth complete with copies of retainer and most recent filed tax returns; and
 - (iii) where applicable, a child support worksheet and proposed parenting plan.
- Counsel and/or parties must bring to the Preliminary Conference hard-copies of the proposed Preliminary Conference Order, Statements of Net Worth and attachments, child support worksheet and proposed parenting plan.
- Parties and counsel should be prepared to discuss all substantive issues in the case, including settlement, to the extent possible.
- Please be advised that 22 NYCRR 202.16 was amended as of July 1, 2022. You must complete and submit the most recent preliminary order, which you will find at end of statute or on the Courts' website in Matrimonial -Divorce Forms and instructions: [Fillable Preliminary Conference Order eff. 7.1.22.pdf \(nycourts.gov\)](#)
- There will be no adjournments of the preliminary conference beyond the 45 days from the filing of the RJI without express permission from the Court.

SUBMISSION OF JUDGMENTS

- All proposed judgments and final papers must be e-filed.
- All judgments shall include a completed copy of the Matrimonial Clerk's Office's contested judgment checklist, indicating all necessary attachments.
- Pursuant to 22 NYCRR 202.48, proposed judgments with proof of service on all parties must be submitted for signature, within sixty (60) days, unless otherwise directed by the court.

Updated as of March 22, 2023