

Trial Adjournment Procedure

Effective immediately, an application to adjourn a trial which the Trial Scheduling Part (TSP) has set a date certain for trial (where a trial judge has not been assigned), or notification to the court that a case on the trial calendar has settled, **must** be emailed to the court at QSCTrials@nycourts.gov **not later than ten (10) business days prior to the scheduled trial date**. If the case settles on a date that is less than ten (10) business days prior to the scheduled trial date, notification to the Court of the settlement shall be given as soon as possible before the scheduled trial date.

If the request for an adjournment is being made as a result of an attorney being actually engaged in another court proceeding, an Affirmation of Actual Engagement **must** accompany any such application. The Affirmation of Actual Engagement must include the caption, index number, court in which the other proceeding is pending, the nature of the proceeding, and the date such other proceeding is scheduled to commence (See, 22 NYCRR §125.1).

All appearing parties must be included on the email.

An in person appearance to request an adjournment is required if the application for the adjournment is not timely made as indicated above. Parties with knowledge of the action shall appear in person on the scheduled trial date to make such application. The parties shall report to Courtroom 25, Queens Supreme Court, 88-11 Sutphin Boulevard, Jamaica, New York.

Adjournments of trials will only be granted in limited circumstances upon a showing of good cause.

(April 17, 2024)