

**COURT RULES OF  
THE HONORABLE MEAGAN K. GALLIGAN, J.S.C.**

Mailing Address

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Law Clerk

John Ferrara, Esq.

Secretary

Jennifer Luna

**Communications**

**All communications with the court relating to any pending litigation must be in writing and filed via NYSCEF.**<sup>1</sup> All communications with the court relating to any pending litigation that is not subject to e-filing must be made in writing, whether by letter or email (GalliganChambers@nycourts.gov), reference the file's index number, and be copied to all parties as well as to Hon. Tara Hirsch, Clerk of the Court (SullivanSupremeAndCounty@nycourts.gov).<sup>2</sup> Any communication not copied to all parties to the litigation, except for *ex parte* communications explicitly permitted by statute, will be destroyed and disregarded.

**Scheduling Orders**

No scheduling order may be modified, even on consent of all parties, without express written approval of the court. Repeated failure to comply with the court's scheduling order may result in waiver, preclusion or the court's consideration of sanctions.

**Conferences**

Preliminary conferences will be conducted pursuant to applicable rules at which a discovery schedule will be fixed by the court. Further requests for conference must be made via NYSCEF. Adjournment requests should be communicated via NYSCEF as soon as practicable, preferably not less than one full business day prior to the scheduled conference. Prior to any communication with the court regarding an adjournment request, counsel requesting the adjournment shall, whenever possible, confer with counsel for all other parties and indicate whether all counsel consent to the request. *No adjournment request is granted, even on consent of all parties, unless and until the court has expressly granted the request in writing.*

Post-Note of Issue conferences will be scheduled upon filing of a Note of Issue; if a Note of Issue is not timely filed and served pursuant to the court's scheduling order, the court will mark the case ready for trial, direct the filing of a Note of Issue, and schedule a pre-trial conference. Counsel shall contact their client(s) and any witnesses, including experts, prior to the pre-trial conference to determine availability for trial. Counsel attending the pre-trial conference must be fully familiar with the case and have authority to enter into binding stipulations. 22 NYCRR § 202.26(e). The parties, their representatives and/or insurance carrier representatives may be required to attend, virtually or in person, as directed by the court. Counsel for all parties shall confer prior to the conference to discuss settlement options and resolution of any reasonably foreseeable trial issues.

**Motions**

Motions may be returnable on any date the court is in regular session. No appearances are required on a motion return date unless specifically directed by the court. No courtesy copies of any motion papers need be delivered to chambers. Pre-motion conferences with the court's law clerk are available, but not required. Counsel must

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<sup>1</sup> Communications containing sensitive particulars of offers in settlement may be made via email to chambers copying all other parties.

<sup>2</sup> With respect to any cases not subject to e-filing, wherever NYSCEF filing is referenced herein, this rule applies.

comply with 22 NYCRR 202.7 prior to requesting a pre-motion conference or filing a motion in connection with discovery disputes. Summary judgment motions will be scheduled at the pre-trial post-Note of Issue conference.

All affirmations, affidavits and/or memoranda of law must contain numbered pages or paragraphs. Exhibits already filed via NYSCEF may be referenced by their NYSCEF filing number; exhibits not already filed via NYSCEF must be uploaded in connection with the filing of the document referencing such exhibits. Sur-reply papers are not permitted unless specifically authorized by the court upon application on notice to all other parties. Filings of affirmations, affidavits and/or memoranda of law may not exceed fifteen pages without court authorization.

No motion adjournment request shall be considered granted, even on consent of all parties, unless and until the court has expressly granted the request in writing.

### **Orders to Show Cause**

Counsel shall contact the Clerk of the Court directly to schedule any emergency matters requiring consideration of an Order to Show Cause and provide an e-mail address and telephone number at which counsel may be contacted upon the court's consideration thereof. All applications for temporary injunctive relief, including TRO requests, must comply with 22 NYCRR § 202.7(f).

### **Expert Disclosure**

Expert disclosure is governed by the rules of the Third Judicial District unless modified by order of the court. Any motion to preclude or limit an expert's testimony should be made as soon as practicable, and may not be made fully returnable less than thirty days prior to a scheduled trial without written approval of the court on notice to all parties.

### **Matrimonial Cases**

Preliminary conferences will be scheduled pursuant to 22 NYCRR § 202.16(f). All pertinent matters will be discussed in an effort to resolve or limit contested issues. The parties must attend the preliminary conference and their counsel shall be prepared to discuss any topics set forth by 22 NYCRR § 202.16(f)(2). No less than one week prior to a matrimonial preliminary conference, counsel for both parties shall file via NYSCEF the following: retainer agreements, net worth statements, most recent paystubs and tax returns and any other document required pursuant to 22 NYCRR § 202.16(f) as well as a summary of issues and proposed resolution. A preliminary conference may be cancelled only upon filing of a fully executed stipulation of resolution.

All proposed Judgments of Divorce and Findings of Fact and Conclusions of Law must comply with the Uniform Rules of Trial Courts at 22 NYCRR § 202.50 and include mathematical computations. Proposed Judgments of Divorce must include the date(s) and docket number(s) of any Family Court Order(s) and attach copies thereof, if applicable.

### **Accommodations**

Counsel shall inform the court immediately by NYSCEF filing whenever any party or witness may require the services of an interpreter, including the language and/or dialect of any party or witness requiring the same. Counsel shall inform the court immediately by NYSCEF filing whenever any party or witness may require accommodation of any disability (hearing, sight, etc.) and specify any appropriate accommodations requested therefor.

## **Trial Rules**

No trial will be scheduled until Note of Issue is filed. Trial memoranda may be submitted in connection with any anticipated complex evidentiary or trial issue no less than two weeks prior to the scheduled commencement of trial. Motions *in limine* shall be filed in accordance with the court's post-Note of Issue pre-trial conference scheduling order.

No less than two weeks prior to trial, counsel for all parties shall confer with respect to a proposed verdict sheet and report to the court as to whether a verdict sheet has been prepared on consent or whether each party intends to file its own proposed verdict sheet for the court's consideration. No less than one week prior to trial, counsel for each party shall file a letter containing a proposed list of applicable PJI sections and other requested jury charges, if any, together with a proposed verdict sheet, if applicable. No less than one week prior to trial any party anticipating use of an exhibit shall submit the same to the trial stenographer, via the Clerk of the Court, for pre-marking.

The court will supervise jury selection unless otherwise directed and may impose time limits.

Counsel and all parties shall stand as the jury enters and exits the courtroom. Counsel need not stand to make an objection and may state only a general or generic ground for any objection (e.g., "hearsay," "foundation," "bolstering," "asked and answered," "beyond the scope," etc.) and may not make further argument on any objection absent express leave from the court to approach the bench.

Experts shall be directed to bring with them to trial their *entire file and all documents and other items considered* in arriving at any opinion(s). Failure to do so may result in the limitation or striking of an expert's testimony.

A charge conference will be conducted prior to summations, at which time counsel may be permitted to make reasonable supplementations or amendments of previously submitted requests to charge.

## **Non-Jury Trials: Proposed Findings of Fact and Conclusions of Law**

Unless otherwise directed by the court, in non-jury cases, each party shall submit post-trial proposed Findings of Fact and Conclusions of Law within one week of the conclusion of a trial, with citations to the record.

## **Settlement or Discontinuance**

Whenever a case is settled or discontinued, counsel shall promptly notify the court and ensure that a Stipulation of Discontinuance is promptly filed at least one business day prior to the next scheduled conference or appearance before the court.