

**HON. PAUL J. BAISLEY, JR.**  
**Justice of the Supreme Court, IAS Part 36**  
**1 Court Street**  
**Riverhead, New York 11901**  
**631-852-3888**  
**Email: [sufbaisley@nycourts.gov](mailto:sufbaisley@nycourts.gov)**

IT IS STRONGLY SUGGESTED THAT ALL NON-EFILED MATTERS WHERE ALL PARTIES ARE REPRESENTED BE CONVERTED TO ELECTRONIC FILING. SHOULD YOU REQUIRE INSTRUCTIONS, KINDLY SEND A REQUEST TO CHAMBERS' EMAIL REFERENCED ABOVE.

When communicating with chambers, please remember to reference the index number.

ALL appearances in IAS Part 36 will be in person. There is no appearance required on the return date of motions. Motions must be made returnable on Thursdays. Working/courtesy copies of efiled motions are no longer required.

**PRETRIAL CONFERENCES:**

Where all parties have agreed to remand a matter, plaintiff's counsel can upload a letter to NYSCEF *prior to the scheduled court date* indicating same and the calendar will be marked accordingly. Upon efileing of the letter, no appearance will be required on the Pretrial Conference date. If the letter is not filed prior to the scheduled court date, an appearance will be necessary.

**EFILED MOTIONS:** Motions may be adjourned "on consent" by uploading a letter confirming same and indicating the agreed upon Thursday return date. Please do not send requests for adjournments on efiled matters to chambers.

**NON-EFILED MOTIONS:** The moving party is responsible to provide the Court with copies of all submissions regarding the motion. The motion will be administratively adjourned if working copies have not been provided to the Court on or before the return date. If they have not been supplied by the new date, the motion will be dismissed. Motions may be adjourned "on consent" by emailing a letter to chambers confirming that the motion is being adjourned on consent and the agreed upon Thursday return date.

Calendars will be marked accordingly on the return date of the motion and the change should be reflected in eCourts within a few days of the return date.

Other than as stated above, kindly refrain from emailing chambers correspondence, documents, letters, etc. These items should be uploaded to NYSCEF. Upon filing, they will be routed to the appropriate individual for processing and acted upon accordingly.