

**SUPREME COURT OF THE STATE OF NEW YORK
I.A.S. PART 54 - SUFFOLK COUNTY**

PART 54 RULES & PROCEDURES

HON. MICHAEL A. GAJDOS, JR., J.S.C.

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These rules are in addition to the Uniform Rules for New York State Trial Court and the Local Rules of Court.

I. ADJOURNMENTS

A. Conferences/Motions and Submissions:

1. Applications for adjournments of conferences, motions and/or submission shall be made by contacting chambers via email to sufgajdos@nycourts.gov, no later than 3:00 p.m. on the business day prior to the scheduled conference or motion return date. All applications shall be made after consultation with all attorneys on the file and **ON CONSENT OF ALL SIDES.**
2. In the event all counsel do not consent to the adjournment, an application shall be made to the Principal Law Clerk by email sent to sufgajdos@nycourts.gov, no later than 3:00 p.m. on the day preceding the scheduled conference or motion. The Court may direct a conference call or virtual conference be held to address the adjournment request; however, the Court in its discretion may grant the adjournment over objection without the need for a conference.
3. **ALL ADJOURNMENTS, which have been approved by the Court, MUST be confirmed with an email (to the Court and all parties).** The

email shall include the parties' names and index number, that the adjournment request was granted, indicating if it was on consent or over opposing counsel's objection, the initial scheduled date and the new return or conference date and time. If a conference date is adjourned, any motion also returnable that day, unless specifically indicated and agreed between counsel, shall be adjourned to the next scheduled conference date.

If the application is based on counsel's actual engagement on another matter, an Affirmation of Actual Engagement in conformity with 22 NYCRR § 125 shall be submitted via email and NYSCEF upload with the above information included, copied to all counsel.

4. A request to adjourn a divorce packet submission shall be made by email to the Court. Failure to submit a request for an adjournment may cause the matter to be dismissed for failure to submit the packet pursuant to the submission order.
5. Adjournment requests are not to be considered granted until **a response from chambers has been received** specifically granting the request. If counsel submits an adjournment request and fails to appear without the adjournment having been granted by the Court, the Court in its discretion may impose sanctions.

B. Preliminary Conference :

1. All counsel and parties shall attend the Preliminary Conference in person. No Preliminary Conferences shall be adjourned absent a compelling reason. (Counsel are directed to review 22 NYCRR § 202,16(f)). Counsel shall complete the Preliminary Conference form prior to the conference date. The forms are currently available in the courtroom and may be emailed on request.
2. Counsel are directed to comply with all Discovery, Certification and Note of Issue dates. Unless counsel otherwise agree in a written, signed Stipulation, to be provided to the Court, discovery dates will not be extended. In the event counsel cannot agree, counsel are urged to contact the Court by conference call prior to making any formal motion. Certification and Note of Issue dates may not be extended absent approval of the Court.

II. MOTIONS

COUNSEL ARE TO CONTACT THE COURT AND REQUEST A CONFERENCE PRIOR TO THE MAKING OF ANY MOTION IN ORDER TO ALLOW THE COURT TO ASSIST IN A POSSIBLE RESOLUTION.