

**COUNTY COURT PART 24C**  
**HON. JAMES F. MATTHEWS**  
**EFFECTIVE JANUARY 1, 2022**

COURTROOM 8, SECOND FLOOR, CRIMINAL COURT BUILDING  
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**PART RULES**

1. All communications shall be via chambers email, unless party does not have access to email.
2. All conferences are conducted virtually via microsoft teams at an assigned time and date. The link to virtual conferences and trials is always the same and will be provided to a party or witness upon email request.
3. Cases assigned to this part are no longer e-filed cases. All motions, notes of issues, fees must be mailed to the appropriate clerk's office.
4. If all counsel agree, non-jury trials may be held entirely virtual. Hard copies of all proposed exhibits must be delivered to chambers no later than two days before the trial with a cover sheet identifying the exhibits and assigning numbers (plaintiff) or letters (defendant).
5. For all trials, jury and non-jury, any witness may testify virtually through a large courtroom monitor. Notice that a witness will be testifying remotely must be given to chambers at least one week prior to commencement of the trial.
6. No matter shall be deemed adjourned until granted by the Court. Adversaries must be notified of your request. The court shall be advised whether any party objects.
7. Unless otherwise ordered, all jury selection shall occur in the Courtroom. Upon completion of jury selection, the trial shall start immediately ("Pick and Go").
8. All trial dates for both jury and non-jury trials are assigned based upon the consent of the parties. As a result, the trial date is deemed **FINAL**, meaning no adjournment will be granted unless there is a true emergency and/or compelling reason. Unavailability of counsel is not an acceptable reason for an adjournment. Failure to appear for trial may be cause for sanctions, dismissal and/or inquest. Plaintiff's counsel is directed to produce marked pleadings immediately prior to commencement of the trial.