



State of New York  
**UNIFIED COURT SYSTEM**  
**SUFFOLK COUNTY**  
**SUPREME COURT**

1 Court Street  
Court Annex – Part 78  
Riverhead, New York 11901  
(631) 208-5907

Chambers Email: [sufliccione@nycourts.gov](mailto:sufliccione@nycourts.gov)

HON. MAUREEN T. LICCIONE  
Justice of the Supreme Court

MARIA NIDA, ESQ.  
Principal Law Clerk

LORI SELVIN  
Secretary to Judge

## ***PART RULES AND PROCEDURES***

Unless otherwise directed by the Court, the following rules govern practice in this part.

### **Correspondence**

All correspondence to the Court is to be via NYSCEF, except in non-e-filed cases which is to be by email. The Court does not have fax capability.

### **Motion Practice**

**DISCOVERY MOTIONS:** Parties must confer in good faith on all discovery disputes and all discovery motions must be preceded by a Court conference.

**RETURN DATE/SUBMISSION:** All motions are returnable on Wednesdays. Unless otherwise directed by the Court, motions are on written submission only and no appearance is necessary. All motions, other than *pro se*, are to be filed and served via NYSCEF. Hard copies will not be accepted.

**ADJOURNMENTS:** Applications to adjourn motions must be made by written request and indicate consent of counsel for all appearing parties. Requests must indicate the date on which the motion and any related cross-motions are returnable, as well as the adjourned date requested (Wednesdays only). All applications for adjournments in e-filed cases are to be filed electronically through NYSCEF. All applications for adjournments in cases not electronically filed will be made by email to [sufliccione@nycourts.gov](mailto:sufliccione@nycourts.gov) and copied to all counsel.

### **Conferences**

**CONFERENCES:** All conferences are to be in person unless counsel requests a virtual appearance. The Court will attempt to accommodate requests for virtual conferences, which are to be made on consent via NYSCEF.

**SCHEDULING:** Requests for adjournments must be in writing and indicate whether the request is on consent. In the event the adjournment is not on consent, the telephone number for each attorney must be provided. All applications for adjournments in e-filed cases are to be filed via NYSCEF. All applications for adjournments in cases not electronically filed will be made by email to: [sufliccione@nycourts.gov](mailto:sufliccione@nycourts.gov) Please call Chambers for available adjourned dates.

## **Trials**

A conference with the Court will be held prior to the commencement of all trials, jury and non-jury. In addition to compliance with 22 NYCRR 202.20-h, counsel will provide the Court with the following:

- Marked pleadings and amendments thereto;
- Bills of particulars and any supplements;
- CPLR 3101(d) notices and responses served;
- All prior Court decisions;
- List of all pre-marked exhibits;
- Joint statement of stipulated facts;
- List of all stipulated exhibits;
- List of all witnesses to be called, including expert witnesses;
- Proposed jury charges;
- All motions *in limine*; and
- Proposed jury verdict sheets.

Counsel will stipulate to as many facts and to the admissibility of as many exhibits as possible.

Any trial related documents submitted to the Court, which will be marked as Court exhibits, are to be e-filed and submitted in hard copy form to the courtroom clerk.

In the case of non-jury, counsel are required to provide a transcript.

## **Inquests**

Any inquest related documents submitted to the Court, which will be marked as Court exhibits, are to be e-filed and submitted in hard copy form to the courtroom clerk.

The parties are required to provide a transcript of the inquest.

(10-10-2023)