



State of New York
UNIFIED COURT SYSTEM
SUFFOLK COUNTY
SUPREME COURT
1 Court Street
Riverhead, New York 11901-3090
(631) 852-1760
Chambers Email: sufnolan@nycourts.gov

HON. GEORGE NOLAN
Justice of the Supreme Court

VALERIE E. SMITH, ESQ.
Principal Law Clerk

LORI SELVIN
Secretary to Judge

CIVIL PART 55

COURT RULES AND PROCEDURES

Unless otherwise directed by the Court, the following rules shall govern practice in Part 55:

Correspondence

All correspondence to the Court shall be made through NYSCEF, except in non-e-filed cases which correspondence shall be made by email.

Motion Practice

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

RETURN DATE/SUBMISSION: All motions must be calendared on a Thursday. Unless otherwise directed by the Court, motions are on written submission only and no appearance is necessary.

MOTION PAPERS FORMAT: All motion papers shall comply with 22 NYCRR § 205.5, 202.5-a, 202.8 and 202.8(a)-(g) and all motions for summary judgment shall include a statement of material facts.

ADJOURNMENTS: Parties are limited to three adjournments and may not extend the original motion return date for more than sixty (60) days without prior permission of the Court. An application to adjourn a motion must be made by written request which includes the stipulated consent of counsel for all appearing parties. All stipulations of adjournment must be received by Chambers no later than 3:00 p.m. on the day prior to the motion return date. The stipulation must indicate the date on which the motion and any related cross-motions are returnable before the

Court; the adjourn date requested (Thursdays only); and the number of prior adjournments. All applications for adjournment in e-filed cases shall be filed electronically through NYSCEF. All applications for adjournment in cases not electronically filed shall be made by email.

SETTLED OR WITHDRAWN MOTIONS: The Court is to be advised immediately, in writing, of the settlement or withdrawal of any motion or any portion of any motion pending.

Conferences

SCHEDULING: Requests for adjournment must be in writing; include whether or not the adjournment request is on consent and include a direct telephone number for each attorney handling the file so that the Court can communicate its determination regarding the request. Please call Chambers for available adjourn dates. All applications for adjournment in e-filed cases shall be filed electronically through NYSCEF. All applications for adjournment in cases not electronically filed shall be made by email.

APPEARANCES: Parties must present with full knowledge of the facts and with authority to make binding dispositions. Attorneys are directed to bring all prior orders, including preliminary conference orders and additional directives issued by the Court, to all Court conferences.

Trials

JURY TRIALS: A conference with the Court shall be held immediately prior to the commencement of all jury trials. Counsel shall comply with 22 NYCRR 202.20-h and further, shall supply the Court with marked pleadings, amendments thereto, all Bills of Particulars, CPLR 3101(d) notices served, and all prior Court decisions. A list of all pre-marked exhibits shall be provided to the Court and the Court stenographer. Counsel shall further provide the Court with a list of proposed jury charges and the contentions of each party, all motions *in limine* and proposed jury verdict sheets. Counsel shall advise the Court of the identity and number of witnesses to be called, and if any be experts.

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

NON-JURY TRIALS: Non-jury trials shall be governed by the same procedures and requirements set forth for Jury Trials. The parties shall be required to provide a transcript.

Inquests

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

The parties shall be required to provide a transcript of the inquest.