

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and with the advice and consent of the Administrative Board of the Courts, I hereby amend Rule 31 of the section 202.70(g) of the Uniform Rules for the Supreme and County Courts (Rules of Practice for the Commercial Division) to read as follows (deletions in strikethrough, new material underlined). This order shall take effect on March 1, 2021.

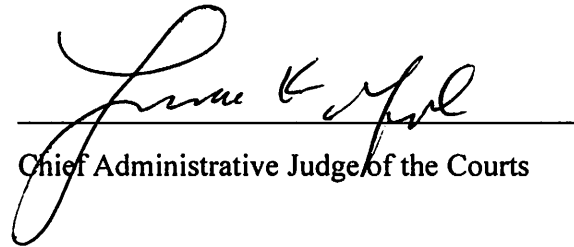
**Rule 31. Pre-Trial Memoranda, ~~Exhibit Book~~Trial Exhibits and Requests for Jury Instructions**

(a) ~~Counsel~~If requested by the Court, counsel shall submit pre-trial memoranda at ~~the pre-trial conference, or such other~~ time as the court may set. Counsel shall comply with CPLR 2103(e). A single memorandum of no longer~~more~~ than ~~25 pages~~7,000 words shall be submitted by each side. No memoranda in response shall be submitted.

(b) At the pre-trial conference or at such other time as the court may set, counsel shall submit ~~an indexed binder or notebook~~ a copy of trial exhibits for each attorney's and the court's use. ~~A copy for each attorney on trial and the originals~~Unless otherwise directed in a similar binder or notebook for the witnesses shall be prepared and submitted. Plaintiff's the Court's individual part rules, plaintiff's exhibits shall be tabbed numerically ~~tabbed~~, and defendant's exhibits shall be tabbed alphabetically.

(c) Where the trial is by jury, counsel shall, on the pre-trial conference date or such other time as the court may set, provide the court with case-specific requests to charge and proposed jury interrogatories. Where the requested charge is from the New York Pattern Jury Instructions--Civil, a reference to the PJI number will suffice. ~~Submissions should be by hard copy and disk or e-mail attachment in WordPerfect 12 format, as directed by the court.~~

(d) In cases brought before paperless commercial parts, counsel shall submit the pre-trial memoranda, copy of trial exhibits and requests to charge on a USB flash drive. In all other commercial parts, counsel shall submit the pre-trial memoranda and requests to charge in a Word document, 12-point type, and submit the copy of trial exhibits in an indexed binder or notebook.



Chief Administrative Judge of the Courts

Date: January 26, 2021

AO/18/21