PART RULES – QIDV

HONORABLE ELISA S. KOENDERMAN

Queens County, Supreme Court
125-01 Queens Boulevard, Kew Gardens, New York 11415
QIDV Main Phone Number: 718-298-1404
Chambers Phone Number: 718-298-1204
QIDV Courtroom Phone Number: 718-298-1432
QIDV@nycourts.gov

Principal Law Clerk: Lorraine O'Donoghue, Esq.
Direct Phone Number: 718-298-0831
Email address: LODonogh@nycourts.gov

GENERAL RULES:

Except as otherwise provided, email communications with Chambers shall be copied to all counsel, including the Attorney for Child where applicable. Absent exceptional circumstances, ex-parte communications shall be disregarded in their entirety.

Copies of correspondence between counsel should not be sent to the Court.

In all matrimonial actions, counsel are strongly encouraged to consent to e-filing through NYCEF.

MICROSOFT TEAMS APPEARANCES:

Please be advised that although this is a virtual appearance, it is still a court appearance. Accordingly, you should conduct yourselves as if you were appearing in the courtroom, i.e. dress appropriately; no eating, drinking, smoking; only one person may speak at a time etc. You should also be in a private space away from all distractions and outside noises.

ADJOURNMENTS:

Counsel, their clients and the District Attorney (where applicable) must appear at all scheduled court appearances unless the Court expressly directs otherwise. No adjournments will be granted unless counsel is actually engaged and has submitted an affidavit to that effect, or, upon a showing of exigent circumstances. Affidavits of actual engagement should be submitted to the Court no

later than 5pm on the day prior to the scheduled appearance. Affidavits may be submitted in person or by email to QIDV@nycourts.gov.

Requests for adjournments on consent shall be submitted to QIDV@nycourts.gov and LODonogh@nycourts.gov. To assist the Court in scheduling said adjournments, Counsel shall provide a list of 4 dates/times when ALL parties are available.

CONFERENCES:

Counsel must be prepared to discuss all aspects of a matter, including settlement, at any scheduled preliminary, compliance, pre-trial or other scheduled court appearance.

Counsel are encouraged to request conferences where appropriate to expedite the disposition of any matters.

Preliminary Conferences: The parties must provide the Court and opposing counsel with financial disclosure as required by the Uniform Rules for the New York State Trial Courts (22 NYCRR § 202.16). These papers must be exchanged between the parties and filed with the Court no later than 10 days before the Preliminary Conference unless the Court directs otherwise. Counsel shall also provide the Court with copies of the verified complaint and answer and the attorneys' retainer agreements. Prior to the appearance counsel should complete the preliminary conference order form which is available on the Court's website. Failure to appear in any action may result in costs or sanctions being imposed against the defaulting party.

Compliance Conferences: Counsel attending shall be fully familiar with the case and must have the authority to settle or dispose of the action.

MOTIONS:

Prior to the filing of any application either by Notice of Motion or Order to Show Cause, counsel must request a conference with the Court by sending an email to QIDV@nycourts.gov and LODonogh@nycourts.gov.

Oral argument is required on the return date of all Orders to Show Cause as well as proof of service. All Orders to Show Cause in matrimonial cases must first be processed through the ex-parte Motion Part, at Supreme Court. Applicable fees must be paid to the Supreme Court.

All motion practice shall conform to the Uniform Rules for the New York State Trial Courts and the CPLR.

SUBPOENAS/VOUCHERS: Vouchers and subpoenas will not be signed by the Court while the Court is in session. They may be emailed to QIDV@nycourts.gov. The Court will reject any

subpoenas that are not in accord with CPLR § 2305 (b); and 3120 as amended on September 1, 2003.