

**Supreme Court, Bronx County**  
**851 Grand Concourse**  
**Bronx, New York 10451**  
**PARTS 3 and 33 RULES (Room 707)**

Justice Mitchell J. Danziger, Presiding  
Principal Law Clerk: Sara Collins-Sedey, Esq.  
Administrative Assistant: Julie Rodriguez  
Part Clerk: Ramon Medina

Chambers: Room 828  
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**VIRTUAL PART RULES**

**NOI/STATUS CONFERENCES:**

- a. Within the week that your status conference is scheduled, you must submit to the Court, via email, a proposed status conference order after conferring with your adversary. All parties must agree to the proposed order and the same must be represented to the Court in your email. The proposed order must contain all items of outstanding discovery and deadlines for the same. The proposed order is subject to the approval of the Court.
- b. If you need a contact at the City, please contact: [bwright@law.nyc.gov](mailto:bwright@law.nyc.gov)
- c. If you need a contact at Transit, please contact: [jerry.granata@nyct.com](mailto:jerry.granata@nyct.com)
- d. If you need a contact at SLED, please contact: [ngaus@law.nyc.gov](mailto:ngaus@law.nyc.gov)
- e. If discovery is complete, the parties shall draft a stipulation acknowledging that all discovery is complete. The Court shall set a short deadline for the filing of the NOI at that time.
- f. If discovery is not complete, the matter shall be set down for a further NOI/Status Conference.
- g. If the parties cannot come to an agreement on the outstanding discovery, within the week of your scheduled status conference, you must email the court requesting a virtual conference. Your email should contain a short synopsis of the facts, damages, discovery issue, and any court orders the Court should review for your conference. A conference will be scheduled via Microsoft Teams. An attorney's presence is required. Court attire is not required. City and Transit virtual conferences will be scheduled on Mondays and police cases will be scheduled for Wednesdays.
- h. Proposed status conference orders may be submitted early, however, must be submitted within the month your status conference is scheduled for. For example, we will not accept proposed status conference orders for December 2020 in October 2020.
- i. If you need an adjournment of your status conference, please email the part to request an adjournment and state the reason why an adjournment is necessary.
- j. All emails regarding status conferences, must be addressed to [scsedey@nycourts.gov](mailto:scsedey@nycourts.gov) and [jrodrig5@nycourts.gov](mailto:jrodrig5@nycourts.gov). If there is a conflict with Ms. Collins-Sedey, please send your email to [jrodrig5@nycourts.gov](mailto:jrodrig5@nycourts.gov) and state the same.
- k. These part rules go into effect October 14, 2020.