

**FOR CITY TAP - IA-3**  
**RULES FOR MOTIONS, PRELIMINARY CONFERENCES<sup>1</sup>**  
**AND COMPLIANCE CONFERENCES**

(1) **ORDERS TO SHOW CAUSE:**

Orders to show cause are calendared for Thursday morning at 9:30 A.M. Counsel should appear promptly and be prepared to argue their cases.

(2) **SUBMITTED (NON-DISCOVERY) MOTIONS:**

In accordance with the general rules applicable in Bronx County for civil motions, all non-discovery motions not brought by order to show cause will be submitted without argument.

(3) **DISCOVERY MOTIONS:**

Attorneys are expected to be present in the courtroom commencing at 9:30 A.M. on Thursdays. Counsel are required to undertake good faith efforts pursuant to Uniform Rule 202.7 (a) to resolve discovery issues. Toward that end, City attorneys are present in the courtroom to conference and resolve by stipulation, if possible, discovery motions. The effort to resolve issues should continue until the call of the calendar at 11:00 A.M. At the call of the calendar, those motions not resolved or adjourned will be conferenced by the court. Discovery motions may not be submitted, even on consent of all parties, unless first conferenced by the Court.

(4) **PRELIMINARY CONFERENCES:**

Preliminary Conferences are generally handled by counsel in the robing room. Plaintiffs' counsel should fill in the first page of the PC form and place it in a box maintained for that purpose. City attorneys will call PC in the order of appearance by counsel. There is no calendar call for PCs.

(5) **COMPLIANCE CONFERENCES:**

In lieu of a formal motion, parties may make written application to schedule a Discovery Status or Compliance Conference. These conferences are scheduled for Tuesday mornings at 9:30 A.M. Such application shall be

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<sup>1</sup> See the general "Filing Rules" for the 12 Judicial District, Supreme Court.

**forwarded to**

**Bronx Supreme Civil  
851 Grand Concourse  
Bronx, New York 10451  
Room 217 DCM Department**

**Such application shall set forth**

- 1. The case caption, index number and city file #**
- 2. E Mail address for notification**
- 3. Must specify all discovery issues and any other relief being requested.**
- 4. Identify all prior orders addressing discovery issues.**
- 5. The request must be CC d to&the  
New York City Law Department  
100 Church St.  
New York, New York 10007  
and all other appearing parties.**