

HON. ASHLEE CRAWFORD, A.J.S.C.
New York Supreme Court, Civil Term
851 Grand Concourse, Room 401
Bronx, New York 10451

~~ INDIVIDUAL PART RULES ~~
Effective March 14, 2024

<p>Part Clerk: Tara Pacheco BxSupCiv-IA21@nycourts.gov 718.618.1435</p>	<p>Principal Law Clerk: Hillary Massey hmassey@nycourts.gov Assistant Law Clerk: Ayana Tan aytan@nycourts.gov</p>
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General Rules

1. No Recording or Photographing: Recording or photographing of any Court proceeding, either in person or virtual, is strictly prohibited (22 NYCRR § 29.1[a]).
2. E-Filing: I.A. Part 21 is an e-filing part. As such, all documents shall be filed via NYSCEF. If a party is self-represented, they must contact the Bronx County Clerk's Office in room 118.
3. Working Copies: The Court generally does not require working copies of documents filed electronically.
4. E-Track: The parties are reminded that in order to e-track their cases, they must file their appropriate appearances via NYSCEF. The parties must maintain current email addresses in NYSCEF, monitor the address provided, and promptly notify the Resource Center of any change in email address (22 NYCRR § 202.5-b[f][2][i]).
5. ADA Requests: Any party requesting an ADA accommodation should visit the Court System website for information and guidance (www.nycourts.gov). Any further questions should be directed to the Part Clerk.
6. Interpreter Requests: Requests for a language interpreter should be directed to the Part Clerk as soon as known, but not less than ten (10) calendar days before an appearance.
7. Preferred Pronouns or Name: Counsel or self-represented parties may directly inform Justice Crawford during a Court appearance, or her Law Clerks by email copying all

parties, of their preferred pronouns or preferred name, if the latter differs from the name appearing in the Court file.

8. Redaction of Confidential Personal Information: The parties shall omit or redact confidential personal information in papers submitted to the Court for filing (*see* 22 NYCRR § 202.5[e][1]).

Appearances

1. In-Person Appearances: All Court appearances will be in person. Exceptions may be granted by the Court under very limited circumstances.
2. Counsel for all parties, or any self-represented parties, must be present at all appearances.
3. Knowledge & Authority: Appearing counsel must be familiar with the case, and be fully prepared and authorized to discuss and resolve the issues which are scheduled to be the subject of the appearance. Failure to comply with this rule may be treated as a default for purposes of Uniform Court Rule 202.27 and/or may be treated as a failure to appear for purposes of Uniform Court Rule 130.2.1 (22 NYCRR § 202.1[f]).
4. Failure to Appear: Failure to appear at any scheduled appearance may result in default, inquest, or dismissal (22 NYCRR § 202.27).

Scheduling and Calendar Matters

1. Any inquiries regarding scheduling and calendar matters shall be directed to the Part Clerk.
2. Requests for forms shall be directed to the Part Clerk.
3. Requests to Adjourn an Appearance or Motion: A request for an adjournment of an appearance or motion shall be made in writing at least forty-eight (48) hours prior to the appearance or motion deadline, on notice to all parties, filed via NYSCEF and copying the Part Clerk at BxSupCiv-IA21@nycourts.gov. Any party seeking an adjournment must attempt to obtain consent of all parties. Applications for an adjournment must state: (1) the appearance/motion date; (2) the reason for the requested adjournment; (3) whether the request is made on consent of all parties; and (4) provide suggested adjourned dates or times. No more than three (3) stipulated adjournments, for a total of 60 days, shall be submitted without prior permission of the Court.
4. Requests to Adjourn Hearings or Trials: A request for an adjournment of a hearing or trial is not permitted except as provided for in 22 NYCRR § 125.1 (“Engagement of counsel”).

Communications with the Court

1. **Letters:** Communications with the Court shall be in writing and filed via NYSCEF and emailed to the Part Clerk, with copies simultaneously delivered to all counsel or self-represented parties. All correspondence must: (1) bear the full title and index number of the action; (2) indicate that a copy was sent to all counsel or self-represented parties; and (3) state the request or relief sought from the Court.
2. **Telephone Calls and E-mails:** Telephone calls and e-mails to chambers are only permitted in situations requiring immediate attention that cannot otherwise be obtained through written correspondence or by contacting the Part Clerk. Any *ex parte* communications with chambers, including from paralegals or assistants, is strictly prohibited. Do not directly email Justice Crawford unless instructed to do so.
3. **Notification of Settlements and Discontinuances:** If an action or motion is settled, discontinued, disposed, or withdrawn in any manner, counsel must **immediately inform the Court** by letter filed via NYSCEF **and emailed to the Law Clerks and the Part Clerk**. As soon as practicable, the parties shall file via NYSCEF, and email the Part Clerk, a fully executed stipulation of settlement or discontinuance.
4. Do not copy the Court on written communications between counsel or parties unless explicitly requested by the Court.

Discovery

1. **Adherence with Discovery Schedule:** Parties shall strictly comply with discovery obligations by the dates set forth in all case scheduling orders. Applications for extension of a discovery deadline shall be made as soon as practicable and prior to the expiration of such deadline (22 NYCRR § 202.20-e).
2. **Sanctions for Non-Compliance:** Non-compliance with discovery deadlines set forth in case scheduling orders may result in the imposition of an appropriate sanction against the non-compliant party or for other relief pursuant to CPLR 3126 (22 NYCRR § 202.20-e).
3. **Discovery Conference:** The parties must work in good faith to resolve any discovery issues prior to seeking Court intervention (22 NYCRR § 202.20-f). If their efforts are unsuccessful, they should request an expedited conference with the Court by filing a letter via NYSCEF and emailing the Part Clerk, setting forth (1) their request for an expedited discovery conference; (2) the discovery issue to be addressed; and (3) details of their good faith efforts at resolution.
4. **Discovery Motions:** The parties may not file a discovery motion prior to following the above steps and conferencing with the Court. The Court will deny any such motion without prejudice.

Subpoenas

1. Subpoenas generally need not be so-ordered. Requests for the Court to so-order a subpoena shall be supported by an affirmation explaining the need for an order, and shall be uploaded to NYSCEF with a courtesy copy emailed to the Part Clerk and Law Clerks.
2. Subpoenas for trial shall be directed to the trial assignment part (TAP).

Motions

1. No Appearance on Return Date: Personal appearances are not required on the motion return date unless directed by the Court.
2. Oral Argument: All motions are on submission unless otherwise advised by the Court. Parties may request oral argument by stating “Oral Argument Requested” on the first page of the papers submitted and emailing the Part Clerk to request a date for argument; the Court will determine whether to grant such requests.
3. Proposed Orders: Where appropriate, proposed orders should be submitted with motions (non-dispositive only)(22 NYCRR § 202.8-a[b]) and a courtesy copy shall be emailed *in Word format* to the Law Clerks or Part Clerk.
4. No Sur-Replies: No sur-replies shall be considered absent leave of the Court.
5. Word Count Limits: Parties shall abide by the word count limits set forth in 22 NYCRR § 202.8-b. The Court may permit over-length submissions upon letter application copying all parties and emailed to the Part Clerk.
6. Orders to Show Cause: An order to show cause shall be brought only when there is genuine urgency, a stay is required, or it is mandated by statute (22 NYCRR § 202.8-d). Proposed orders to show cause submitted for signature must be uploaded via NYSCEF and emailed to the Part Clerk.

Notes of Issue and Summary Judgment

1. Note of Issue: In connection with filing the note of issue, plaintiff should file via NYSCEF a stipulation by all parties that all discovery is complete. Every effort must be made to adhere to the Court-issued deadline for filing a note of issue.
2. Request to Extend Note of Issue Deadline: Requests to extend the note of issue deadline should not be lightly made and must be communicated to the Court by letter filed via NYSCEF and emailed to the Part Clerk at least two (2) weeks prior to the deadline. Any such request shall be supported by an affirmation setting forth (1) the reasons why discovery could not be completed by the current deadline; and (2) the shortest possible time needed to complete discovery.

3. Summary Judgment: Summary judgment shall be filed within sixty (60) days of the filing of the note of issue, unless otherwise directed by Court order.

Settlement Conferences, Pre-Trial Conferences, ADR

1. Knowledge & Authority to Settle: An attorney fully familiar with the case and authorized to make a binding settlement agreement must appear and engage in good faith settlement negotiations (22 NYCRR § 202.26). Parties and claims representatives must be available by telephone at the time of the conference.
2. Request Settlement Conference: The parties may request a settlement conference with the Court at any time after issue is joined and discovery has been exchanged by contacting the Part Clerk or informing the Court during an appearance.
3. Pre-Trial Conference: Prior to trial, counsel shall confer in a good faith effort to identify matters not in contention, resolve disputed questions without need for Court intervention, and further discuss settlement of the case (22 NYCRR § 202.26). Following the filing of a note of issue and, where applicable, the Court has rendered a decision on summary judgment not fully disposing of the case, the Court will schedule a pre-trial conference with the parties prior to any referral to TAP.
4. Alternate Dispute Resolution (ADR): Parties interested in pursuing Court ADR should contact the Part Clerk or inform the Court during an appearance.

Tax Lien Foreclosure Cases

1. Tax lien cases will be conferenced in the first instance in the Foreclosure Settlement Conference Part (room 602). Parties requesting to conference with Judge Crawford should address their request to the Foreclosure Settlement Conference Part.