

THIRTEENTH JUDICIAL DISTRICT  
SUPREME COURT RICHMOND COUNTY  
**UNIFORM CIVIL TERM RULES**

The following uniform rules have been adopted by all Richmond County Supreme Court Justices in order to decrease the complexity of litigation regulations, promote efficiency and expedite the administration of cases. Matrimonial cases shall be governed by the rules for New York State Trial Courts (NYCRR 202.16 *et seq*). The Thirteenth Judicial District requires all litigants to go through the magnetometers. There will be no exceptions to this rule.

**1. PRELIMINARY CONFERENCE**

a. A preliminary conference is mandatory in all cases, whether requested or not, unless a dispositive motion is granted immediately after the case has been assigned to an individual Justice's Part.

b. Upon the filing of a Request for Judicial Intervention (RJI) a case will be assigned to a Justice and a preliminary conference shall be held within **forty-five (45) days**.

c. During the preliminary conference, a compliance conference date shall be

fixed and included within the Preliminary Conference Order.

d. The attorneys who attend the preliminary conference and subsequent compliance conferences, shall have complete knowledge of all the facts and circumstances of the case and have authority to set dates for all discovery proceedings, to include, but not limited to, schedule dates for Examinations Before Trial, Independent Medical Examinations and the exchange of all other discovery documents.

e. When the plaintiff files a Request for Judicial Intervention (RJI) seeking a preliminary conference, the bill of particulars must be annexed to that request. If the defendant requests a preliminary conference by the filing of an RJI, the plaintiff shall serve a bill of particulars **ten (10) days prior** to the preliminary conference.

f. The Preliminary Conference form adopted by the Supreme Court Richmond County shall be utilized in all Parts, except the City Part. The Preliminary Conference Order shall be completed by all parties to the lawsuit.

g. Conferences may not be adjourned, unless specifically authorized by the Court and in accordance with the Justice's part rules.

h. The Preliminary Conference Order, shall indicate that all impleader actions shall be instituted within **forty-five (45) days** after the completion of examinations before

trial. In the event that an impleader is not commenced, any third party action may be severed.

2. **COMPLIANCE CONFERENCES**

a. Counsel for the parties or a *pro se* litigant must attend compliance conferences unless otherwise directed by the court. Counsel for a party or a *pro se* litigant, who failed to attend a compliance conference may have their pleadings stricken and/or have other sanctions imposed.

b. Discovery motions shall not be made without prior leave of court. If such a motion is authorized by the court, the Attorney's Affirmation must clearly state that the court has granted permission to make the motion.

c. Adjournments may only be granted on consent of all parties and the court, and in accordance with the Justice's part rules.

d. A Certification Order certifying that all discovery has been completed will be issued when the court is satisfied that the parties have fully complied with the Preliminary Conference Order and all subsequent Compliance Orders.

3. **NOTE OF ISSUE AND STATEMENT OF READINESS**

a. A Note of Issue with a Statement of Readiness may not be filed until a Certification Order has been issued by the court indicating all discovery has been completed. A copy of the Certification Order must be filed with the Note of Issue and Statement of Readiness within **ten (10) days** of the issuance of the Certification Order. Proof of filing of the Note of Issue shall be served upon the court and counsel within **ten (10) days** of filing the Note of Issue.

b. A Pre-Trial Conference shall be held within **ninety (90) days** after issuance of the Certification Order.

4. **MOTIONS FOR SUMMARY JUDGMENT**

a. All motions for summary judgment shall be **served and filed within sixty (60) days** of the filing of the Note of Issue. If an extension of time to file is authorized by the court, the Attorney's Affirmation must clearly state that the court has granted such permission. Only attorneys fully familiar with the motion shall appear to argue the motion on the return date unless appearances are waived by the court.

b. Adjournments may only be granted on consent of all attorneys AND with court approval. Once an adjournment is approved by the court, a stipulation signed by all

attorneys must be promptly faxed to the court.

5. **PRE-TRIAL CONFERENCE**

a. The Pre-Trial Conference shall be conducted in the DCM Part and shall be attended only by attorneys with knowledge of the case who have authority to discuss its resolution.

b. If the case cannot be resolved during the pre-trial conference and if a jury demand has been filed, the DCM/IAS judge will then decide whether to refer the case to the Pilot Settlement Conference Program (SCP), adjourn the case because of pending summary judgment motions or send the attorneys on the case to direct select for jury trial.

6. **PART RULES FOR THE MANDATORY SETTLEMENT CONFERENCE/MEDIATION PART (SCMP)**

Counsel for plaintiff must complete and file a “*Confidential Settlement Conference Worksheet*” which (when completed) will provide the court with all information necessary to conduct a meaningful settlement conference. This worksheet, which also provides a check-off for the documents which are relevant to the issues of liability and damages, will be given out at the SCMP.

Coordinated by Referee Robert W. Soos, Esq., the Mandatory Settlement/

Mediation Part (SCMP) calendar days will be Monday, Tuesday or Thursday.

The Mandatory Settlement/Mediation Part conference will be scheduled within four (4) months upon filing the Note of Issue (NOI).

Each attorney attending the settlement conference must bring a copy of all documents relevant to the issues of liability and damages and be fully familiar with every aspect of the case and be fully authorized to engage in meaningful settlement negotiations. **No appearances will be permitted by attorneys who are not fully prepared for trial.**

If the worksheet is not sufficiently completed and filed or if the attorney attending the conference is not prepared, the matter will be immediately referred to the Administrative Justice for sanctions or further directives.

If the settlement negotiations are not expeditiously being conducted in good faith, the court pursuant to the Uniform Rules for Trial Courts (22 NYCRR §202.26[e]),  
*“...may order parties, representatives of parties, representatives of insurance*

*carriers or persons having an interest in any settlement, including those holding liens on any settlement or verdict, to also attend in person or telephonically at the settlement conference” and the matter may also be immediately referred to the Administrative Justice.*

Since a Note of Issue (with a Certificate of Readiness) has been filed, the court has the discretion to send the case for **immediate** jury selection and trial; and **will do so if settlement negotiations are not expeditiously conducted in good faith.**

The Court’s “Trial Rules” for each judge are published on the OCA website.

*For queries concerning the SCMP, kindly contact SCMP Coordinator, Referee*

*Soos or Referee Annette Scarano at [richsupscpm@nycourts.gov](mailto:richsupscpm@nycourts.gov) ; 718-675-*

*8777. Thank you.*

7. **AMENDMENTS OF ORDERS**

Regarding any requests for changes, corrections, amendments of prior orders, movant must file an amended order directly with the Richmond Supreme Clerks’ Office. In Efiled cases, it would be filed through Efile and a hard working copy presented to the Richmond Supreme Clerk’s Office.

8.

**CORRESPONDENCE TO THE COURT**

All documents including letters and other correspondence to the court must be Efiled in Efile cases along with courtesy copy to chambers by Email, facsimile or USPS.