

HONORABLE DESMOND A. GREEN  
Administrative Judge of the Thirteenth Judicial District  
Supreme Court: Richmond County

26 Central Avenue  
Staten Island, New York 10301  
718 675-8630 (tel)/718 442-5364 (fax)

**JURY SELECTION PART (JSP) RULES**

1. The **JURY SELECTION PART (JSP)** shall be conducted every Monday through Thursday promptly at 9:30am with in-person jury selection, except for the first day of the Court Term (*that being our Grand Jury Day*).
2. **Check-In:** Attorneys shall check in with the Clerk at the Central Clerks' Office, lobby level of Supreme Court 26 Central Avenue, Staten Island, NY.
3. Attorneys/litigants on Cases marked ready for trial shall be sent immediately for jury selection to the Central Jury room located in the lobby of 26 Central Avenue.
4. Should there be any issues/applications thwarting the immediacy of item 3 above, attorneys shall report immediately to the Administrative Judge (AJ) as directed by the Clerk.
5. Unless there are extenuating circumstances, **no adjournments shall be given**. Should there be extenuating circumstances, counselors must forward Email (*copied to all in the matter as the court refrains from ex-parte communication*) to Ms. Johnson at [ncjohnso@nycourts.gov](mailto:ncjohnso@nycourts.gov)
6. Once jury selection is completed, the parties shall return to the Central Clerks' Office for trial assignment to an available judge.
7. If the IAS Judge is available, the Clerk will forthwith (F/W) that case to the IAS Part. Otherwise, if the IAS Judge is not available, the Clerk will contact the A.J. for assignment of the Trial to a Judge who is immediately available.
8. The Clerk will then communicate to the A.J., the case information and relative factors. Once assigned by the A.J., the assignment information will then be communicated by the Clerk to the receiving Judge, staff and parties.
9. *Anytime a Judge is not able to receive the case, this information must be communicated immediately by the Judge's part to **JSP** and the Administrative Judge.*

**Thank you!**

