

**NEW YORK STATE SUPREME COURT, RICHMOND COUNTY
RULES FOR I.A.S. PART 3**

**HON. PAUL MARRONE, JR., JSC
26 Central Avenue – Courtroom 440
Staten Island, New York 10301
Courtroom: (718) 675-7852
Chambers: (718) 675-7850
Fax: (718) 390-5209**

Law Clerk: Isaac Gorodetski
Part Clerk: Sharon Feinberg
Secretary: Joanne Lamberti (jlambert@nycourts.gov)

(effective April 22, 2024)

PRELIMINARY CONFERENCES

- (1) Preliminary Conferences will be given a date by the Court after a Request for Judicial Intervention (RJI) is filed, and are held on Fridays in Courtroom 440, beginning at 9:30AM, unless a proposed preliminary conference order is e-filed via the New York State Courts Electronic Filing (NYSCEF) system, consented to by all parties.
- (2) A compliance conference date will be given by the Court in the signed Preliminary Conference Order.

COMPLIANCE/STATUS CONFERENCES

- (1) Non-motion conferences are held every Wednesday via Microsoft Teams. Appearances are required for all parties, and attorneys must be fully knowledgeable about the case.
- (2) Adjournments are only granted on consent of all parties and with prior approval from the Court. Requests should be emailed to Joanne Lamberti at jlambert@nycourts.gov, with all parties included.

MOTIONS

- (1) All motion conferences are held, in person, on Thursdays in Courtroom 440, beginning at 9:30AM, with a second call at 10:30AM.
- (2) Motion papers, answering affidavits, and reply affidavits must be served on adversaries in compliance with CPLR 2214.
- (3) All motions require appearances and oral argument unless appearances are waived by the Court. Only attorneys fully familiar with the motion shall appear to argue the motion on the return date.

- (4) This part permits the filing of summary judgment motions before the Note of Issue. If a Note of Issue has been filed, however, any summary judgment motions shall be filed within sixty (60) days therefrom.
- (5) Adjournments are only granted on consent of all parties and prior approval from the Court. Requests should be emailed to Joanne Lamberti at jlambert@nycourts.gov, with all parties included.
- (6) Discovery motions are not permitted without prior Court approval. 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.
- (7) If you are delayed due to an emergency, you must call your adversary to inform them of the approximate time you will arrive at court and then call the courtroom at (718) 675-7852.

ORDERS TO SHOW CAUSE

Any Orders to Show Cause must comply with the Uniform Civil Rules for Supreme and County Courts Section 202.7 (f).

TRIALS

- (1) **Certification.** Upon completion of discovery, a certification order will be e-filed permitting the plaintiff to file a Note of Issue.
- (2) **In-Person.** All trials will be conducted in Courtroom 440.
- (3) **Marked Pleadings.** Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR section 4102.
- (4) **Exhibits.** Counsel shall pre-mark all exhibits in the order which they intend to introduce at trial. Plaintiff will number their exhibits and defendants will letter their exhibits. On the day of trial, the exhibits and the list will be given to the court reporter who will officially mark them before trial.
- (5) **Witnesses.** Prior to trial, counsel shall provide the Court with a list of potential witnesses.
- (6) **Summary Judgment Motions.** As stated above, this part permits the filing of summary judgment motions before the Note of Issue. If a Note of Issue has been filed, however, any summary judgment motions shall be filed within sixty (60) days therefrom.
- (7) **Motion *in Limine*.** Any potential evidentiary question or procedural or substantive law matter not previously adjudicated, shall be brought to the Court's attention and addressed prior to trial by way of a written or oral motion *in limine*. A written memorandum of law with citations to the Official Reports is strongly encouraged and shall accompany any such motion. Citations and copies of relevant court decisions and statutes should be furnished to the Court prior to the commencement of plaintiff's case and when otherwise required by the Court.
- (8) **Depositions.** A copy of depositions intended to be used at trial shall be furnished to the Court at the commencement of the trial.
- (9) **Proposed Jury Charges and Verdict Sheets.** All proposed jury charges and proposed verdict sheets shall be submitted to the Court prior to trial. The proposed

charges shall be submitted with specific citations to the applicable New York Pattern Jury Instructions and modifications, if any.

- (10) **Bench Trials and Summary Jury Trials.** Please notify the Court if all parties agree to a summary jury trial.

CORRESPONDENCE TO THE COURT

All documents, including letters and other correspondence to the Court, must be e-filed, with a courtesy copy sent to Chambers by email to jlambert@nycourts.gov. All papers submitted to the Court must include a fax number and/or an email address. Attorneys and unrepresented litigants must provide the Court with a current phone number and fax number and/or email address where they can be reached.

Correspondence between counsel is NOT to be copied to chambers.

MICROSOFT TEAMS

The Court will send Microsoft Teams invitations to all parties whose email addresses are listed in the e-filing system. Should any attorney wish to appear at a virtual compliance conference whose name and email address are not specified on the case email list for the e-filing system, an email must be sent to jlambert@nycourts.gov so that they can be added to the Microsoft Teams invitation.

FORMS

[Compliance Conference Order](#)
[Preliminary Conference Order](#)
[Short Form Order](#)
[Virtual Discovery Request](#)