

**NEW YORK STATE SUPREME COURT, RICHMOND COUNTY
RULES FOR MATRIMONIAL 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 are held, in person, on Tuesdays in Courtroom 440, beginning at 9:30AM. Appearances are required for all parties, and attorneys must be fully knowledgeable about the case.
- (2) Prior to the preliminary conference, the parties shall submit a proposed Preliminary Conference Order **with pages 1 through 13 completed**. Any sections that are in dispute may remain blank.
- (3) Pursuant to 22 NYCRR 202.16 (d), a Request for Judicial Intervention (RJI) must be filed within forty-five (45) days of the date of service of the summons unless an affidavit of no necessity is filed, in which event the RJI must be filed within one hundred twenty (120) days.
- (4) Net worth affidavits are to be exchanged and filed with the Court ten (10) days prior to the conference date, pursuant to 22 NYCRR 200.16 (f). They are to be accompanied by the attorneys' retainer statements and all mandatory attachments pursuant thereto. All parties must be present at the conference. At this conference a referral may be made to parental education programs or attorney to represent the interests of any child or children.

COMPLIANCE/STATUS CONFERENCES

- (1) Compliance and status conferences are held on Mondays via Microsoft Teams, and appearances are required for all parties unless the Court designates the conference for attorneys only.
- (2) The dates for compliance and status conferences shall be set at the time of the preliminary conference.

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.
- (4) 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.
- (5) 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.
- (6) 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).

PRE-TRIAL CONFERENCES

- (1) Upon completion of discovery, a pre-trial order will be e-filed permitting the plaintiff to file a Note of Issue, and a date will be set for the pre-trial conference.
- (2) At the final pre-trial conference, counsel will provide the Court with statements of proposed dispositions, updated net worth statements, and maintenance and child support worksheets, if applicable. Counsel shall present all motions *in limine* at this conference.

TRIALS

- (1) **In-Person.** All trials will be conducted in Courtroom 440.
- (2) **Marked Pleadings.** Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR section 4102.
- (3) **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.

- (4) **Updated Documents.** If there was a change in the parties' finances after the pre-trial conference, updated statements of net worth, proposed dispositions, and child support worksheets, if applicable, must be provided to the Court.
- (5) **Witnesses.** Prior to trial, counsel shall provide the Court with a list of potential witnesses.
- (6) **Expert Reports.** All expert reports are to be exchanged and filed with the Court sixty (60) days before the date set for trial, and reply reports, if any, shall be exchanged and filed no later than thirty (30) days before said date, pursuant to 22 NYCRR 202.16 (g).
- (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*.
- (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) **Pre-Trial Settlement.** In the event the action is resolved prior to the trial date, parties are expected to notify Chambers immediately.

CORRESPONDENCE WITH 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 status or 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 Order](#)
[Preliminary Conference Order](#)