

HONORABLE CHARLES M. TROIA
Supreme Court, Richmond County
26 Central Avenue, Rm 340
Staten Island, New York 10301
Chambers (718) 675-7870
Courtroom (718) 675-7872

Principal Law Clerk
Paul J. Danke, Esq.
Civil Matters

Associate Court Attorney
Judith Israeli, Esq.
Guardianship Matters

Virtual Courtroom Link

CONFERENCES

*Effective October 3, 2023, conferences shall be held every Tuesday and Friday in Room 340 at 26 Central Avenue Staten Island, New York, at 9:30 a.m. *****All conferences are presently conducted virtually via Microsoft Teams unless otherwise noted.*****

*A request for a preliminary conference may only be made after serving a bill of particulars.

*Adjournments are only granted on consent of all parties **AND** with the permission of the Court.

*All requests for adjournments in civil matters must be made in writing, on notice to all parties, via email to pdanke@nycourts.gov. If directed by the Court, a stipulation confirming the adjournment is then to be filed with NYSCEF.

*All requests for adjournments in guardianship matters must be made in writing, on notice to all parties, via email to jisraeli@nycourts.gov.

*If depositions are not completed prior to the first compliance conference, any adjournment of same thereafter requires the permission of the Court.

***NO ADJOURNMENT PERMITTED for any case that is BEYOND Standards & Goals.**

MOTIONS

*Effective October 11, 2023, motions shall be heard every other Wednesday, **in person**, promptly at 9:30 a.m., in room 340. Oral argument is mandatory unless otherwise noted.

***NO courtesy copies of motion papers are to be filed with Chambers or the courtroom.**

*Motion papers, answering affidavits and reply affidavits must be served on adversaries as per CPLR § 2214, unless otherwise directed by the Court in a briefing schedule.

***DO NOT** contact Chambers with inquiries about the status of pending motion decisions.

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*All requests for adjournments in civil matters must be made in writing, on notice to all parties, via email to pdanke@nycourts.gov. If directed by the Court, a stipulation confirming the adjournment is then to be filed with NYSCEF.

*All requests for adjournments in guardianship matters must be made in writing, on notice to all parties, via email to jisraeli@nycourts.gov.

*Summary judgment motions must be made within sixty (60) days of the filing of the Note of Issue.

*Discovery motions are **NOT** permitted without Court approval.

*No ex-parte motions on a judgment of foreclosure and sale. All motions must be made on notice.

*If you are detained, you **must** call your adversary to inform him/her of the approximate time you will arrive at court, and then call the Courtroom at (718) 675-7872 or Chambers at (718) 675-7870.

GUARDIANSHIP MATTERS

*Unless otherwise ordered by the Court, all Guardianship matters, including motions and conferences, will continue to be held virtually via the Microsoft Teams virtual courtroom link.

Please contact jisraeli@nycourts.gov with regards to any Guardianship matters.

TRIALS

***Marked Pleadings.** Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR §4012.

***Exhibits.** Counsel shall pre-mark all exhibits in the order which they intend to introduce them at trial. Plaintiffs 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.

***Witnesses.** Prior to trial, Counsel shall provide to the Court, a list of potential witnesses.

***Motions *in Limine*.** Any motions *in limine* shall be made as soon as possible by oral application to the Judge.

***Depositions.** A copy of depositions intended to be used at trial shall be furnished to the Court at the commencement of trial.

***Proposed Jury Charges and Verdict Sheets.** All proposed jury charges and proposed verdict sheets shall be submitted to the Court prior to opening statements.