

HON. PAUL B. WOJTASZEK
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Law Clerk:	Jonathan S. Hickey	(716) 845-9442 jhickey@nycourts.gov
Secretary:	Beverly Maziarz	(716) 845-9440 bmaziarz@nycourts.gov
Court Clerk:	Mollie Redmond	(716) 845-9412 mredmond@nycourts.gov
Court Reporter:	Kerry Meegan	(716) 845-3623

MOTIONS: **First and Third Wednesday of each month at 10:00 a.m.**

E-FILES:

Working copies for electronically filed papers are required by this Court. Be sure to attach the required confirmation notice from NYS Courts E-filing.

CIVIL MOTIONS, POST-MATRIMONIAL, AND HEARINGS:

CPLR service applies. **NOTE:** Motions will be automatically adjourned to the following special term if any papers are received after 12:00 p.m. on the Monday prior to the return date. No fax or e-mail submissions are permitted.

Adjournment of motions may be granted on consent of parties, subject to approval of the Court. Only stipulated or initialed Orders, with consent of opposing counsel, should be submitted to the Court for signature. Motions cannot be adjourned generally. Confirmation of an adjournment, with notice of rescheduled dates, must be made in writing to the Court and all parties. The first adjournment of a motion may be made on consent of the parties alone, and in no event more than 30-days from the initial return date. The second adjournment of a motion may be made on consent of the parties, however this adjournment must be approved by the Court. Any further adjournment requests beyond these first two adjournments must be made in the courtroom and on the record before the Judge unless this requirement is explicitly waived by the Court.

Personal appearances by counsel are **required**. If all parties consent to submission of the motion on papers, a written letter confirming **all** parties' consent must be submitted one-day prior to the return date.

Discovery motions may be subject to a conference with the Law Clerk prior to argument on the return date. Affidavits of good faith are required on all discovery motions. TROs on notice, if other attorney known. Requests for TROs on cases assigned to another Judge will be considered only upon prior approval of the IAS Judge or his/her Law Clerk.

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All other hearings, including Post-Matrimonial matters brought by Order to Show Cause, are scheduled by the Court.

CONFERENCES:

Civil

A preliminary conference will be held within forty-five (45) days of the Court's receipt of a filed RJI. All conferences are before the IAS Judge or Law Clerk. All conferences will be conducted in person, in Judicial Chambers. Pleadings and a brief summary of the case in letter form are required in advance of the initial conference via first class mail only. Adjournments granted with the consent of all parties, subject to the Court's approval, by contacting the Court's Secretary.

TRIALS AND REFERENCES:

Civil

Trial dates are considered to be "date certain." Adjournments are granted by the Judge only, not based merely on counsels' consent. (**Expert disclosure deadlines and expert motions per the Court's scheduling and/or trial Order.**) Motions *in limine*, pleadings, list of witnesses, and expert disclosure are required to be filed with the Court one (1) week prior to jury selection. Motions *in limine* are heard at 10:00 a.m. the Wednesday preceding jury selection. Conference and/or conference call with the Judge upon completion of jury selection. Requests to Charge and proposed Verdict Sheets required one (1) week prior to jury selection. Charge conference held prior to summations, with rulings placed on the record upon request.