

**Hon. Christopher J. Burns**  
**25 Delaware Avenue**  
**Buffalo, New York 14202**  
**PHONE 845-9381/ FAX 845-5154**

Law Clerk:	David C. Caywood, Esq.	845-9382
Secretary:	Mary Kay Walker	845-9381
Court Clerk:	Andrea Mattingly	845-9406
Court Reporter:	Brigit Marszalkowski	845-3615

**MOTIONS :                   Thursdays [alternate] in Part 19 at 9:30 a.m.**  
**(25 Delaware Avenue - 3rd Floor)**

E-Filing: All papers and Exhibits subject to e-filing, including, motions, proposed orders and proposed judgements shall be electronically filed. Papers in matters not subject to e-filing are to be provided to the Court simultaneously with service on all parties.

Civil : All moving papers, answering papers, reply papers and memoranda to be received by chambers by 2 p.m. on the Tuesday preceding the return date. If papers are not timely delivered, motions will be adjourned. **Pursuant to the Uniform Civil Rules for the Supreme Court § 202.8-f, all motions will be decided on submission. Oral argument may be granted, if requested, on a case by case basis as determined by the Court. If oral argument is granted, a date and time will be supplied by the Court. Discovery motions may be subject to a conference with the Law Clerk prior to argument on the return date.** Original papers must be supplied to the Court on an Order to Show Cause. On all other motions, copies are acceptable. If a TRO is sought, it must be on notice to other side, if known. TRO's requested in cases assigned to another Judge will only be granted upon approval of IAS Judge or his/her Law Clerk. Motions cannot be adjourned generally and should only be adjourned upon good cause after obtaining the consent of Chambers.

**CONFERENCES :**

Civil : Preliminary and Pre-trial conferences are automatically scheduled upon court's receipt of RJI or calendar note of issue. Otherwise, a preliminary conference may be scheduled upon request. Conferences before IAS Judge or Law Clerk. Adjournments granted upon agreement of all parties and after obtaining the consent of Chambers.

**TRIAL and REFERENCES:**

Civil : Court adheres strictly to trial schedule. Papers for motions in limine required prior to commencement of trial. Conference with IAS Judge upon completion of jury selection. Jury Selection Forms to be submitted at least one (1) month before jury selection date. Formal Requests to Charge and proposed Verdict Sheets required prior to jury selection. Charge conference held prior to summations. Deadline on expert disclosure, without good cause shown, thirty (30) days before the scheduled commencement date of jury selection.