

**HON. JOHN L. MICHALSKI**  
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<b>Law Clerk:</b>	<b>Michael J. McHale, Esq.</b>	<b>845-9463</b>
<b>Secretary:</b>	<b>Patricia Hanavan</b>	<b>845-9462</b>
<b>Court Clerk</b>	<b>Patty Koenig</b>	<b>845-9419</b>
<b>Court Reporter:</b>	<b>Jill Draszkiwicz</b>	<b>845-3617</b>

**MOTIONS:            Tuesday and Thursday in Part 11 at 9:30 a.m.**  
**(25 Delaware Avenue - 1<sup>st</sup> Floor)**

**E-Filing:** Any party filing a motion through the E-Filing system must also supply a bound working copy to the Court at the time of filing.

**Civil:** All moving papers, answering papers, reply papers and memoranda to be received by Chambers **at least two days prior to the return date. If papers are not timely delivered, motions will be adjourned.** Oral argument expected on all cases, unless, 1) the motion is known in advance to be uncontested or 2) a letter requesting the motion be decided on the papers is received by the Court prior to the return date. 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. Motions cannot be adjourned generally, and should only be adjourned upon good cause after obtaining the consent of Chambers.

**CONFERENCES:            Monday and Wednesday mornings in Chambers**  
**(25 Delaware Avenue - 5<sup>th</sup> Floor)**

**Civil:** All pleadings must be hard copied to Chambers prior to the initial conference. 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. Adjournments granted upon agreement of all parties and after obtaining the consent of Chambers.

**TRIAL and REFERENCES:**

**Civil:** Motions *in limine* will be heard the day prior to jury selection. Formal Requests to Charge and proposed Verdict Sheets must be submitted on the day jury selection commences. 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.