

**Hon. Michael A. Siragusa J.C.C.**  
**Acting Supreme Court Justice**  
[Email:msiragus@nycourts.gov](mailto:msiragus@nycourts.gov)  
**Part 29 - Eighth Floor**  
**50 Delaware Avenue**  
**Buffalo, New York 14202**

Law Clerk: Thomas J. Navarro, Esq 716-845-9382  
[Email:tnavarro@nycourts.gov](mailto:tnavarro@nycourts.gov)

Secretary: Cynthia J. Selden 716-845-9381  
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Court Clerk: Michelle Wroblewski 716-845-9421  
[Email:mwroblew@nycourts.gov](mailto:mwroblew@nycourts.gov)

**MOTIONS:**

Generally every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. If requesting oral argument please note same on Notice. All oral arguments will be in person unless previously arranged with Chambers.

**Summary judgment papers:** Unless your case is one of first impression in the State of New York, compliance with rule §202.8-g is waived. Those who believe their case qualifies as one to comply with §202.8 shall consult with the Judge before such submission.

**Discovery motions:** Shall be subject to a conference with the Law Clerk prior to filing the motion. In such case, counsel shall first email the Law Clerk, copying opposing counsel, and briefly set forth the discovery related dispute. Opposing counsel shall have a reasonable opportunity to email a brief response, after which the Law clerk will determine whether a conference, or motion practice is required.

**ORDERS:**

Shall be submitted to Chambers by the prevailing party's counsel within seven (7) business days of a decision as to same and uploaded to NYSCEF, together with verification that the order has been served upon all opposing counsel (or *pro se* litigants), and that no objection has been received within three (3) business days of service. Orders will not be signed without said verification.

**ADJOURNMENTS:**

Adjournments are granted upon consent of opposing counsel but, if counsel refuses, the Court has a liberal adjournment policy of motions made within minimum time limits of the CPLR and may grant an adjournment upon request, even if opposed. Please note, adjournment requests should be made by email to [cselden@nycourts.gov](mailto:cselden@nycourts.gov) and [tnavarro@nycourts.gov](mailto:tnavarro@nycourts.gov); please do not file letter requests for adjournments on NYSCEF.

**CONFERENCES:**

Conferences shall be automatically scheduled upon receipt by chambers of a filed RJI. Conferences may also be scheduled upon request (directed to Cynthia Selden). Prior to a preliminary conference, counsel shall provide Chambers with a one (1) page summary of the case.

## **MATRIMONIAL ACTIONS:**

**PRELIMINARY INFORMATION SHEET:** Please complete the preliminary matrimonial information sheet contained in **Appendix A** to these rules and return a PDF copy of the document to Cynthia Selden in advance of the preliminary conference. Please also upload a retainer agreement, summons, affidavit of service, and Domestic relations Law §236 B affidavit to NYSCEF in advance of that conference.

**FINAL JUDGEMENT ROLL:** Please complete and upload to NYSCEF, the judgement roll checklist contained in **Appendix B** to these rules in conjunction with the tender of a proposed judgment for judicial signature. Submission of a PDF copy of a completed judgment roll checklist will facilitate the review and execution of a proposed judgment.

**DEFAULT:** To the extent a default is taken in the absence of any prior appearance by the defaulting party, please serve a copy of the motion for default judgment upon that party through the same means by which service of the summons and complaint was effectuated and include an affidavit of service in your motion papers.

## **TRIALS:**

The court adheres strictly to jury selection and trial schedules. Exhibits shall be pre-marked, as set forth below.

Requests to charge, marked pleadings, witness lists, and proposed verdict sheets shall be submitted to Chambers after consultation with opposing counsel, so as to narrow issues and limit redundancy two (2) weeks prior to the scheduled commencement date of jury selection. Motions in *limine* shall be filed and served as to be heard thirty (30) days prior to the scheduled commencement date of jury selection.

Counsel shall exchange a list of deposition testimony that will be offered into evidence and confer in good faith to agree upon those portions of the deposition testimony that will be admitted into evidence without objection.

Counsel shall confer in good faith to agree upon those exhibits that shall be admitted into evidence without objection, and shall pre-mark them electronically with the Court Reporter. Each exhibit shall, unless directed otherwise, be its own file. If there is any stipulation among counsel as to the admissibility into evidence of any exhibit, counsel shall advise the Court Reporter and it will be marked. Otherwise, exhibits shall be marked for identification only. Counsel shall, unless otherwise directed by the Court/Law clerk, upload all marked exhibits (Evidence and Identification) to the NYSCEF System.

An initial charging conference shall be held upon the conclusion of jury selection, and a final charging conference shall be held prior to summations.

Expert disclosure shall be staggered. The deadline for expert disclosure, absent good cause shown, is forty-five (45) days prior to the scheduled commencement date of jury selection (Plaintiff), and thirty (30) days prior to the scheduled commencement date of jury selection (Defendant).

APPENDIX A



**NEW YORK STATE SUPREME COURT**  
**Expedited Matrimonial Program**  
25 Delaware Avenue, Fifth Floor  
Buffalo, New York 14202  
716.845.9486

**PRELIMINARY MATRIMONIAL INFORMATION SHEET**

Submitted to Hon. Amy C. Martoche, J.S.C.  
on Behalf of Plaintiff/Defendant (Select One)

**I. PARTIES**

Plaintiff:	
Defendant:	
Index No.:	

**II. ATTORNEYS**

**A. Plaintiff's Attorney(s):**

Attorney(s):	
Preferred Phone #:	
Alternate Phone#:	
Email:	

**B. Defendant's Attorney(s):**

Attorney(s):	
Preferred Phone #:	
Alternate Phone #:	
Email:	

**C. Attorney for the Child/Children (if known):**

Attorney:	
Preferred Phone #:	
Alternate Phone #:	
Email:	

**III. BACKGROUND INFORMATION OF PARTIES**

	Plaintiff (Husband/Wife)	Defendant (Husband/Wife)
Age:		
Health:		
Occupation:		
Current Address:		
Email:		
Phone:		
Cell Phone:		
D/O Marriage:		
Years Married:		
D/O Commencement:		
D/O Separation:		

**IV. ORDER OF PROTECTION**

Party Imposed Against:	
Issuing Court:	
Date of Issuance:	
Expiration Date:	
Type/Provisions:	

**V. RELATED PROCEEDINGS**

Please note any related proceeding or proceedings pending in any court (e.g., Family Court or City Court). To the extent there is a related proceeding or proceedings, please note the index number of such proceeding, the judge or justice before whom such proceeding is pending, the attorneys involved in such proceeding, and the subject matter of such proceeding.

**VI. CHILDREN**

Name	Age (d/o/b)	School	Special Needs (Y/N) <sup>1</sup>

**Custody/Access:** Are custodial and access issues resolved? (Y/N)

If custodial and/or access questions are not resolved, then please note the main issues with respect to those questions.

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<sup>1</sup> If the child has special needs, then please briefly describe those needs.

**VII. INCOME, ASSETS, AND LIABILITIES**

**A. Income:**

Plaintiff/ Defendant	Employer/Source	Annual Income

**B. Real Property:**

**i. Property #1:**

Address:	
City/Town:	
Titled Owner:	
FMV:	
Lien(s):	
Separate Property Claim (SPC) (P/D):	

**ii. Property #2<sup>2</sup>:**

Address:	
City/Town:	
Titled Owner:	
FMV:	
Lien(s):	
SPC (P/D):	

<sup>2</sup> Please note any additional real property holdings in an appendix to this information statement.

**C. Pension(s):**

Plan/Administrator	Owner (P/D)	SPC (P/D)

**D. Securities (401k/403b/Deferred Compensation/IRA/Investments):**

Company/Type	Owner (P/D)	Current Balance	SPC (P/D)

**E. Motor Vehicles:**

Year/Make/Model	FMV	Lien	Title (P/D)	Primary User	SPC (P/D)

**F. Bank Accounts:**

Bank	Checking/Savings	Owner (P/D/JT)	Current Balance	SPC (P/D)



**G. Business Entities:**

Entity	Nature of Business	Owner (P/D)	SPC (P/D)

**H. Debts (excluding mortgage and auto loans):**

Debt Holder	Nature of Debt	Balance	Debtor (P/D/JT)	SPC (P/D)

**I. Life Insurance:**

Company	Type	Face Amount	Cash Value (if any)	SPC (P/D)

**J. Personal Property/Household Furnishings:**

Please list personal property and household furnishings with respect to which there is a significant issue or dispute:

**K. Other Significant Issues/Assets/Liabilities:**

Please briefly note other assets, liabilities, or issues of significance.

## APPENDIX B

## JUDGMENT ROLL CHECKLIST

Case Name \_\_\_\_\_ Index No. SF \_\_\_\_\_

Plaintiff's Attorney \_\_\_\_\_ Defendant's Attorney \_\_\_\_\_

- Written proof that opposing counsel has reviewed and approved the proposed Judgment and Findings of Fact & Conclusions of Law.
- Withdrawal of appearance, if not in the agreement or transcript.
- Court exhibits.
- Copy of fully-executed agreement or  Written Ratification and complete transcript.
- Copy of Summons & Affidavit of Service (that has been filed in the ECCO).
- Copy of Complaint (that has been filed in the ECCO).
- Affidavit in Lieu of Testimony (if on papers).
- Removal of Barriers Language (if on papers).
- Non-Military Affidavit (if on papers).
- DRL § 236 (B) Affidavit       Plaintiff       Defendant
- Retainer Agreement       Plaintiff       Defendant

**If there are minor children, also submit the following:**

- Parenting Agreement, if not included in the Property Settlement Agreement.
- Written proof that the Attorney for the Child has reviewed and approved the Parenting Agreement, the Judgment and the Findings of Fact & Conclusions of Law.
- UCS 111
- STATE CASE REGISTRY FILING FORM, if Child Support is not paid through a Child Support Collection Unit.**