

HON. DONNA M. SIWEK
Part 26 - Fourth Floor
Chambers – Fifth Floor, South
25 Delaware Avenue, Buffalo, New York 14202
PHONE: 845-9354

Law Clerk:	Kate Roach, Esq. kroach@nycourts.gov	845-9355
Secretary:	Ann M. Metz ametz@nycourts.gov	845-9354
Court Clerk:	Roxanne M. Jones rmjones@nycourts.gov	845-9411
Court Reporter:	Kara Hartman khartman@nycourts.gov	845-2128

Civil Conferences, including Matrimonial:

- Adjournments may be requested at least 48 hours prior to the conference, by email, copied to all counsel and to ametz@nycourts.gov. Requests should indicate that all counsel have been consulted and whether they consent.
- Preliminary conferences must be held within forty-five (45) days of RJJ filing.

VIRTUAL CONFERENCES: Conference rules are set forth in each Teams invitation.

Civil Motions, including Matrimonial: Alternating Thursdays in Part 26 as scheduled by Court Clerk (See 2021 Schedule below)

- All motion papers must be e-filed in NYSEF no later than **12 noon on the Tuesday before the motion return date.**
- For matters that have been e-filed, counsel should provide chambers (note new address) with hard copies of all motion papers, ***properly bound with exhibit tabs***, simultaneous with e-filing no later than **12 noon on the Tuesday before the motion return date.**
- **Fax and e-mail submissions of motion papers are not permitted.**

- If motion papers are not timely filed, the motion may be adjourned by the Court.
- Subject to Court’s approval, adjournments granted on request or with consent of all counsel, by contacting secretary or court clerk by email.
- Requests for TROs must be on notice to the other side if other attorney is known.
- Requests for Oral Argument granted in the discretion of the Court.

Civil Trials, including Matrimonials :

- **Trial Rules are set forth in the Trial Scheduling Order.**
- Adjournments granted only in the most exceptional circumstances, not upon consent of counsel.
- All motions *in limine* shall be made returnable prior to jury selection.
- Expert disclosure deadlines per court’s trial scheduling order.

2021 SPECIAL TERM DATES*

January 14	July 1	December 2
January 28	July 15	December 16
February 11	July 28	
February 25	August 12	
March 11	August 25	
March 25	September 8	
April 22	September 23	
May 6	October 7	
May 20	October 21	
June 3		
June 17	November 16	

*This schedule is subject to change by the Court.