

HON. DONNA M. SIWEK
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Secretary: Ann M. Metz (716) 845-9354 ametz@nycourts.gov

Court Clerk: Roxanne M. Jones (716) 845-9411 rmjones@nycourts.gov

Court Reporter: Carolyn Kerr (716) 845-2143 ckerr@nycourts.gov

Correspondence:

The Court does not accept, does not receive notice of and does not review correspondence filed on NYSCEF. Correspondence directed to the Court should be sent to Ann Metz either attached to an email or via mailed hard copy.

Conferences:

- A preliminary conference will be held within forty-five (45) days of filed RJI. Conferences will be scheduled virtually through Microsoft Teams or in person.
- For conferences scheduled on Microsoft Teams, see Conference Rules in Teams invitation.
- Adjournments may be requested at least 48 hours prior to the conference, by email, copied to all counsel to ametz@nycourts.gov. Requests should indicate that all counsel have been consulted and whether they consent.

Motions: (See 2024 Schedule below)

- All motion papers must be e-filed on NYSCEF.
- Adherence to CPLR Rule §2214(b) is required. The only exception is that we require reply affidavits to be filed and delivered no later than noon two days prior to the return date (generally noon Tuesday for Thursday special term).

- **Working copies are required and must be delivered to the Court as soon as is practical after filing on NYSCEF.** [Uniform Rule §202.5b(d)(4)].
- Working copies must be *securely bound with exhibit tabs*, double-sided copies are not permitted. Fax and e-mail submissions of motion papers are not permitted.
- Failure to timely file or deliver motion papers may result in an adjournment at the Court’s discretion or refusal by the Court to consider the untimely submission.
- Except as set forth herein, adherence to the Uniform Rules for Trial Courts Part 202 (“Uniform Rules”) is expected.
- Requests for adjournments should be made by email to rmjones@nycourts.gov, with a copy to ametz@nycourts.gov and kroach@nycourts.gov. Letter requests for adjournments should not be filed on NYSCEF.
- Requests for TROs must comply with Uniform Rule §202.7(f).
- Requests for oral argument granted at the discretion of the Court.
- Motions for Summary Judgment: The Court does not require or accept a “Statement of Material Facts” (Uniform Rule §202.8-g).
- Motions for Summary Judgment must be timely made pursuant to CPLR §3212(a), except where the Court orders otherwise.
- Motions regarding disclosure or bills of particulars must be accompanied by an affirmation of a good faith effort at resolution. Letters or emails between counsel are insufficient, there must have been a conversation between counsel. (Uniform Rule §202.7)
- All Orders must be submitted within 14 days with an indication that the order has been sent to all opposing counsel or *pro se* litigant.

Trials:

- Trial Rules are set forth in the Trial Scheduling Order.
- Expert disclosure deadlines are governed by the Court’s Trial Scheduling Order.
- Adjournments granted only in the most exceptional circumstances, upon written request to the Court, not upon consent of counsel.
- All motions *in limine* shall be made returnable and heard at least two weeks prior to jury selection.

In Camera Procedure: *In Cameras* are granted only upon motion, not stipulation by counsel. In the event that the Court orders an *in camera* review of records, the following procedure shall be employed:

1. The party seeking to limit disclosure shall subpoena to Court the records for *in camera* review.
2. The party seeking to limit disclosure must simultaneously subpoena those records to their office.
3. Once the party seeking to limit disclosure has received a copy of the records, they shall submit a privilege log consistent with CPLR §3122(b) and a copy of the Bill of Particulars on notice to opposing counsel within 14 days. Working copies must be provided to the Court.
4. The party seeking disclosure shall have fourteen (14) days from receipt of the privilege log and Bill of Particulars to submit any additional argument to the Court that the records referenced in the privilege log are subject to disclosure. Working copies must be provided to the Court.

The Court encourages adherence to The Standards of Civility
(22 NYCRR Part 1200 Appendix A)

2024 SPECIAL TERM DATES*

January 11	June 27
January 25	July 11
Weds February 7	July 25
February 22	August 8
March 7	August 22
March 28	September 5
April 4	September 19
	October 3
May 2	October 17
May 16	October 31

May 30

November 14

June 13

December 5

December 19

*This schedule is subject to change by the Court.