

Hon. Raymond W. Walter, J.S.C.

New York State Supreme Court
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Court Clerk: Elaine Xenos
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All motions and Orders to Show Cause shall be made returnable during scheduled Special term dates.

Special Term:

Special Term shall be held on the 1st and 3rd Tuesday of each month at 9:30 a.m., or on another date so designated by the Court. Counsel is to provide chambers a copy of all motion papers at least **one (1) week** prior to the motion being heard/oral argument. Service is accepted by emailing the papers to the Court Secretary and the Law Clerk.

Adjournments:

Except for trials, adjournments will be granted with consent of the parties, subject to approval by the Court, by contacting the Court Secretary or Law Clerk. When contacting the Court Secretary or Law Clerk for an adjournment, please provide **three (3) alternative dates** where both parties are available from which the Court can choose to reschedule the matter.

Conferences:

A preliminary conference will be held within forty-five (45) days of the Court's receipt of a filed RJI. All conferences will be held with the Judge or Law Clerk. Appearances will be conducted virtually via *TEAMS* or in-person. Appearances by telephone are not permitted without explicit permission of the Court.

Commercial/Civil Conferences: A brief summary (no more than 2 pages) of the case is required at least one week prior to the initial conference. This can be provided via email to the Court Secretary and/or Law Clerk.

Matrimonial Conferences: Pursuant to 22 NYCRR 202.12(b), the preliminary conference must be held within forty-five (45) days of the filing of a request for judicial intervention. Attendance by counsel and the parties/clients is mandatory. At least one (1) week prior to the preliminary conference, the Court must receive the following:

Plaintiff:

1. A letter stating what issues are resolve and unresolved;
2. A 236b financial affidavit;
3. A copy of the current year W-2;
4. A copy of the signed retainer agreement;
5. A copy of the date-stamped summons;
6. A copy of the affidavit of service.

Defendant:

1. A letter stating what issues are resolved and unresolved;
2. A 236b financial affidavit;
3. A copy of the current year W-2;
4. A copy of the signed retainer agreement.

All moving papers, answering papers, reply affidavits, memoranda and paid Special Term Notes of Issue, are to be received in Chambers at least 1 week prior to the scheduled date.

Orders:

1. **Orders** following motion argument must be submitted by the prevailing party within three (3) weeks of the Judge's ruling, whether oral or in writing. There must be an indication that the order has been sent to all opposing counsel or *pro se* litigant and that no objection has been received.

If no objection has been received within seven (7) days, the Order will be signed without further delay.

2. **Orders of Protection** should be personally presented to the Court Clerk. Applications for an order should include police and/or medical reports, if available, as well as the Protective Registry Information Sheet.
3. **Temporary Restraining Orders** will only be granted where assets are in jeopardy or by consent. TROs must be on notice to opposing counsel, if known. TROs for other Justices will be signed only with the approval of that Justice or Justice's Law Clerk.

Trials/Hearings:

The Court adheres strictly to its trial calendar; adjournments of a trial require a showing of compelling circumstances. No adjournments of a scheduled trial will be granted other than by the Judge during a pretrial conference convened to address that specific issue. Chambers shall be notified immediately by all parties if the action is resolved prior to the scheduled trial date.

Motions in Limine will be scheduled one (1) week before jury selection.

Additionally, the following items are to be submitted to the Court at least one (1) week prior to jury selection (if not previously provided to the Court):

- proposed jury instructions,
- witness list,
- exhibit list,
- written copy of all proposed stipulations,
- proposed verdict sheet

2022 SPECIAL TERM DATES

JANUARY:	1/18
FEBRUARY:	2/1 & 2/15
MARCH:	3/1 & 3/15
APRIL:	4/5 & 4/19
MAY:	5/3 & 5/17
JUNE:	6/7 & 6/21
JULY:	7/19
AUGUST:	8/2
SEPTEMBER:	9/6 & 9/20
OCTOBER:	10/4 & 10/18
NOVEMBER:	11/1 & 11/15
DECEMBER:	12/6 & 12/20

*This schedule is subject to change by the Court.