

**HON. DONNA M. SIWEK**  
**Part 29 - Eighth Floor**  
**50 Delaware Avenue**  
**Buffalo, New York 14202**  
**PHONE: 845-9354 / (No motion papers by fax or e-mail)**

**Law Clerk: Kate Roach, Esq. 845-9355**  
[kroach@nycourts.gov](mailto:kroach@nycourts.gov)

**Secretary: Ann M. Metz 845-9354**  
[ametz@nycourts.gov](mailto:ametz@nycourts.gov)

**Court Clerk: Roxanne M. Jones 845-9421**  
**Court Reporter: Kara Hartman 845-2128**

**MOTIONS: Civil & Matrimonial:**  
**Alternating Thursdays in Part 29 at 9:30 a.m.**  
**Infant Settlements: contact secretary/court clerk to schedule**

**Civil, including Matrimonial:** All original moving papers, answering papers, memoranda and special term notes of issue to be sent to chambers **before 12 noon on the Tuesday before the motion return date.** If motion papers are not timely served, motion may be adjourned by the Court. TROs on notice to the other side if other attorney known. No general adjournments. Adjournments granted with consent of parties, subject to Court's approval, by contacting secretary or court clerk.

For matters that have been e-filed, counsel must provide to chambers copies of all motion papers, ***properly bound with exhibit tabs***, simultaneous with e-filing.

**No fax or e-mail submissions are permitted.**

**CONFERENCES:**

**Civil:** Preliminary conferences must be held within forty-five (45) days of the Court's receipt of RJI. Adjournments granted with consent of parties, subject to Court's approval, by contacting secretary.

**IAS Matrimonials:** Requests for adjournments will be considered by submitting a Request for Adjournment form to secretary.

**Civil Trials, including Matrimonial:** 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 order.