

**INDIVIDUAL PART RULES
IAS PART**

HON. JOAN B. LEFKOWITZ

Supreme Court Justice, 9th JD
Westchester County Courthouse
Courtroom 1600

111 Dr. Martin Luther King Jr. Boulevard
White Plains, New York 10601
(914) 824-5421

The following are the Part Rules for Justice Lefkowitz's **IAS Part only**.

Please do not contact Chambers for questions concerning matters pending in the Central Pre-Trial Alternative Dispute Resolution Part (CPT-ADR Part) including, settlement conferences, wrongful death and infant compromise proceedings. Send questions concerning matters pending in the CPT-ADR Part to:
CPT-ADRPartWestchester@nycourts.gov.

I. GENERAL

- a. Governing Authority.** This Part is conducted in accordance with the Uniform Civil Rules for the Supreme Court and the County Court (*see* 22 NYCRR Part 202), and the Westchester Supreme Court Civil Case Management Rules, which are available at:
<https://www.nycourts.gov/LegacyPDFS/courts/9jd/civilCaseMgmt/rules/WestchesterCivilRules.pdf>
All parties should familiarize themselves with these rules.
- b. Appearing Counsel.** Counsel who appear before the Court must be fully familiar with the case and have authority to enter into any agreement, either substantive or procedural, on behalf of their clients. Counsel should be on time for all scheduled appearances.
- c. Resolution of the Action.** If an action is settled, discontinued, or otherwise disposed, counsel shall immediately inform the Court by submission of a copy of the stipulation or other document evidencing the disposition.

II. MOTION PRACTICE

- a. Return Date.** Motions are returnable on Friday. If the movant makes the motion returnable on another day, the Court will administratively adjourn the motion to a Friday. There are no appearances on motions unless directed by the Court. All contentions should be in the motion papers. Oral argument

may be requested by noting “Oral Argument Requested” immediately over the index number on the Notice of Motion or in a separately filed letter. If the Court, in its discretion, determines that oral argument is required, the movant will be so advised and will be required to notify all parties.

- b. **Requests for Adjournments.** Please consult the Westchester Supreme Court Civil Case Management Rules, which are available at: <https://www.nycourts.gov/LegacyPDFS/courts/9jd/civilCaseMgmt/rules/WestchesterCivilRules.pdf>
- c. **Motion Papers.** Please consult the Westchester Supreme Court Civil Case Management Rules, which are available at: <https://www.nycourts.gov/LegacyPDFS/courts/9jd/civilCaseMgmt/rules/WestchesterCivilRules.pdf>

Unless prior permission has been granted, the Court will not consider papers in sur-reply or papers submitted after the return date. Non e-filed motions and non e-filed *ex parte* applications which require disposition by the Court, i.e., a decision, order, judgment, must have a stamped, self-addressed envelope attached to the papers.

- d. **Orders to Show Cause.** Unless otherwise inapplicable, any application for temporary injunctive relief shall comply with the Uniform Rules for the Trial Courts (22 NYCRR) § 202.7 (f) by including either: (1) an affirmation/affidavit demonstrating that a good faith effort has been made to notify the party against whom the temporary restraining order is sought of the time, date and place that the application will be made in a manner sufficient to permit the party an opportunity to appear in response to the application; or (2) an affirmation that there will be significant prejudice to the party seeking the restraining order by giving notice.
- e. **Working Copies.** This Part **does not** require the submission of “working copies” of electronically filed documents. Hard copy submissions in e-filed cases will be rejected unless those submissions bear the Notice of Hard Copy Submission – E-Filed Case required by the E-Filing Rules (Uniform Rules of Trial Courts [22 NYCRR] § 202.5-b [d][1]).

III. COMMUNICATIONS

- a. **Letters.** In general, communications with Chambers shall be by letter, submitted on NYSCEF, unless subject to an exception or an exemption. Letters in non e-filed cases shall be sent by fax to Chambers. The fax number is: **914-824-5862, Attention: Hon. Joan B. Lefkowitz, J.S.C.**

Letters and faxes must indicate service on all parties.

If your submission requires immediate attention, please email the letter to the Part Clerk, Amanda Hall, at: amhall@nycourts.gov as well as filing the letter on NYSCEF.

- b. Telephone Calls.** For matters not addressed in these rules or in emergency situations requiring immediate attention, please call Chambers at: **914-824-5421** and, if necessary, leave a message, noting the name and index number of the action and brief details as to the nature of the call.
- c. Scheduling/Calendar Matters.** Questions about scheduling and calendar matters shall be addressed to the Part Clerk, Amanda Hall, by email to: amhall@nycourts.gov.

IV. E-FILING RULES AND PROTOCOL

All parties in matters subject to the E-Filing Rules (*see* Uniform Rules for Trial Courts [22 NYCRR] §§ 202.5-b and 202.5-bb) should review the Westchester County E-Filing Protocol, which is available at: <https://www.nycourts.gov/LegacyPDFS/courts/9jd/Efile/WestchesterCountyJointProtocol.pdf>.

General questions about e-filing should be addressed to the E-Filing Resource Center at **646-386-3033** or by email to: nyscef@nycourts.gov. Specific questions relating to local procedures should be addressed to the Westchester County Supreme Court Civil Calendar Office at: **914-824-5300**.

In e-filed cases, all submissions to the Court, including motion papers, exhibits, proposed orders, proposed judgments, and letters, must be e-filed through the New York State Courts Electronic Filing System (NYSCEF).

Each e-filed document (e.g., notice of motion, affidavit, exhibit) must have its own e-file document number and each e-filed document shall contain a brief description of the document (e.g., 1- Notice of Motion; 2- Affirmation in Support; 3- Exhibit A: deposition transcript of defendant Jane Doe).