



STATE OF NEW YORK
UNIFIED COURT SYSTEM
SUFFOLK COUNTY
SUPREME COURT
COMMERCIAL DIVISION

C. RANDALL HINRICHS
District Administrative Judge
Suffolk County

WARREN G. CLARK
District Executive

MICHAEL SCARDINO
Chief Clerk

NOTICE OF ASSIGNMENT TO THE COMMERCIAL DIVISION

Your filing has been assigned to the Commercial Division of this court and is subject to *Section 202.70 Rules of the Commercial Division of Supreme Court*.

E-filing is mandatory for Commercial Division Cases in Suffolk County, at the time of the filing of a Commercial Division Request for Judicial Intervention (RJI) Addendum your matter will be randomly assigned to a Commercial Division Justice. The assigned justice will be indicated in the NYSCEF system and on the New York State Courts E-Courts website. Note that your assigned justice may be in either Riverhead or Central Islip.

Pursuant to Rule 19:

Orders to Show Cause. Motions shall be brought on by order to show cause only when there is genuine urgency (e.g., applications for provisional relief), a stay is required or a statute mandates so proceeding. See Rule 20. Absent advance permission, reply papers shall not be submitted on orders to show cause.

Counsel are directed to contact the chambers of the assigned justice to schedule when a proposed Order to Show Cause will be presented. If after contacting chambers the assigned judge is unavailable, and the application cannot wait until the judge is available, counsel are directed to appear at the **Riverhead Special Term Clerk's Office** for assignment to the special term justice on duty.

The Commercial Division Justices are:

Justice Elizabeth H. Emerson
210 Center Drive
Riverhead, NY 11901
631-852-2781

Justice James C. Hudson
1 Court Street
Riverhead, NY 11901
631-852-3290

Justice Jerry Garguilo
400 Carleton Avenue
Central Islip, NY 11722
631-853-7703

Preliminary Conference Request. A preliminary conference shall be held within 45 days of assignment of the case to a Commercial Division justice, or as soon thereafter as is practicable. If a Request for Judicial Intervention is accompanied by a dispositive motion, the preliminary conference shall take place within 30 days following the decision of such motion (if not rendered moot) or at such earlier date as scheduled by the justice presiding. Notice of the preliminary conference date will be sent by the court at least five days prior thereto. If a Request for Judicial Intervention is not accompanied by a dispositive motion, the preliminary conference will be scheduled in the assigned justice's courtroom after review by the Commercial Division Court Attorney Referee in the DCM Part.

Rev.7/27/17