

RICHMOND COUNTY SUPREME COURT - DCM PART 4 RULES

HONORABLE KIM DOLLARD
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INQUIRIES

All inquiries as to case or calendar status should be made to the Support Office at (718) 675-8700. **Under no circumstances should telephone inquiries be made as to those matters.** The only inquiries to be made directly to chambers or the Part, should be those involving matters that require judicial discretion.

CONFERENCES

(1) Compliance Conferences and Preliminary Conferences are held every Tuesday, Wednesday and Thursday in Room 330 at 26 Central Ave. at 9:30 a.m.

(2) Adjournments are only granted on consent of all parties **AND** with permission from the Court. A stipulation confirming the adjournment is then to be faxed to chambers at (212) 952-6473.

MOTIONS

(1) Motions shall be heard every Friday at 9:30 a.m.

(2) **NO courtesy copies of motion papers are to be filed with Chambers or the courtroom unless the motion is e-filed. Courtesy copies of all e-filed motions are mandatory and must be presented prior to the return date of the motion.**

(3) All motions require appearances and oral arguments.

(4) Any opposition papers must be filed by the Friday before the motion is to be heard.

(5) Any reply papers to be filed with the Court by the Tuesday before the motion is to be heard.

(6) Adjournments are only granted on consent of all parties **AND** with permission from the Court. A stipulation confirming the adjournment is then to be faxed to Chambers at (212)952-6473.

(7) Summary judgment motions must be made within 60 days of the filing of the Note of Issue.

(8) Discovery motions are not permitted without Court approval.

(9) If you are detained, you must call your adversary to inform him/her of the approximate time you

will arrive at Court, and then call Chambers at (718) 675-7840.

ORDER TO SHOW CAUSE

Any orders to Show Cause must comply with the Uniform Civil Rules for Supreme and County Courts section 202.7(f).

TRIALS

(1) Marked Pleadings. Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR Section 4102.

(2) Exhibits. Counsel shall pre-mark all exhibits in the order which they intend to introduce them at trial. Plaintiff will number their exhibits and defendants will letter their exhibits. On the day of trial, the exhibits and the list will be given to the Court reporter who will officially mark them before trial.

(3) Witnesses. Prior to trial, counsel shall provide to the Court, a list of potential witnesses.

(4) Motions in Limine. Any potential evidentiary question or procedural or substantive law matter not previously adjudicated, shall be brought to the Court's attention and addressed prior to trial by way of a written motion in limine. A written memorandum of law with citations to the Official Reports shall also be required and shall accompany any such motion. Citations and copies of relevant court decisions and statutes should be furnished to the Court prior to the commencement of plaintiff's case or if requested by the Court.

(5) Depositions. A copy of depositions intended to be used at trial should be furnished to the Court at the commencement of the trial.

(6) Proposed Jury Charges and Verdict Sheets. The parties shall submit proposed jury charges and proposed verdict sheets to the Court in typed or computer generated form, with specific citations to the applicable New York Pattern Instructions and modifications, if any, prior to the commencement of the Court's preliminary instructions to the jury.