

HON. JUDITH N. McMAHON
Supreme Court, Richmond County
10 Richmond Terrace, Room 220
Staten Island, New York 10301
(718)-675-8630 or (718)-675-8632
Fax (718)-876-8086

Conferences

(1) Compliance Conferences and Preliminary Conferences are held every Tuesday and Wednesday in Room 220, in Staten Island Borough Hall, 10 Richmond Terrace, at 9:30 a.m.

(2) Adjournments are granted on consent of the parties. You must call the Court to receive a new adjournment date which date is to be included in the stipulation. A confirmation in stipulation form is to be faxed to Chambers at (718)-876-8086.

Motions

(1) Motions shall be heard every other Tuesday in Room 220, in Staten Island Borough Hall, 10 Richmond Terrace. The calendar call is 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 motion papers are mandatory at the time of filing prior to the motion day ONLY for e-filed cases.**

(3) Motion papers, answering affidavits and reply affidavits must be served on adversaries as per CPLR Section 2214.

(4) All motions require appearances and oral arguments.

(5) Adjournments are granted on consent of the parties. You must call the Court to receive a new adjournment date which date is to be included in the stipulation. A confirmation in stipulation form is to be faxed to Chambers at (718)-876-8086.

(6) Summary judgment motions must be made within sixty (60) days of the filing of the note of issue.

(7) Motions to either seek or enforce discovery may not be made without Court approval.

(8) 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)-675-8632 or (718)-675-8630.

Trials

(1) *Marked Pleadings*. Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR Section 4012.

(2) *Exhibits*. Counsel shall pre-mark all exhibits in the order which they intend to introduce them at trial. Plaintiffs 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 at the pre-trial conference.

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

(6) *Proposed Jury Charges and Verdict Sheets*. All proposed jury charges and proposed verdict sheets shall be submitted to the Court at the pre-trial conference.