

# RULES OF THE SPECIAL REFEREES' PART (PART SRP) AND LIST OF JUDICIAL HEARING OFFICERS AND SPECIAL REFEREES

## RULES GOVERNING REFERENCES

The Special Referee Assignment Calendar will be called promptly at 9:30 AM in Room 112 at 80 Centre Street, unless otherwise posted. There is no second call of the calendar.

**Order of Reference; Information Sheet:** Issues referred to a JHO/Special Referee are limited to those specifically set forth in the Order of Reference. Unless otherwise provided in the Order, counsel must consult and, within 15 days from the date of the Order, the counsel for plaintiff/petitioner must submit a fully completed Information Sheet to the Special Referee Clerk, Motion Support Office, Room 119, at 60 Centre Street, by fax (212-401-9186) or e-mail (spref@courts.state.ny.us). The Information Sheet is accessible on the court's website (the address of which is: [www.nycourts.gov/suptctmanh](http://www.nycourts.gov/suptctmanh)) at the "References" link under "Courthouse Procedures". **It is vital that counsel set forth in the Information Sheet as accurately as possible the estimated length of the hearing and the number of witnesses to be called by each side; this information is required in order efficiently to assign the matter to a JHO/Special Referee.** Upon receipt of the completed Information Sheet, the Special Referee Clerk will place the matter on the calendar of Part SRP for the earliest available date. Cases are assigned to a JHO/Special Referee upon their first appearance in Part SRP and the hearing will commence on the original hearing date. Therefore, **all attorneys must have their witnesses and exhibits present and be ready to proceed to the hearing on the first appearance in Part SRP, subject only to the following procedures regarding adjournments.**

**Adjournments:** One adjournment (maximum four weeks) may be obtained on consent. A copy of a stipulation of all parties must be submitted to the Special Referee Clerk *in advance of the original Part SRP appearance date*. Prior to execution of the stipulation, counsel must consult with the Special Referee Clerk and obtain an adjourned date that is an available hearing date in the Part. That date must be inserted in the stipulation. No other adjournments will be allowed except upon a showing of extraordinary circumstances (e.g., sudden illness of counsel or a witness) on application in Part SRP. If such an application is to be made, the applying attorney must notify all other attorneys *in advance of the appearance date*.

**Hearings:** The hearing will be conducted in the same manner as a trial before a Justice without a jury (CPLR 4318, 4320 (a))(the proceeding will be recorded by a court reporter, the rules of evidence apply, etc.) Unless otherwise directed by the JHO/Special Referee for good cause shown, **hearings shall proceed from day to day until completion.** To comply with this requirement, counsel must arrange their own schedules and those of their witnesses accordingly and, if needed, adjourn the commencement date of the hearing on consent as above provided.

**Restoration to Calendar:** A reference may be marked off, but only where a compelling reason is shown (e.g., bankruptcy stay (general scheduling preferences of counsel do not constitute such a reason)), or in the event of no appearance by either side. If the reference is marked off due to non-appearance, a new order from the assigned Justice will be required to restore the reference to the calendar. Counsel must serve upon the Special Referee Clerk a copy of any stay order or order lifting a stay previously directed.

**Mechanics of Obtaining Adjournments and Restorations:** Copies of stipulations for an initial adjournment in compliance herewith may be transmitted to the Special Referee Clerk by fax (212-401-9186) or e-mail (spref@courts.state.ny.us)(counsel for a party shall retain the original stipulation); if the said adjournment is requested in compliance with these Rules, no appearance will be required in these instances. As to restorations that do not require an order of the assigned Justice, contact the Special Referee Clerk.

**Communications Regarding References:** Please direct all inquiries to the Special Referee Clerk, Motion Support Office, Room 119 at 646-386-3028 or by e-mail.

### Judicial Hearing Officers / Special Referees:

Hon. Ira Gammerman	Part 27 M	Room 528	646-386-3245
Hon. Phyllis Gangel-Jacob, JHO	Part 91R	Room 665	646-386-3205
Hon. Stanley L. Sklar, JHO	Part 93R	Room 564	646-386-3165
Hon. Louis Crespo, Jr.	Part 85R	71 Thomas St., Room 300	646-386-3794
Hon. Lancelot B. Hewitt	Part 81/R	80 Centre St., Room 321	646-386-3680
Hon. Sue Ann Hoahng	Part 89R	80 Centre St., Room 476	646-386-3676
Hon. Steven E. Liebman	Part 86R	Room 641	646-386-3662
Hon. Marilyn Sugarman	Part 88R	Room 651	212-256-7839