

KINGS MATRIMONIAL TERM

Motion Filing Guidelines

___ Paid R.J.I. form or previous assignment to a Matrimonial Judge.

___ Matrimonial Motions are returnable at:

Matrimonial Part 5 ___

360 Adams St. (unless I.D.V. which is located @ 320 Jay St.)

@ 9:30 a.m. - (unless otherwise directed)

___ Part 130 Certification.

___ Affirmations shall be signed.

___ Affidavits shall be signed and notarized.

___ Exhibits shall be tabbed.

___ Proper service pursuant to CPLR 2214 in the form of an affidavit, affirmation or admission of service.

___ Motions shall be submitted to the Matrimonial Department at least 5 days prior to return date and cross-motions should be submitted at least 2 business days before the return date for proper calendaring.

Each Matrimonial Part has a designated motion day; however the Court may direct a motion to be returnable on other than the normal part motion day to coincide with a conference or trial.

The designated motion days are as follows:

Hon. Eric I. Prus

Part 5A- Tuesday or Wednesday

Hon. Rachel A. Adams

Part 5F - Tuesday or Wednesday

Hon. Jeffrey S. Sunshine

Part 5G - Wednesday

Hon. Delores J. Thomas

Part 5T - Thursday

No courtesy copies of papers are to be filed with the courtroom or chambers. In order to insure that motions, cross-motions or opposition/reply papers are properly received and calendared, please file the above in a timely fashion.