



THOMAS D. BUCHANAN  
JUSTICE

STATE OF NEW YORK  
SUPREME COURT CHAMBERS  
SCHENECTADY COUNTY COURTHOUSE  
612 STATE ST.  
SCHENECTADY, NY 12305

TELEPHONE: (518) 451-8755  
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## **LOCAL RULES**

### **Correspondence:**

The correspondence address for chambers is 612 State Street, Schenectady, NY 12305.

### **Adjournment Requests:**

- Consent: First, seek the consent of your opponent, including proposed adjourned dates.
- In Writing: Make your request in writing, either by mail or fax, indicating whether it is on consent and supplying proposed adjourned dates, if possible. Requests must be received at least 48 hours in advance.

### **Conferences:**

- By Request: Requests for conferences should be made in writing, giving the reason for the conference and proposed dates convenient for all counsel.
- Preliminary Conference Stipulations: A scheduled preliminary conference can be cancelled if a completed and executed stipulation is received at least 48 hours in advance.

### **Motions:**

- Return Dates: Absent a specific request for oral argument, all motions are made on submission. If a party requests oral argument, the return date will be set by the Court. For motions on submission, the movant will select a return date that will allow sufficient time for service. The Court may schedule oral argument without a request by a party, if it appears beneficial to do so.
- Motion Papers: Initial motion papers and cross-motions are filed with the County Clerk with the appropriate fee. The Clerk will forward them to chambers. Responding papers are sent directly to chambers.
- Return Envelope: The decision and all original motion papers will be returned by mail to the prevailing party for filing [unless the papers are truly voluminous]. Include with your submissions a postage-paid envelope large enough to accommodate this.

### **Subpoenas:**

- Witnesses: Unless otherwise ordered or agreed upon, the address for all witnesses to report to will be the Schaffer Heights Facility, 107 Nott Terrace, 2<sup>nd</sup> floor, Schenectady
- Duces Tecum: If attendance for testimony will not be required, instruct the subpoenaed party to submit the subpoenaed documents to the Chief Clerk, not to chambers.