

HON. JOHN F. O'DONNELL
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Law Clerk:	Kevin Maley	845-9487
Secretary:	Patricia L. Resetarits	845-9486
Court Clerk:	James Kasprzak	845-9411

MOTIONS **Every day in Part 21 - upon confirmation with chambers - 9:30 a.m.**

E-FILES **Counsel must submit a hard copy of all e-filed documents to the Court in order for the matter to be placed on the Court's calendar.**

Civil

All moving papers, answering papers, memoranda and special term note of issue to be sent to chambers **at least five [5] days prior to return date**. Originals required. Oral argument not required when court determines. Motions may not be adjourned generally, but may be adjourned without court permission by informing the secretary.

Matrimonial

All moving papers, answering papers, memoranda and special term note of issue to be sent to chambers **at least five [5] days prior to return date**. Original papers to be supplied to the court. Oral argument not required when court deems it unnecessary. Motions may not be adjourned generally, but may be adjourned without court permission by informing the secretary.

CONFERENCES

Civil

Pretrial conferences are scheduled upon court's receipt of calendar note of issue or RJI. Conferences before law clerk or Judge. Pleadings required in advance. One adjournment without court permission; thereafter, prior written consent required.

Matrimonial

Preliminary conferences scheduled under Matrimonial Rules. Divorces proven and marked off without filing calendar note of issue. One adjournment without court permission; thereafter, prior consent required.

E-Filed Matters

Counsel must provide courtesy working copies of all motions, supporting/answering papers, and a special term note of issue. Be certain to include the required NYSCEF Confirmation Notice.