

HON. JOHN F. O'DONNELL
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Law Clerk:	Bridget M. O'Connell	boconnel@nycourts.gov	845-9487
Secretary:	Patricia L. Resetarits		845-9486
Court Clerk:	James Kasprzak		845-9411

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.

MOTIONS

Motions are scheduled every day in Part 21 - upon confirmation with chambers - 9:30 a.m.

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 deems it unnecessary. Motions may not be adjourned generally, but may be adjourned on consent of all counsel and 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.** Originals required. Oral argument not required when court determines. Motions may not be adjourned generally, but may be adjourned on consent of all counsel and without court permission by informing the secretary.

CONFERENCES

Civil: Pretrial conferences are scheduled upon court's receipt of calendar note of issue or RJJ. 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.