

**HON. SARA SHELDON**  
**Niagara County Courthouse**  
**175 Hawley Street**  
**Lockport, NY 14094**  
**PHONE: (716) 280-6403 / FAX: (716) 280-6422**

Law Clerk:	Michael E Bendict, Esq.	280-6404
Secretary:	Beverly Weber	280-6403
Court Clerk:	Joanne Sullivan	280-6409
Court Reporter:	Michele Moore	289-6419

**MOTIONS**            2<sup>nd</sup> and 4<sup>th</sup> Thursdays at 9:30 a.m.

Special Term motions are not called by Index Number but by the order in which all the attorneys are present and checked in with the Court Clerk.

**E-FILED CASES:**

A working copy of any and all motions, answering papers, reply affidavits, memoranda and correspondence to the Court is required to be submitted to the Court's chambers with the appropriate E-File confirmation notice form attached. All other submissions intended to be reviewed by the Court which are e-filed without a working copy sent to chambers will not be considered.

**Civil**

All moving papers, answering papers, memoranda and special term note of issue to be received by chambers at least seventy-two [72] hours prior to the return date. (i.e. close of business the Monday before Special Term.) Court requires strict adherence to CPLR 2214(b). Affirmation of good faith required for discovery motions. Original papers to be supplied to the Court. Oral argument required unless written consent by all attorneys to submit papers is received or Court directs otherwise. TROs handled on a case-by-case basis. TROs must be on notice to other attorney if known or where a government entity is involved. Orders to show cause/TROs on a case assigned to another judge will be signed only upon prior approval of IAS judge or law clerk. Motions cannot be adjourned generally. An adjournment can be obtained without court permission, on consent of all counsel, by informing the court clerk at least twenty-four [24] hours prior to the return date. The Court follows prevailing rules that motions must be heard within 60 days. Any motion exceeding 60 days will be dismissed. Orders must be approved by opposing counsel prior to submission to the Court by initialing each page or submitting a letter indicating approval.

## **CONFERENCE**

### **Civil**

Preliminary conferences are scheduled upon filing of the RJI and assignment. At this conference a scheduling order will be issued. Pretrial conferences will be scheduled upon Court's receipt of a calendar note of issue. Pleadings required in advance of conference.

Adjournments granted only with consent of all attorneys, subject to Court approval, but never beyond the 45 day requirement.

No adjournments will be granted on the date of the scheduled conference except in extreme emergency and by consent of the judge.

## **TRIALS and REFERENCES**

### **Civil**

Adjournments granted by the judge only. Pleadings, list of witnesses, proposed jury charge, proposed verdict sheet and motions *in limine* are required two (2) weeks in advance of jury selection. Jury selection begins at 9:30 a.m., Mondays, with trial to immediately follow. Conference with the IAS judge upon completion of jury selection. Counsel are required to comply with the Trial Practice Rules of Court.