

**Justice Timothy S. Driscoll**  
**IAS PART 12 RULES**

Courtroom Phone: (516) 493-3187  
Chambers Phone: (516) 493-3184  
Fax Number: (516) 493-3380

All matters before this Court shall follow the Rules of the Commercial Division found at 22 NYCRR 202.70, unless the Court directs otherwise. In addition to the Rules of the Commercial Division, counsel shall comply with the following rules:

**1) Conferences**

Any attorney who appears for a conference shall be knowledgeable about the case.

If counsel will be delayed in arrival for a scheduled conference, then counsel shall immediately notify both opposing counsel and the courtroom clerk.

**2) Civil Motions**

Generally no appearance is required on motions, except Orders to Show Cause, unless an adjournment is not consented to by all the parties. Appearances are required on Orders to Show Cause unless the Court directs otherwise.

Any paper relating to motions required to be submitted shall be brought to the clerk's office at Room 186.

Counsel must fax or mail a letter to the Court to request a conference with the Court before filing motions to compel discovery, to preclude evidence at trial or to dismiss the action based upon failure to comply with discovery demands.

There will not be oral argument on motions except as directed by the Court.

Motions brought pursuant to CPLR Sections 3211, 3212 or 3213 shall not automatically stay disclosure.

**3) E-FILED Motions**

All attorneys shall submit a hard copy to Room 186 of all motions, opposition papers, and reply papers submitted by **E-FILE**.

**4) Adjournments**

Counsel seeking an adjournment of a motion shall call the courtroom clerk.

Counsel seeking an adjournment of a conference shall call chambers.

Counsel shall advise if the application for adjournment is on consent.

**5) Settled Actions**

If a pending action has been settled, Plaintiff's counsel shall notify chambers by telephone and in writing that the matter has been settled prior to the next conference date.

**6) Submission of Judgments and Motions**

Counsel shall not mail motions or judgments directly to chambers. They are to be properly filed with the clerk.

**7) Communications with Chambers**

No *ex parte* communications shall be permitted with the Court.