

**RULES OF COURT  
INTEGRATED DOMESTIC VIOLENCE COURT**

**Hon. Tandra L. Dawson**

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**ADJOURNMENTS**

1. No adjournments will be granted without prior court approval.
2. No adjournments will be granted via telephone except upon a showing upon of exigent circumstances.
3. Requests for adjournments **on consent** must be made by a written stipulation, faxed to the court, at least 2 days prior to the scheduled court date and have the consent of all counsel and self-represented litigants when applicable. The stipulation shall be signed by all counsel and self-represented litigants, indicate the reason for the request, and provide no less than 4 dates/times for the proposed adjourn date.
4. Requests for adjournments **not on consent** must be made in writing, via fax, with notice to all counsel and self-represented litigants, when applicable. The requesting party must indicate the reason for the request and provide no less than 4 dates/times for the proposed adjourn date.
5. Adjournments on the ground of engagement of counsel shall be granted only in accordance with Part 125 of the Rules of the Chief Administrator of the Courts. The parties must appear unless the party's appearance has been excused by the court.

**MOTIONS**

1. All motions shall be governed by the Uniform Civil Rules for the Supreme Court (22NYCRR §202.16), the Uniform Rules for the Family Court (22NYCRR §205.11), Civil Practice Law and Rules (CPLR § 2214, 2215), and the Criminal Procedure Law.
2. All motions for relief on matrimonial cases shall be filed via Order to Show Cause.
3. All motion/cross-motion papers and responsive papers shall indicate the respective motion sequence number on the first page in the upper right hand corner.
4. On all motions related to financial relief and/or counsel fees in a matrimonial proceeding, counsel/prties shall annex a completed statement of net worth as the first exhibit to the motion papers.

## **E-FILING**

E-filing in matrimonial cases is now permitted on consent of both parties. However, e-filing will not be accepted in matters where one or both parties are self-represented. If a litigant becomes self-represented in an e-file matter, the matter will be removed from the e-filing system. Counsel is directed to submit a courtesy copy of any e-filed documents that require Judge Dawson's signature, as well as proposed Orders to Show Cause (with exhibits) to Chambers.

## **PAGE LIMITATIONS**

Unless prior approval is received from the court, Affirmations and Affidavits shall be limited to fifteen (15) pages, Memorandums of Law to ten (10) pages and post-trial summations shall be limited to twenty (20) pages. These page limits presume double-spacing and 12 point font. Any submission that exceeds these requirements without prior court approval will be disregarded.

## **ORDERS/STIPULATIONS**

1. All submissions of proposed orders for signature made between adjourn dates, must be on notice to all counsel and self-represented litigants, if applicable.
2. Any stipulation submitted to the court will be "so ordered" only if the parties are present in court to be allocuted. However a represented party's appearance may be waived, if the stipulation contains said waiver with the appropriate language or such waiver was stated orally on the record.

## **CONFERENCES**

1. In matrimonial cases, preliminary conferences must be held within forty-five (45) days of the filing of the Request for Judicial Intervention. The RJI must be filed in Supreme Court at 60 Centre Street.
2. When an OSC in a matrimonial case is filed prior to the scheduling of a preliminary conference, the court will hold the preliminary conference on the return date of the OSC. Accordingly, counsel is required to appear with their clients on the adjourn date of the OSC.
3. Requests for conference calls with the court in matrimonial cases shall be made by fax, with notice to all counsel, and indicate the reason for the request and available times for the call. The court will not schedule a conference call with a self-represented litigant.

## **TRIALS**

1. Thirty (30) days prior to the date of a family/matrimonial trial, all parties must furnish to the court and opposing counsel a list of all witnesses intended to be called by counsel with a brief description of that witnesses' role/function in the trial.
2. Unless otherwise directed by the court, a written summation is required in all family/matrimonial cases which will include a memorandum of law and a proposed parenting plan, if applicable, and/or statutes, cases, opinions and other relevant materials to be relied upon to support a party's claims, defenses and arguments.