

**HON. SHLOMO S. HAGLER**, Part 17, IAS General Assignment Part, Room 335, 60 Centre Street.

**Courtroom phone:** (646) 386-3283

**Part Clerk:** William McKenzie

**Chambers phone:** (646) 386-5691

**Principal Court Attorney:** Julie Hauptman Cohen, Esq.

**Court Attorney:** Meshulom Buls, Esq.

## **COMMUNICATIONS TO PART 17**

- 1. There will be no *ex parte* communications with the Court.**
- 2. Do not copy the Court on letters or emails exchanged between the parties.**

## **ADJOURNMENTS**

- 1. All adjournments (motions, conferences, trials) require prior Court approval. *Ex parte* applications for adjournments will not be considered. Do not call chambers regarding scheduling matters and requests for adjournments. Please contact the Part Clerk for instructions.**
- 2. Requests to adjourn a conference, in the first instance, shall be directed to the Part Clerk at 646-386-3283. Conferences will only be adjourned by stipulation. The parties must first consult with the Part Clerk before selecting a new date for the conference. Applications to adjourn a conference shall be made at least 24 hours in advance of the scheduled conference.**
- 3. Requests to adjourn a motion that is not yet returnable in the Motion Submission Part (Room 130), shall be directed to Room 130, not to the Part Clerk or Chambers.**
- 4. Requests to adjourn a motion that is scheduled for oral argument, in the first instance, shall be directed to the Part Clerk at 646-386-3283. Motions will only be adjourned by stipulation. The parties must consult with the Part Clerk before selecting a new date for oral argument. Applications to adjourn a motion should be made at least 48 hours in advance of the oral argument.**
- 5. All Court approved stipulations to adjourn must be electronically filed by the parties before they can be so ordered by the Court.**
- 6. If a case has settled or has been discontinued, the parties must immediately notify the Part Clerk and efile a stipulation.**

## **MOTION PRACTICE**

- 1. Motions with opposition will generally be scheduled for oral argument on Mondays at 10:00 a.m., 11:00 a.m. or 2:15 p.m., or as otherwise directed.**
- 2. Motions with no opposition are generally not scheduled for oral argument and working copies of proposed orders must be submitted and electronically filed.**
- 3. Summary Judgment motions are to be filed no later than 60 days of filing the Note of Issue.**
- 4. Part 17 requires working copies of all motion papers. Working copies of motions are required to be submitted to the Motion Submission Part (Room 130) on the final return date of the motion in that room.**
- 5. All working copies of motion papers must have protruding exhibit tabs identifying the exhibits. All deposition transcripts must have an index.**
- 6. If a case has settled while a motion is pending (or anytime), or if you wish to withdraw the motion (after submission in Room 130 and before oral argument), please advise the Part Clerk immediately.**
- 7. Any party wishing to submit a proposed Order to Show Cause (OSC) containing a Temporary Restraining Order (TRO), in accordance with Uniform Court Rules of NYS Trial Courts 202.7(f), must notify the Part Clerk prior to notifying all parties that such proposed OSC is to be filed, and must provide the date, time and location it is set to be presented to the Court for argument. Attestation of notification must be included in the application in support of the proposed OSC.**

## **TRIALS**

**On the first appearance, all parties must furnish all marked pleadings and bills of particulars, all notices to admit, all relevant decisions, and all motions *in limine*, and shall advise the Court of any required interpreters.**