

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 shall be no *ex parte* communications with the Court.**
- 2. Do not copy the Court on letters or emails exchanged between the parties unless expressly requested by the Court.**

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 e-mail the Part Clerk for instructions.**
- 2. Requests to adjourn a conference shall be directed to the Part Clerk at SFC-Part17-Clerk@nycourts.gov. 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 72 hours in advance of the scheduled conference.**
- 3. Requests to adjourn a motion that is returnable in the Motion Submission Part (Room 130) shall be directed to Room 130, not to the Part Clerk or Chambers. All motions are returnable in the Motion Support Office and may be scheduled for REMOTE oral argument. Notification of same will be sent by the Part Clerk directly.**
- 4. Requests to adjourn a motion that is scheduled for oral argument, in shall be directed to the Part Clerk at SFC-Part17-Clerk@nycourts.gov. 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 72 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 via e-mail and efile a stipulation.**

MOTION PRACTICE

- 1. Motions with opposition will generally be scheduled for oral argument REMOTELY as directed.**
- 2. Motions with no opposition are generally not scheduled for oral argument. Proposed orders must be electronically filed AND e-mailed to the Part Clerk.**
- 3. Summary Judgment motions are to be filed no later than 60 days of filing the Note of Issue.**
- 4. Part 17 is currently operating as a paperless part. Working copies of motion papers are not required unless it is a non-e-filed case (paper case) or specifically requested by the Court. Working copies (for paper cases) are required to be submitted to the Motion Submission Office (Room 119) on the return date of the motion.**
- 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 if you wish to withdraw a motion that is returnable in the Part (not pending in the Motion Support Office), please advise the Part Clerk immediately via e-mail.**
- 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; the Part Clerk will provide the date, time and location it is set to be presented to the Court for argument REMOTELY. Attestation of notification must be included in the application in support of the proposed OTSC.**

OTHER STIPULATIONS

If you would like to have the Court so-order a stipulation first e-file the stipulation and then email the Part Clerk the NYSCEF Document number.

CONFERENCES

Kindly follow this Court's protocol for requesting a conference. You may also email the Part Clerk for scheduling. All settlement conferences require the participation of the parties.

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.