

HON. SUZANNE ADAMS, J.S.C.

Part 39 (IAS)

Courtroom: 111 Centre Street, Room 623, New York, NY 10013

Part Clerk/Courtroom: Michael O'Connor, sfc-part39-clerk@nycourts.gov/646-386-3619

Principal Court Attorney: Robin Marsico, Esq., rmarsico@nycourts.gov

Chambers: 646-386-5387

I. GENERAL

1. There shall be **no *ex parte* communications of any kind regarding substantive matters.**
2. All emails to the Part Clerk or the Court Attorney must be copied to all parties, otherwise the email will be disregarded.
3. Phone calls to the Part Clerk or chambers should be **infrequent** and administrative in nature.
4. Correspondence to the judge is **strongly discouraged**. If you must correspond, a copy of the correspondence uploaded to NYSCEF should also be emailed to the Court Attorney.
5. The court does not require hard copies of papers on e-filed cases.
6. The court's motion day is Thursday.

II. CONFERENCES:

1. **Preliminary Conferences:** Parties shall confer amongst themselves and submit a Preliminary Conference Order ("PCO"), agreed upon by all parties, to the Part Clerk via email for submission to Judge Adams for review and signature. A link to a blank form is on the court website under the Part Rules.

Guidelines:

- EBT dates shall be no later than 4 months from the date of the PCO.
- Compliance Conference shall be 6 months from the date of the PCO.
- For Standard discovery track cases, the Note of Issue date shall be 1 year from the date of the PCO.

2. **Compliance Conferences:** Parties shall confer amongst themselves and submit a Compliance Conference Order, agreed upon by all parties, to the Part Clerk via e-mail for submission to Judge Adams for review and signature. Status Conference shall be 6 months from the date of the Compliance Conference Order. A link to a blank form is on the court website under the Part Rules.

Parties who are unable to agree on the terms of a Compliance Conference Order shall email the Part Clerk, who will schedule a virtual Teams conference with Judge Adams.

3. **Status Conferences:** Parties shall confer amongst themselves and submit a Status Conference Order, agreed upon by all parties, to the Part Clerk via e-mail for submission to Judge Adams for review and signature. A link to a blank form is on the court website under the Part Rules.

Parties who are unable to agree on the terms of a Status Conference Order shall email the Part Clerk, who will schedule a virtual Teams conference with Judge Adams.

4. **Discovery Conferences:** If discovery issues arise between conferences, the parties may email the Part Clerk to schedule a virtual Teams conference with Judge Adams.

5. **Settlement Conferences:** If parties wish to conference with Judge Adams regarding settlement at any time, they may email the Part Clerk to schedule a virtual Teams conference.

II. MOTIONS:

1. **Oral Argument:** All motions will be orally argued before the court, in person. After a motion is fully submitted, the court will schedule in-person oral argument on the next available motion day, which date will be listed on NYSCEF. Motion day is Thursday.

2. General Guidelines:

- All papers shall state the motion sequence number, when available.
- Summary judgment motions shall be made pursuant to CPLR 3212.

2. **Adjournments – Consent:** If a motion is adjourned on consent, a stipulation to that effect must be uploaded to NYSCEF, with a courtesy copy to the Court Attorney via email. Failure to alert the Court Attorney of an adjournment may result in the motion's being fully submitted on the original date by the Motion Support Office.

3. **Adjournments – Application:** If an application for an adjournment is made to the court, it shall be made via a timely email to the Court Attorney, copied to all parties.

4. **NO DISCOVERY MOTIONS** without first conferencing with Judge Adams. **Prior to making any discovery motions** (compel discovery, objections to requests/disclosure, strike pleadings, vacate Notes of Issue, and the like), the prospective movant shall email the Part Clerk, copying all parties, to request a conference with Judge Adams. The Part Clerk will then schedule a virtual Teams conference.

III. TRIALS:

1. **Bench Trials (for matters in Part 39):** If the parties have filed a Note of Issue and are ready to proceed to a bench trial, they are to advise the Part Clerk, who will then schedule a Pre-Trial Conference via Teams.

2. **Jury Trials:** When a trial is assigned to Judge Adams, the Part Clerk will schedule a virtual Pre-Trial Conference via Teams. The parties shall be prepared to discuss the following:

- General facts of the case
- Number of witnesses for each side
- Estimated length of the trial
- Demands and offers