

HON. JUDY H. KIM, J.S.C.

Part 4, General IAS (E-File Part)

80 Centre Street, Room 308
New York, NY 10013

**Part Clerk: Dawn Crawford, SFC-Part4-Clerk@nycourts.gov
Courtroom: 646-386-3580**

Principal Law Clerk: Jared Kraminitz, Esq.
Assistant Law Clerk: Jacqueline Zurmuhlen, Esq.
Chambers: 646-386-5577

1. Communications with the Court

- a. **Chambers is not notified when correspondence is uploaded to NYSCEF.**
- b. Requests to schedule or adjourn motions or conferences must be directed to the Part Clerk.
- c. Request for adjournments must be made at least forty-eight hours in advance, absent exigent circumstances.
- d. Email is the preferred means of communication with the Court. All emails to the Court must be copied to all parties. Phone calls to chambers are to be confined to urgent matters only.
- e. Do not submit courtesy copies of motion papers to the Part or Chambers unless requested by the Court.

2. Conferences

- a. Actions pending for over three years in which the note of issue deadline has passed will be scheduled, at the Court's discretion, for a status conference before Justice Kim on a Wednesday afternoon. Should either party fail to appear at this conference, their default will result in an appropriate sanction, including the dismissal of the action pursuant to 22 NYCRR §202.27.
- b. Discovery conferences are held in person at 80 Centre Street, room 308, on Fridays at 10:00 a.m.

3. Discovery

- a. Discovery motions may not be filed without first conferencing the matter with the court.
- b. Parties are encouraged to resolve discovery disputes and enter into discovery stipulations without court intervention whenever possible. Proposed Preliminary Conference Orders or Compliance Conference Orders are to be submitted to the Principal Law Clerk via email to jkramini@nycourts.gov. **Do not upload unsigned draft orders to NYSCEF.**

- Preliminary Conference Order Guidelines:
 - EBT dates shall be no later than four months from the date of the order.
 - Future compliance conference shall be at least six months from the date of the order.
 - Note of Issue date shall be one year from the date of the Order.
- c. In-camera review of documents: No compliance conference stipulation or order shall direct any party to submit records or other evidence to the Court for an in camera review without first conferencing the matter with the Court.

4. Oral Arguments:

- a. Oral argument will be heard in room 308 on Wednesdays beginning at 10:00 am.
- b. Motions are scheduled for oral argument at the judge's discretion. Requests for oral argument must be included in the Notice of Motion or in the Opposition papers.
 - A representation in such a request that argument will be made by an attorney whose participation enhances diversity in the bar or who is admitted to practice fewer than five years will weigh in favor of the Court deciding to hold oral argument.
- c. If the Court has not scheduled a motion for oral argument and counsel wishes to request oral argument, a letter must be submitted by e-mail to the Principal Law Clerk with all parties copied. The Court will notify the parties only if the application for oral argument is granted.
- d. Adjournments - Motions scheduled for oral argument may be adjourned for up to 60 days from the original oral argument date without leave of Court, upon consent of all parties. However, any additional adjournments can only be accomplished by stipulation "so-ordered" by the Court—the Submissions Part will not adjourn a motion beyond sixty days without a so-ordered stipulation.
 - Requests for an adjournment must include both the specific reason for the adjournment and the number of prior adjournment requests.
- e. Settlement Authority – All counsel appearing for scheduled oral argument are expected to have knowledge of the procedural history and substantive issues of the case and the authority to engage in settlement discussions.

5. Summary Judgment Motions: All summary judgment motions must be e-filed no later than ninety days after filing the Note of Issue. Any exhibit to the motion must be e-filed as a separate document and must be given an identifying label (e.g., Notice of Claim, Bill of Particulars, etc.). All exhibits should be paginated, and reference to any voluminous exhibit, including deposition testimony, must include pinpoint citations.

6. Electronic Filing:

- a. All e-filed documents must be OCR text searchable PDFs.
- b. All cases must be e-filed on NYSCEF except for cases involving pro se litigants who are not licensed to practice law in New York. Unrepresented litigants who are not licensed New York attorneys are highly encouraged to participate in e-filing (it is the best way to obtain easy access to court filings, keep up to date on events in the case, and serve other parties). Instructions for e-filing can be found at:
<https://iappscontent.courts.state.ny.us/NYSCEF/live/unrepresented/UnrepresentedHomePage.html>
- c. For further NYSCEF instructions, please contact the e-filing Resource Support Center at (646) 386-3033 or see <https://iapps.courts.state.ny.us/nyscef/HomePage>.

7. Trials: After a trial is assigned to Judge Kim, the Court will contact trial counsel by email to schedule a pre-trial conference date and to set deadlines for the parties to submit certain trial-related material, as well as any requests for audio/visual technology, to the Court. Counsel for the parties are required to appear at this pre-trial conference with authority to discuss settlement.

8. Notifying Court of settlement or resolution: Counsel must notify the Court as soon as practicable of any settlement or resolution of active cases or pending motions. When a motion has been withdrawn or the case has been settled, the parties shall file a Stipulation reflecting same on NYSCEF and notify the Principal Law Clerk of such filing by e-mail. **Chambers is not automatically notified when stipulations are filed on NYSCEF.**

9. The Court supports the professional development of junior attorneys and encourages their participation in trials and oral arguments on motions. The Court also strongly encourages substantive participation in court proceedings by women and lawyers from backgrounds historically underrepresented in the bar, as well as attorneys who have been admitted to practice fewer than five years.