

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

Part 5 (City IAS Part) (E-File Part)

PART RULES

Courtroom:

80 Centre Street, Room 320
New York, NY 10013

Part Clerk/Courtroom:

Mary A. Mount, SFC-Part5-Clerk@nycourts.gov, (646) 386-3374

Principal Law Clerk:

Jared Kraminitz, Esq., jkramini@nycourts.gov, (646) 386-5577

Chambers: (646) 386-5577

1. Conferences: All conferences in matters involving the City of New York where the City is represented by Corporation Counsel (Differentiated Case Management cases) are held virtually with the DCM Part.

- For adjournments or other calendar issues involving DCM appearances, other than requesting a conference, please call (646) 386-3683.
- Stipulations to adjourn conferences **must include a reason for the adjournment** and may be sent to the DCM clerk by fax to (212) 952-2779 or by email to jtmetzger@nycourts.gov.
- Please contact the Part Clerk to request a conference with the DCM Part.

2. 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, to avoid the unnecessary use of Court resources on matters that are, or will imminently be, resolved. A Stipulation should be filed on NYSCEF and the Principal Court Attorney should be contacted by e-mail in the event a motion has been withdrawn and/or the case has been settled.

3. Ex Parte communications: There shall be **no** ex parte communications with Chambers and there will be no telephone or email adjournments. Any correspondence to the Court that is uploaded to NYSCEF will not be reviewed by the Court.

4. In-camera review: 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 the Court's approval.

5. Discovery Motions: Discovery motions are strongly discouraged. Parties shall first request a discovery conference with the DCM Part and thereafter approval from the Court prior to making any discovery motion.

6. Summary Judgment Motions: All summary judgment motions must be e-filed **no later than 90 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**.

7. Oral Arguments:

a. Oral arguments on motions will be held on Tuesdays, commencing at 10:00 a.m. All conferences are currently being held via Microsoft Teams.

b. Motions are scheduled for oral argument at the judge's discretion. 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. After review, the Court will notify the parties only if the application for oral argument is granted.

c. Adjournments - Motions scheduled for oral argument may be adjourned for up to 60 days from the original argument date, upon consent of all sides without leave of Court. Stipulations of adjournment must contain a reason for the adjournment(s) and must be filed, with a copy e-mailed to the Part Clerk, no later than 3:30 p.m. of the Friday before the Tuesday argument date. Any additional adjournments must be "so-ordered" by the Court and must also contain a specific reason for the adjournment, the number of prior adjournment requests and the status of the case.

8. No courtesy copies: Please do not send any courtesy (paper) copies of any motion papers or related documents directly to the Part or Chambers, unless requested by the Court.