

**HON. JEANINE R JOHNSON**  
City Part, Part 52, E-File Part  
80 Centre Street, Room 307, New York, NY 10013

**PART RULES**

Part 52 Clerk: [sfc-part52-clerk@nycourts.gov](mailto:sfc-part52-clerk@nycourts.gov)  
Courtroom Telephone: (646) 386-3742

Principal Court Attorney: Ada George, Esq.  
Assistant Law Clerk:  
Chambers Telephone: (646) 386-3731  
Chambers email: [sfc-Part52@nycourts.gov](mailto:sfc-Part52@nycourts.gov)

**Do not contact chambers to request adjournments of motions or conferences.**

For motion submission procedure, applications, or adjournments, refer to the Motion Submission Part protocol at: [https://ww2.nycourts.gov/courts/1jd/supctmanh/motions\\_on\\_notice.shtml](https://ww2.nycourts.gov/courts/1jd/supctmanh/motions_on_notice.shtml)

1. **CONFERENCES:** All preliminary conferences, status conferences, and compliance conferences in Part 52 are conducted in the Differentiated Case Management (“DCM”) Part. To request a conference otherwise, please contact the Part Clerk at [sfc-part52-clerk@nycourts.gov](mailto:sfc-part52-clerk@nycourts.gov) or (646) 386-3742.
  - a. To request an adjournment of a conference in the DCM Part or address any other calendar issues related to a DCM appearance, please call the DCM Clerk at (646) 386-3683.
  - b. Stipulations to adjourn conferences **must** include a reason for the adjournment and may be sent to the DCM Clerk at [sfc-city-dcm@nycourts.gov](mailto:sfc-city-dcm@nycourts.gov) or by fax to (212) 952-2779.
  - c. If all parties believe a settlement conference with Judge Johnson would be productive, they may, at any time, email the Part Clerk to request that such a settlement conference be scheduled at the Court’s soonest availability. The attorneys appearing at the conference **must** have settlement authority and be fully familiar with the case.
2. **EX PARTE COMMUNICATIONS:** **There shall be no ex parte communications with Chambers** and there will be no telephone adjournments. Please be advised that the Court does not receive correspondence uploaded to NYSCEF. Do not call or email Judge Johnson or her staff unless all parties participate in the communication.
3. **MOTION PRACTICE**
  - a. **Filing Motions:** Part 52 is a mandatory e-filing part. Absent a pro-se litigant or a showing of undue hardship, all motions must be electronically filed with the General’s Clerk Office.\* Unrepresented litigants who are not licensed New York attorneys are highly encouraged to e-file (it is the best way to obtain easy access to court filings, keep up to date and serve other parties) and can find instructions for e-filing at: <https://iappscontent.courts.state.ny.us/NYSCEF/live/unrepresented/UnrepresentedHomePage.html>. 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>
  - b. **Submission of Proposed Orders:** Each motion submitted for decision should include a proposed order as the final attachment to the motion. 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.

- c. **Discovery Motions:** Discovery motions are strongly discouraged. Prior to making any discovery motion, all parties *must* first request a discovery conference with the DCM Part and, if this conference proves unsuccessful, seek approval from the Court to make the motion. Parties filing motions relating to discovery must include a separate affirmation of good faith (22 NYCRR 202.7). The affirmation must include the time and dates the parties met and conferred in person, virtually, or had telephone conversations to resolve the discovery dispute. Discovery motions filed without a showing of good faith efforts made or attempted to resolve the matter will generally be denied. Email communication between the parties as a sole representation of good faith is insufficient.
  - d. **Summary Judgment Motions:** All summary judgment motions must be e-filed\* no later than 120 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. Absent good cause, while a motion for summary judgment is pending, discovery between the parties is to continue. A party wishing to show good cause must request a conference with the Court by letter. The letter is to be submitted by email and include when the summary judgment motion was filed, the sequence number of the motion, and briefly state the reasons why discovery should be stayed.
  - e. **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.
  - f. **Oral Arguments:** Oral arguments on motions are held at a time certain on Wednesdays, in person, at 80 Centre Street, Room 307, commencing at 10:00 am and subject to default ten minutes after the scheduled calendar call. Motions are scheduled for oral argument at the judge's discretion. Requests for oral argument shall be included in the Notice of Motion or in the Opposition papers. After review, the Court will notify the parties only if the application for oral argument is granted. If the Court has not scheduled a motion for oral argument and counsel wishes to follow up on its initial request, a letter must be submitted by e-mail to the Principal Law Clerk with all parties copied.
  - g. **Adjournments** - Motions scheduled for oral argument may be adjourned for up to 30 days from the original argument date without leave of Court, upon consent of all sides. Stipulations of adjournment **must**, however, contain a reason for the adjournment(s) and must be e-filed, with a copy e-mailed to the Part Clerk, no later than 11:00AM of the Friday before the Wednesday argument date. Any additional adjournments beyond 30 days must be "so-ordered" by the Court and must include: a specific reason for the adjournment, the number of prior adjournment requests, and the status of the case.
  - h. **Settlement Authority** – 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 discuss settlement.
4. **NOTIFYING COURT OF SETTLEMENT OR RESOLUTION:** Counsel must notify the Court, by email, 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 Court Attorney of this filing by e-mail. Please note that e-filing alone does not alert the Court.
5. **JUDICIAL SUBPOENAS:** Parties seeking a judicial subpoena must include the documents for review and an attorney affirmation giving the reasons why a judicial subpoena is necessary. The documents

must be emailed as attachments to [sfc-Part52@nycourts.gov](mailto:sfc-Part52@nycourts.gov) with only the parties in the action copied.

6. **Trials:** After a trial is assigned to Judge Johnson, the Court will contact counsel by email setting a pre-trial conference date and deadlines for the parties to submit certain trial-related material, as well as any requests for audio/visual technology, to the Court. Parties are encouraged to present a proposed calendar for the Court. In addition, counsel for the parties is expected to have authority to discuss settlement at the pre-trial conference.

\*Self-represented parties, however, are not required to e-file unless they choose to do so. Any communication to the Court by a self-represented party, which would otherwise require e-filing, may be sent via email to [sfc-Part52@nycourts.gov](mailto:sfc-Part52@nycourts.gov), with only the parties in the action copied, and must include an attached letter, unless otherwise instructed, or it is an urgent or brief matter. All emails sent must copy all parties in the action and the subject line must include the purpose of the email, the index number, and case name. Emails sent to the Court not following these instructions, or email threads such as replies between the parties, not directly addressed to the Court, are not permitted, and will not receive a response.