

HON. LYLE E. FRANK, City Part, Part 52, E-File Part
80 Centre Street, Room 289, New York, NY 10013

Part 52 Clerk: Wendell Vaughan

Courtroom Telephone: 646-386-3742

Facsimile: 212-952-2810

Court Attorney: Diana D. Cruz, Esq., dcruz2@nycourts.gov

Chambers Telephone: 646-386-3112

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

1. **Conferences:** All conferences in matters involving the City of New York where the City is represented by Corporation Counsel (DCM cases) are held at 80 Centre Street, Room 106, New York, NY 10013. For adjournments or other calendar issues involving appearances in DCM, please call 646-386-3683. Stipulations to adjourn the conferences **must include a reason for the adjournment** and may be sent to the DCM clerk by facsimile to 212-952-2779 or by email to jtmetzger@nycourts.gov.
2. **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 Judge Frank's court attorney, Diana Cruz.
3. **Discovery Motions:** No discovery motions shall be filed without first conferencing the matter with the Court.
4. **Summary Judgment motions:** All summary judgment motions must be filed **no later than 60 days** after filing the Note of Issue.
5. **Oral Arguments:** Oral arguments on motions will be held on Wednesday, commencing at 10:00 a.m. However, not all motions will be scheduled for oral argument. If the Court has not scheduled a motion for oral argument and a party wishes to request oral argument, a letter must be submitted to the Part 52 clerk as well as to all parties on the matter. If upon a review of the request, the Court determines that oral argument is warranted, the parties will be so notified. Motions submitted on default or with no opposition are generally not scheduled for oral argument.
6. Motions scheduled for oral argument may be adjourned up to 2 times from the original argument date, upon consent of all sides without leave of court. Parties that seek additional adjournments must seek leave of court.
7. Do NOT send courtesy copies of any motion papers, affirmations or related documents directly to the part or chambers, unless directed to do so.

8. **EX PARTE COMMUNICATIONS ARE STRICTLY PROHIBITED.** Please do not call or e-mail Justice Frank or his staff unless all parties participate in the communication. Additionally, **no correspondence should be uploaded to NYSCEF in expectation of being received by chambers** if you wish to communicate with chambers or the Part, see the contact information above.