

HON. LESLIE A. STROTH
City Part, Part 52, E-File Part
80 Centre Street, Room 307, New York, NY 10013

PART RULES

Part 52 Clerk: Wendell Vaughan, SFC-Part52-clerk@nycourts.gov
Courtroom Telephone: (646) 386-3742

Principal Law Clerk: Rebecca I. Wohl, Esq., riwohl@nycourts.gov
Chambers Telephone: (646) 386-5622

Do not contact chambers to request adjournments of motions¹ or conferences.

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

- a. **Requesting preliminary conferences**: After uploading your preliminary conference request to NYSCEF, notify the DCM Part Clerk directly at (646) 386-3683 or e-mail SFC-CITY-DCM@nycourts.gov.
- b. **Conference adjournments and requests for all other discovery conferences**: For adjournments or other calendar issues involving DCM appearances, please call (646) 386-3683 at least **48 hours in advance** of conference. Stipulations to adjourn the conferences **must include a reason for the adjournment** and may be sent to the DCM clerk by e-mail to SFC-CITY-DCM@nycourts.gov.

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. A Stipulation should be filed on NYSCEF and the Principal Court Attorney should be contacted by e-mail (see above) in the event a motion has been withdrawn and/or the case has been settled.

3. **Discovery motions**: Parties are encouraged to resolve discovery issues without motion practice. No discovery motions shall be filed without first conferencing the matter with the Court's DCM Part, even upon the parties' consent. If the issues cannot be resolved during the discovery conference, the parties must obtain approval from the Court to file any discovery motion.

4. **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 the Court's approval.

¹ 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.

5. **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.

6. **Oral Arguments**: Oral arguments on motions will be held on Wednesday, commencing at 10:00 a.m. All arguments and conferences are being held virtually by Microsoft Teams.

a. **Oral arguments on motions are held at the Court's discretion; 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 same, a letter must be submitted by email to the Principal Court Attorney and the Part 52 Clerk, with all parties copied. Upon review, the Court will notify all parties if the request is granted. Typically, motions submitted on default or with no opposition will not be scheduled for oral argument.

b. **Adjournments**: Motions scheduled for oral argument may be adjourned with consent of all sides up to 2 times from the original argument date without leave of Court. Parties seeking further adjournment must obtain leave of Court. Stipulations of adjournment must contain a reason for the adjournment(s) and indicate the number of prior adjournment requests. Said stipulation must be filed, with a copy e-mailed to the Part Clerk, no later than 3:30 p.m. of the Friday before the Wednesday argument date.

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

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