

**HON. LAURENCE L. LOVE**

IAS Part 63, E-File Part

60 Centre Street, Room 355, New York, NY 10007

Courtroom Telephone: 646-386-3296

Facsimile: 212-952-2810

Chambers Telephone: 646-386-5596

Part 63 Clerk: Tiffany Williamson-Best, [Tibest@nycourts.gov](mailto:Tibest@nycourts.gov)

Principal Law Clerk: Daniel A. Rudolf, Esq., [Drudolf@nycourts.gov](mailto:Drudolf@nycourts.gov)

Law Clerk: Jacob P. Nadler, Esq., [Jnadler@nycourts.gov](mailto:Jnadler@nycourts.gov)

Part 63 is an E-Filing Part – The court strongly encourages all cases to be converted to e-filing. The link to the form to convert a case to e-filing is

<https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/stipulation.and.consent.pdf>

**1. ADJOURNMENTS AND OTHER COMMUNICATIONS WITH THE PART CLERK AND CHAMBERS**

A. All requests to adjourn conferences and oral arguments require prior court approval and must be directed to the Part Clerk. Requests to adjourn motions must be made by the Monday before the date set for conference or argument. A written stipulation to be “So Ordered” by the Court, explaining the reason for the adjournment, must be e-filed (on non-e-file cases, the stipulation must be hand delivered to the Part) at least one day before the scheduled conference or argument.

B. If the parties do not agree on an adjournment, they must set up a conference call with chambers or appear and make an application before the court.

C. Do not call chambers regarding other scheduling matters and uncontested requests for adjournments. Any such calls will result in your being directed to the Part Clerk.

D. Do not copy the court on letters or documents exchanged between counsel. The Court will not read them, and they will be discarded unread by the Part Clerk without being shown to the court.

E. *Ex parte* communications are strictly prohibited.

## 2. MOTION PRACTICE

A. Oral Arguments on Motions are held on Wednesdays at 9:30 a.m., or as otherwise directed.

B. Failure to appear for oral argument within 30 minutes of the directed time may result in a default.

C. All summary judgment motions must be filed within sixty (60) days after the filing of the Note of Issue.

D. Do NOT send courtesy copies of any motion papers, affirmations or related documents directly to the part or chambers, unless directed to do so.

E. 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 63 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.

E. For adjournments, see Rule 1.

F. Parties appearing on dispositive motions should have settlement authority. A failure to appear with settlement authority may be deemed a default.

G. If a motion has been withdrawn or settled, the parties must e-file a Stipulation and advise the Principal Law Clerk or Assistant Law Clerk immediately.

H. If a motion has been made on your case and you are before the court on a conference, all attorneys must be prepared to discuss the pending motion. Failure to be prepared to discuss the motion may be deemed a default on the motion.

I. Discovery Motions: No discovery motions shall be filed without first conferencing the matter with the Court.

## 3. PRELIMINARY AND COMPLIANCE CONFERENCES

A. Preliminary Conferences, Compliance Conferences and Status Conferences Wednesdays, commencing at 2:15 p.m., or as otherwise directed.

B. For Adjournments, see Rule 1.

C. Failure to appear by 3:15 p.m. at any scheduled conference will be considered a default and your pleadings may be stricken.

D. There will be no calendar call. Stipulations and Orders should be filled out and given to the Part Clerk when all parties are ready to proceed. The parties will then conference with the judge or a court attorney. If the opposing party fails to appear by 3:15 p.m., please notify the Part Clerk.

E. Bring to the attention of the Part Clerk all pending motions, whether pending in the Motion Submission Part or fully submitted.

F. Attorneys attending conferences must have authority to bind the party on all issues. Appearances by counsel without authority may be deemed a default.

G. All orders must be legible, contain the Part number, judge's name and must indicate the names, addresses and telephone numbers of all counsel appearing at the conference.

H. 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 Love's Law Clerk, Daniel Rudolf or Jacob Nadler.