

HON. LORI S. SATTLER
SUPREME COURT, NEW YORK COUNTY
PART 9, MATRIMONIAL PART RULES

Courtroom: 60 Centre Street, Room 355
Courtroom Phone: (646) 386-3848
Chambers: (646) 386-3819
Facsimile: (212) 520-6833

Principal Law Clerk: Lydia H. Devine
Assistant Law Clerk: Alexandra N. White
Part Clerk: Melissa Barquinero

GENERAL PART RULES

All court appearances are on a staggered schedule at a time certain.

Counsel must appear, together with their clients, at all appearances, unless the Court directs otherwise.

Counsel shall bring to any preliminary conference a completed matrimonial Preliminary Conference Order/Stipulation form.

Adjournment requests require Court approval and must be sought by telephone conference call with the Part Clerk. Adjournment requests may be made no later than two business days prior to the return date. **All adjournment requests are to be made by telephone, not email, and will only be entertained if all counsel are on the call, including any attorney for the children. The conference call shall be made to the courtroom (646-386-3848).**

Counsel and/or the parties may not submit *ex parte* correspondence to the Court regarding any pending matter. In addition, correspondence between counsel or between parties, whether by mail, email or facsimile, is **not** to be copied to chambers. If an issue regarding a pending matter arises, a conference call may be made to one of the court attorneys.

All requests for the Court's assistance shall be made via conference call to the courtroom at (646) 386-3848. Counsel for all parties (including the Attorney for the Child if one has been assigned) shall participate in the call.

For all matters assigned to Part 9, counsel are encouraged to request conferences or a conference call with the Court prior to sending a letter or filing motion papers to allow the opportunity to resolve the matter before a motion is made and eliminate the expense and delay caused by excessive motion practice.

MOTIONS

All motions shall be made by **Order to Show Cause**.

The Court's designated motion and conference days are Tuesday and Wednesday.

Oral argument is required on all Orders to Show Cause unless otherwise indicated on the Order to Show Cause or directed by the Court.

The Court does not accept sur-reply papers without prior court permission.

All Orders to Show Cause and cross-motions shall indicate the respective sequence number on the first page in the upper right-hand corner.

TRIALS AND HEARINGS

Trials are conducted on Mondays, Thursdays and Fridays.

Counsel on all cases scheduled for trial in Part 9 must appear for a pre-trial conference on a date selected by the Court. At the conference, counsel shall provide his or her adversary and the court with the following:

1. A statement of proposed disposition, a child support worksheet (if applicable), an updated net worth statement and most recently filed tax returns.
2. A witness list, any expert reports not previously provided, any pre-trial memoranda and marked pleadings.
3. Proof of filing of the note of issue.
4. A list of documents which counsel may stipulate into evidence. The documents are to be pre-marked as exhibits.

Counsel shall, where necessary, make motions *in limine* and be prepared to discuss any evidentiary issues at the conference.

Exhibits left in the Part after a hearing or trial will be held for 30 days and, if not retrieved by the parties, will thereafter be discarded.

E-FILING

E-filing in matrimonial matters is now permitted on consent of both parties. The Court encourages counsel to commence new matters by e-filing. However, e-filing will not be accepted in matters where one or both parties are self-represented. If a litigant becomes self-represented in a e-file matter, the matter will be removed from the e-filing system.