

COURT RULES OF THE HONORABLE STEPHAN G. SCHICK, JSC

Mailing /Physical Address

Lawrence H. Cooke Courthouse
414 Broadway
Monticello, NY 12701

Law Clerk:
Claire Sullivan

Secretary:
Priscilla Andrewski

Chambers Email Address:
Schickchambers@nycourts.gov

Chambers Phone Number:
845 791 3559

1.0 Applicability of These Rules

These Local Rules apply to all civil actions. There are additional rules for matrimonial (see, Rule 15.0, post) and foreclosure cases (see, Rule 17.0, post) . These rules seek to promote the efficient/impartial administration of justice and to be in harmony with controlling statutes and rules.

2.0 Notice of Appearance

Within one week of written notification of assignment of Judge Schick, or written notification of a Preliminary Conference, whichever first occurs, each attorney must file a Notice of Appearance, which includes the attorney's name, firm affiliation, mailing address, telephone number, email address, and acknowledgment that counsel is familiar with these rules

3.0 Correspondence:

- A. We prefer email correspondence.
- B. If you send an email, please do not follow up with fax or snail mail.
- C. The email must have, in the subject line, the name of the case and the index number.
- D. The email must be sent to all adversaries. Emails that do not show contemporaneous email service of all adversaries

will be returned to sender without being read.

- E. Please place the information to be communicated within the body of the email, not in a scanned attachment. The idea is that we are all, literally and figuratively, on the same page. Hit “reply all” and we stay on the same page.
- F. Email correspondence goes to schickchambers@nycourts.gov.

Email sent to schickchambers is accessed by both Ms. Andrewski and Ms. Sullivan. If you send to one of them individually, the other will not see it. If that person is on vacation or very busy, the other person will not know to respond. Accordingly, please send all email to schickchambers@nycourts.gov.

- G. Never send an email directly to the Judge.
- H. Do not fax us. We do not use fax.
- I. Do not follow up an email with a snail mail copy. If you send us something once, we get it. Multiple copies just cause needless extra filing for Ms. Andrewski and Ms. Sullivan and it makes them very cranky.

4.0 Motions:

- A. No appearance on return date of motions unless it is an order to show cause.
- B. Always appear on an order to show cause.
- C. Do not send us a courtesy copy of a motion. We get the originals.
- D. If sending a reply affirmation, send us an email to tell us so. Do not send a courtesy copy of the reply, just a brief email , so we

know to look for a reply.

- E. Article 78 motion terms do not require personal appearance on the return date.
- F. Any motion papers over three inches thick should be sent in a binder. Thick motion papers should not be used as a mad experimental challenge in alternative binding methods. Binders are beautiful!
- G. Do not use staples on any submission. The County Clerk will not accept papers with staples.

5.0 Conferences:

- A. Please send in a concise statement of the facts at least 24 hours before the conference.
- B. No telephone conferences
- C. Any request for an adjournment must be done via email, with any adversaries on notice in the “to” or “cc” line of the email. The matter is not adjourned unless you receive an email reply from Chambers adjourning the matter.

5.0 E-Courts

E-Courts is a convenience. It is not meant to be relied upon over written orders or common sense. If you have a written order with a conference date, and that conference date is not on e-courts, you still have to appear. Chambers has nothing to do with e-courts. We do not enter the information. We cannot amend the information. We have no control over any aspect of it. So if Chambers tells you one thing and e-courts another, listen to Chambers.

6.0 Stipulation of Discontinuance:

When an action is discontinued, send a copy of the discontinuance to Chambers. We do not need a date stamped copy, simply email a copy of the fully executed stipulation.

When you file a stipulation of discontinuance with the County Clerk, Chambers is not sent a copy of the stip by the Clerk's Office. We do not know the case is over unless you send us a copy of the stip. Moreover, until Chambers processes the stipulation, the case remains open in the Court system. Accordingly, we keep working on the file. This is very frustrating: please keep us informed. Moreover, as the case is still open in the Court system, appearances are required at any scheduled conference and non-appearance is subject to sanction.

7.0 Surplus Monies Form:

Please provide your surplus monies forms. Do not make us release the flying monkeys.

8.0 Accommodations

Please copy Chambers when a request is made of the Court Clerk for accommodations regarding interpreters or disabilities.

9.0 Final Conference

- A. At the Final Conference the Court will explore limitation of issues for trial, including referral of certain issues to a referee or to alternate dispute resolution if appropriate.
- B. In all cases, final conferences will be scheduled by Chambers after the filing of a note of issue. Counsel should contact their client(s), witnesses and experts before this conference to determine their availability for trial.
- C. Counsel attending the Final Conference must be familiar with the case, have pertinent portions of the file with them and have authority to settle the case. Client(s) are required to be present

and a representative of the insurance carrier may be requested to attend.

- D. All counsel must confer prior to the date of the conference to discuss settlement, the resolution of any trial issues, and whether the parties will agree to alternate dispute resolution.
- E. Postponement of any trial after the Final Conference is strongly discouraged and will not be granted absent extraordinary circumstances.

10.0 Orders

If an order is submitted with motion papers, it must be detached from the motion papers and placed on top of the motion papers.

11.0 Trials

At least four working days prior to trial:

- A. All exhibits must be pre-marked. Chambers will facilitate a conference with the stenographers in order to accomplish this.
- B. Notify Chambers of all anticipated issues of law and fact, and email a trial brief containing citations to all statutory and common law authorities upon which counsel relies.
- C. Advise Chambers as to the number of witnesses to be called and the estimated length of the trial and any anticipated issues about trial attendance
- D. Provide Chambers with a list (without the charge) of all PJI jury requests. Non-PJI requests must be typed on separate sheets with appropriate sources and/or citations.
- E. The Court may preside over a portion of or the entire jury selection process. Time limits on counsel may be imposed. Counsel must confine voir dire to the qualifications of the jurors.

