

**PART G COURT RULES
HON. HEELA D. CAPELL
NYC HOUSING COURT**

1. Check-in Procedure:

All litigants and attorneys are expected to check in with court personnel. The court will permit all of the following to check in on a case; attorneys, represented parties, unrepresented litigants, individuals with authority to appear, law office clerks and paralegals and calendar services.

2. Defaults:

A default call will be conducted for those proceedings where only one party has checked in. If the matter is not resolved within one hour of the scheduled calendar time, the proceeding may be disposed of by the court. Parties must provide a status update to the court by the expiration of the hour, if the matter is not timely resolved.

3. Defaults will be called as follows:

- i) On matters scheduled for 9:30 A.M., defaults will be taken at 10:30 A.M;
- ii) On matters scheduled for 10:30 A.M., defaults will be taken at 11:30 A.M;
- iii) On matters scheduled for 11:30 A.M., defaults will be taken at 12:30 P.M; and
- iv) On matters scheduled for 2:00 P.M., defaults will be taken at 3:00 P.M;

4. Adjournments:

Court approval shall be required for adjournments where a case has been on the calendar more than once. If the court declines the adjournment, appropriate disposition will be entered. Adjournments which are on consent of the parties should be memorialized in stipulations which designate the return date and time, and the reason for seeking the adjournment.

5. Stipulations:

All Stipulations are subject to the court's approval. Parties are strongly encouraged to remain in the courtroom after providing a stipulation to court personnel. Stipulations settling nonpayment proceedings must address repairs.

6. Motions and Written Submissions:

The parties must provide submission schedules to the court when adjourning a motion. All motions and written responses must be filed with the court one full day prior to the day the motion is noticed to be heard.

All rules are subject to change at the court's discretion