

**SUPREME COURT NASSAU COUNTY**  
**RULES AND PROCEDURES**  
**IAS Part 17**  
**Hon. Hope Schwartz Zimmerman**

Law Secretary: Scott J. Mandel, Esq.	Chambers Phone	(516) 493-3440
Secretary: Doris Ward	Courtroom Phone	(516) 493-3443
Courtroom Clerk: Scott Norvid	Fax Number	(516) 493-3488

**ADJOURNMENTS:**

**Court Conferences and Motions:** Requests for adjournments on consent may be made by contacting the courtroom. The caller shall indicate the adjourn date requested to which all counsel have consented in advance. Upon the adjournment being granted, a confirming letter shall be faxed to the court. Expect upon permission of the Court, there shall be no more than three (3) adjournments per motion. Any motion exceeding three (3) adjournments without court permission shall be deemed stale and denied, without prejudice. No more than one telephone call per adjournment shall be permitted.

**Confirming Letters:** Letters confirming adjournments shall state: (1) whether a motion or a conference is being adjourned; (2) the name of the parties; (3) the index number; (4) the original date; and (5) the adjourned date.

**Attorneys for Children:** No adjournments will be granted without the consent of all counsel, including the Attorney for the Children.

**Applications for Adjournments:** In the event that counsel for either party or a child does not consent to adjourn a motion or conference, the application shall be heard by the court on the original return date.

**MOTIONS:**

Unless otherwise directed by the court, motions are submitted without appearances. All motion papers shall be in compliance with CPLR § 2101 and 22 NYCRR § 202.5. All motion papers shall be in a font size of at least 14 pts.

**All exhibits to motions shall be clearly tabbed. Plaintiff shall use numbers and defendant shall use letters for each exhibit.**

All fully submitted motions must include affidavits of service.  
Sur-replies shall not be considered.

Counsel for both parties are asked to provide the court with a stamped self addressed envelope.

Counsel are urged to initiate a telephone conference with the court prior to the commencement of motion practice, except for motions initiating an action. Only counsel with authority to resolve the disputed issue(s) should participate in the pre-motion conference. If an Attorney for the Child has been appointed, he or she must participate in any conference where the disputed issue(s) involve a child.

### **CORRESPONDENCE:**

Except for the adjournments of conferences and motions as set forth above, the court will not read *ex parte* communications or copies of correspondence between or among counsel.

The court will accept by fax, a copy of the first and signature page of a written stipulation or agreement as confirmation that a matter has been resolved.

### **TRIAL RULES:**

Following the certification conference at which a trial date shall be assigned, counsel shall comply with 22 NYCRR Section 202.21 (Note of Issue and Certificate of Readiness) and Section 202.16(h) (Statement of Proposed Disposition).