

Justice Salerno

Part IA 2
Room 528
Phone 717-590-3936

Motion Procedure

All motion papers including stipulations and requests for adjournments shall be filed in the clerks office, (Room 217).

All motions relating to disclosure will be heard by the justice presiding in Part IA-11.

All non-disclosure motions filed and accepted will be deemed submitted on the return date, provided all papers are filed on the return date of the motion.

Answering papers will be accepted only on the return date in the clerks office, (Room 217).

Courtesy copies of all motions filed should not be submitted unless requested by the court.

Orders to Show Cause must comply with Uniform Rule 202.7(d) and submitted to the clerks office, (Room 217), prior to judicial review..

Proof of service of all Orders to Show Cause must be filed with the Clerk Part 2 in court room 528 on or before the return date of the Order to Show Cause. If proof of service is not timely filed, the Order to Show Cause will be removed from the calendar.

The moving party shall clearly specify the relief requested . Counsel where appropriate shall use tabs when submitting papers containing several exhibits. If a document annexed to an affidavit or affirmation is voluminous, only relevant portions shall be highlighted .

Trials

Matters assigned to this part will be tried, to the extent possible, in chronological order.

Inquiries

All inquiries regarding status should, in the first instance, be made to the Motions Support Office Room 217. 718-590-3722

Inquiries to chambers or the part should be limited to matters requiring the immediate exercise of judicial discretion.

Calendars will be called promptly at 9:30 A.M. on Mondays except for holidays. Only counsel fully familiar with the file and authorized to make binding concessions, settle or try the action shall appear at the call of the calendar.

Counsel are further advised that they must bring their complete file, including the bill of particulars and marked pleadings to court and have the requisite knowledge of the contents of their file.