

HONORABLE JUDITH N. McMAHON
Administrative Judge of the
Thirteenth Judicial District
Supreme Court: Richmond County
26 Central Ave - Courtroom 210
Staten Island, New York 10301
718- 675-8630/Fax 718-442-5364

Conferences

- (1) Compliance Conferences and Preliminary Conferences are held Tuesdays in Room 210 at 26 Central Avenue, at 9:30 a.m.
- (2) Adjournments are only granted after prior approval from the Court via conference call or appearance of all parties **AND** consent of all parties. The adjournment is not effective until a stipulation confirming the adjournment is then faxed to Chambers at 718-442-5364.

Motions

- (1) Motions shall be heard once a month on a Tuesday promptly at 9:30 a.m.
- (2) **NO courtesy copies of motion papers are to be filed with Chambers or the courtroom unless the motion is e-filed. Courtesy copies of all e-filed motions are mandatory and must be presented prior to the return date of the motion.**
- (3) Motion papers, answering affidavits and reply affidavits must be served on adversaries as per CPLR Section 2214.
- (4) All motions require appearances and oral arguments.
- (5) Adjournments are only granted after prior approval from the Court via conference call or appearance of all parties **AND** consent of all parties. The adjournment is not effective until

a stipulation confirming the adjournment is then faxed to Chambers at 718-442-5364.

- (6) Summary judgment motions must be made within sixty (60) days of the filing of the note of issue.
- (7) Discovery motions are not permitted without prior Court approval.
- (8) If you are detained, you must call your adversary to inform him/her of the approximate time you will arrive at Court, and then call Chambers at 718-675-8632 or 8630.

Orders To Show Cause

Any Orders To Show Cause must comply with the Uniform Civil Rules for Supreme and County Courts section 202.7(f);

[u]pon application for an order to show cause or motion for a preliminary injunction seeking a temporary restraining order, the application shall contain, in addition to other information requested by this section, an affirmation demonstrating there will be significant prejudice to the party seeking the restraining order by the giving of notice. In the absence of a showing of significant prejudice, the affirmation must demonstrate that a good faith effort has been made to notify the party against whom the temporary restraining order is sought of the time and place that the application will be made in a manner sufficient to permit the party an opportunity to appear in response to the application. This subdivision shall not be applicable to orders to show cause or motions in special proceedings brought under Article 7 of the Real Property Actions and Proceedings Law.

Trials

- (1) **Marked Pleadings.** Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR Section 4012.
- (2) **Exhibits.** Counsel shall pre-mark all exhibits in the order which they intend to introduce them at trial. Plaintiffs will number their exhibits and defendants will letter their exhibits.

On the day of trial, the exhibits and the list will be given to the Court reporter who will officially mark them before trial.

- (3) **Witnesses.** Prior to trial, counsel shall provide to the Court, a list of potential witnesses.
- (4) **Motions in Limine.** Any *motions in limine* shall be made as soon as possible by oral application to the Judge.
- (5) **Depositions.** A copy of depositions intended to be used at trial shall be furnished to the Court at the commencement of trial.
- (6) **Proposed Jury Charges and Verdict Sheets.** All proposed jury charges and proposed verdict sheets shall be submitted to the Court at the pre-trial conference.