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Law Clerk:	Kelly Vacco, Esq.	845-9436
Secretary:	Cheryl A. Martin	845-9435
Court Clerk:	Diane Smith	845-9408
Court Reporters:	Lori Strong	845-2131

MOTIONS **Wednesdays at 2:00 p.m.**

Cases called by order of appearance of counsel, not by Index Number. Report to Court Clerk.

All moving papers, answering papers, memoranda and special term note of issue to be sent to chambers **at least five (5) days prior to the return date**. Original papers not required. Discovery motions upon affirmation of good faith. TRO's on notice to opposing attorney. TRO's on cases assigned to other judges, only if prior approval by IAS judge or his or her law clerk. Motions cannot be adjourned generally and can only be adjourned by consent of all parties **and** with court permission.

CONFERENCES

Preliminary and pretrial conferences scheduled within 10 days of court's receipt of RJI or calendar note of issue. Conferences before IAS judge or law clerk. Prior to the conferences, each party must forward a letter setting forth their respective positions and any other matter that should be brought to the attention of the court. Adjournments only by consent of all parties **and** with court permission.

TRIALS AND REFERENCES

Adjournments are granted by permission of the judge only. No proof taken on motion days. Pleadings and papers for motions *in limine* required one (1) day prior to beginning of trial. Conference with IAS judge upon completion of jury selection. Formal requests to charge required prior to summations. Charge conference after proof completed.