

**SUPREME COURT NASSAU COUNTY**  
**RULES AND PROCEDURES**  
**IAS Part 25**  
**Hon. Hope Schwartz Zimmerman**

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

**ADJOURNMENTS:**

**Court Conferences:** Requests for adjournments on consent may be made by contacting the courtroom. The caller shall indicate the date requested to which all counsel have consented in advance. Upon the adjournment being granted, a confirming letter shall be faxed to the court.

No more than one telephone call per adjournment shall be permitted.

**Motions:** Requests for adjournments on consent may be made by contacting the courtroom. The caller shall indicate the requested date, to which all counsel have consented in advance, except as set forth below. Upon the adjournment being granted, a confirming letter shall be faxed to the court.

No more than one telephone call per adjournment shall be permitted.

**Confirming Letters:** Letters confirming adjournments shall state whether a motion or a conference is being adjourned, the name of the parties, the index number, the original date and the adjourned date.

**Attorney for Child:** No adjournments will be granted without the consent of the Attorney for the Child.

**Applications for Adjournments:** In the event that a consent to adjourn a motion or conference has not been obtained from opposing counsel, 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 exhibits to motions shall be clearly tabbed.

Sur-replies shall not be considered.

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

A telephone conference with the court should be made prior to the commencement of motion practice, except for motions initiating an action. Only counsel with authority to resolve the disputed issue should participate in the pre-motion conference. If a Law Guardian has been appointed, he or she must participate in any conference where the disputed issues 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 Sections 202.21 (Note of Issue and Certificate of Readiness) and Section 202.16(h) (Statement of Proposed Disposition).