

**JUSTICE PAUL J. BAISLEY, JR.**

**Part 36. Hon. Paul J. Baisley, Jr.**

**Electronically Filed (“E-Filed”) Motions**

E-filed motions in IAS matters assigned to Justice Baisley should be made returnable on a Thursday (Justice Baisley’s regular motion day).

The initial moving party shall provide a “working copy” of all submissions in connection with the motion, including affirmations/affidavits in opposition, cross-motions, reply affirmations/affidavits, exhibits, and proposed orders/judgments, as well as any stipulations or correspondence pertaining to the motion and any cross-motion, to Justice Baisley’s Calendar Clerk no later than one day prior to the return date or any adjourned return date. Each working copy submitted to this Part must include a copy of the NYSCEF confirmation notice firmly bound or stapled to the front thereof.

Where the motion submissions are voluminous, and the initial moving party so requests, the Court may require that opposing counsel provide courtesy copies of their submissions to the initial moving party for the purpose of submitting working copies of same to the Court.

E-filed motions will not be deemed “fully submitted” until working copies of all submissions in connection with the motion and any cross-motion have been provided to the Calendar Clerk by the initial moving party, and will be calendared for the next available motion date after all submissions have been received and the initial moving party so certifies to the Calendar Clerk.