

**SUPREME COURT - NASSAU COUNTY - IAS PART 17
PART RULES & PROCEDURES (revised 1/12/24)**

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Welcome to Part 17. We look forward to working with you.

These rules are in addition to the Uniform Rules for the New York State Trial Courts and the Local Rules of Court. Failure to comply with any rules or orders of this Court may result in preclusion and/or sanctions without further notice.

I. ADJOURNMENTS

A. Motions and Compliance Conferences:

1. Applications to adjourn conferences or motions on consent must be received by Chambers via (facsimile /electronic mail) by **2:00pm** on the business day prior to the conference date or return date of the motion.

Applications **MUST** be made using the Request for Adjournment Form attached hereto. The Request for Adjournment Form is to be filled out **completely**. Incomplete forms or forms received after **2:00pm** on the business day prior to the conference date or return date shall be summarily denied, unless the Court is advised of extraordinary circumstances, which will be taken into consideration.

If the application is based on counsel's actual engagement on another matter, an Affirmation of Actual Engagement, in conformity with 22 NYCRR Section 125, must accompany the Request for Adjournment Form.

All attorneys and pro se litigants shall be notified of all adjournment requests prior to said request.

2. Letters confirming adjournments shall state that the Court has adjourned the

conference or motion on consent of the parties to the specified date, and shall contain the full names of both parties, the index number, a notation indicating the current date the matter is on the Court's calendar, and that all parties have been simultaneously copied.

3. Adjournment requests that are left on the Chamber's voice mail shall be disregarded, absent extraordinary circumstances.
4. Adjournments of motions and conferences may be granted if there is **consent of all parties and prior approval of the Court**. No adjournments will be granted without the approval of the Court. If all parties do not consent to the adjournment, an application shall be made by conference call, with all counsel, **no later than 3:00pm** on the day preceding the scheduled conference or the motion. No requests for an adjournment will be entertained without all parties participating in the conference call. Except for applications made in court, upon approval of the adjournment, a letter must immediately be submitted by (fax/email) to Chambers confirming same with a copy to all counsel appearing in the matter.

B. Preliminary Conference

1. Preliminary Conference adjournments are to be addressed to the DCM Clerk's office and not to Chambers.

II. MOTIONS

A. Pre-Motion – General Rules:

1. Except in an emergency situation or where an affirmation is presented demonstrating there will be significant prejudice to the moving party by giving prior notice, prior to making any motion, the moving party is required to serve a written notice to the opposing party of the intention to make the motion and the relief that will be sought in the motion, and offer to make a good faith attempt to resolve the matter.
2. The non-moving party is required to respond in writing to the moving party, setting forth consents and/or objections to the relief requested, within 48 business hours of receipt of the written notice from the moving party.
3. The movant shall submit to the Court as part of their motion papers proof of compliance with the prior above mentioned notification requirement, which will include copies of both counsel's letters.

B. Pre-Motion – Discovery.

1. Prior to making or filing any discovery motions, the movant is encouraged to schedule a virtual conference to permit the parties and the Court to attempt to resolve the issue(s). Should the virtual conference resolve the matter, a sua sponte order consistent with such resolution may be issued.
2. Notwithstanding [1] above, all motions relating to discovery require a conference on the return date of the motion or order to show cause, unless otherwise specifically waived by the Court. The movant shall email the Court to schedule same.
3. If the matter can be resolved during the conference, an order consistent with the resolution may be issued.
4. If the matter cannot be resolved, the motion papers must state that this Rule has been fully complied with.
5. No discovery motion shall be marked submitted prior to the holding of a conference with the Court in accordance with this rule, and prior to this Court's determination that the matter cannot be resolved in conference.

C. Submission of the Motion:

1. Motions shall be made returnable on a Tuesday (except as provided in [2] below), and shall be marked submitted on such date, subject to the demands of the Court's calendar. **All motions, other than discovery motions, are on submission only unless otherwise directed by the Court.**
2. In the event a case is already scheduled for a conference with the Court, counsel should endeavor to make the return date of a motion, if possible, on said date. Alternatively, the Court may, where practicable, advance the conference date to align with the return date of the motion.
3. Motions are to be served and filed in conformity with CPLR §2214. All motions must be organized in such a manner so that each branch of the motion stated in the notice of motion or order to show cause is preceded by a number or a letter. Said number or letter designation shall be used in the supporting affirmation and affidavits and shall correspond to the number/letter used for each branch as set forth in the notice of motion or order to show cause. Any references to EBT testimony shall cite to the exact page and line numbers relied upon rather than merely attaching the entire transcript or "relevant portions"; full transcripts shall be supplied. **Motions not consistent with these rules will be rejected.**
4. No affidavit, affirmation, brief or memorandum may exceed the limitations on length set forth in Rule 202.8-b of the Uniform Rules for the Trial Courts. Parties seeking

to extend the limitations shall make a written request to the Court, with notice to all parties, setting forth the number of additional words (or pages) sought, which request shall only be granted in extraordinary circumstances, and upon good cause shown. Papers submitted in excess of this limit may be rejected by the Court.

5. **Each E-filed exhibit must be filed and labeled as a separate NYSCEF document.** All paper exhibits must be clearly tabbed; no exhibits shall be double sided; no mini-scripts are accepted. All paper submissions shall be fully and securely bound and shall have a litigation back attached thereto. Each bound portion shall be no thicker than two inches. **Submissions inconsistent with these rules will be disregarded.**
6. All papers shall be submitted in a timely manner. The Court will not consider late papers absent Court approval. **No sur-reply affidavit, affirmation, or letter will be accepted or considered without leave of Court.**
7. If all or part of a submitted motion is settled, counsel shall notify the Court by letter setting forth the motion sequence number, the date the motion was submitted, what aspects of the motion have been settled and what issues remain to be decided. If the motion is resolved in its entirety, the movant shall indicate same. The letter shall be accompanied by the original stipulation of settlement, a copy of which must be uploaded to NYSCEF in an e-filed case. If the motion is resolved on the record, in whole or in part, movant shall obtain such transcript so that same can be "so-ordered," unless the Court directs otherwise.
8. Pursuant to CPLR §3212(a), a motion for summary judgment shall be made no later than sixty (60) days after the filing of the Note of Issue, except with leave of Court on good cause shown. Any physician affirmations, reports or other medical proof submitted in threshold motions shall contain the original signatures of the physician or medical provider.
9. When submitting proposed orders or judgments in connection with a motion, the same shall be submitted as a separately bound document. Proposed orders or judgments incorporated within the motion papers will be considered as exhibits, treated as such, and may be disregarded.
10. Motions brought pursuant to CPLR §§3211, 3212, or 3213 shall not automatically stay disclosure.

C. Application for a Stay or Temporary Restraining Order:

1. Any Order to Show Cause seeking **any** injunctive relief, including a stay or TRO, must be made in accordance with 22 NYCRR 202.7(f). The moving party shall advise the Court as soon as practicable of counsel's intent to make such application.
2. Requests to continue or vacate a stay or TRO beyond the return date of the motion shall be made at a conference with all parties present. Failure to apply for such

extension shall result in the automatic vacatur of the stay or TRO, unless the Order to Show Cause provides otherwise.

3. An “Emergency” Order to Show Cause requires a special affidavit based upon personal knowledge and an affirmation explaining in detail the nature of the emergency. In addition to the foregoing, the movant should be prepared to appear in Court and to make a record before the Court, if the Court requires same.

III. COURT APPEARANCES

- A. All court appearances, including compliance, motion and status conferences, shall be conducted in person, unless the Court directs otherwise.
- B. With respect to conferences held in person, all Attorneys and pro se litigants must alert the Court Officer or Court Clerk of their presence and complete a sign-in sheet. If counsel must also appear before another judge, counsel must advise the Part Clerk or Court Officer where counsel can be reached.
- C. Counsel who appear in this Part must be fully familiar with the case for which they appear and fully authorized to enter into agreements, both substantive and procedural, on behalf of their clients.
- D. **If there are any outstanding motion(s) (submitted or pending) at the time of the conference/trial, the Law Clerk and/or Judge must be so informed of same that day. Copies of such motions should be available to the Court at the time of such conference.**
- E. All attorneys, and pro se litigants are required to appear for every appearance. All counsel are encouraged to be prompt for their scheduled appearance in order to avoid unnecessary delay of the calling of their matter. **Failure to appear at any scheduled call of the calendar or at any conference may result in a default and/or a dismissal of the action (NYCRR §202.27).**

IV. COMMUNICATION WITH CHAMBERS

- A. In all communications with chambers by letter, the title of the action, full names of the parties, date matter is next on the Court’s calendar, and index number shall be set forth, with copies simultaneously delivered to all counsel. ***Ex parte* communications will be disregarded.**
- B. Letters/emails to the Court that relate to substantive issues are not permitted without prior approval of the Court. **Such letters/emails sent without prior approval will be disregarded.**

- C. Copies of correspondence between counsel shall **not** be sent to the Court. Such copies shall be disregarded and will not be placed in the Court's file.
- D. No out of Court settlement will be recognized or accepted unless counsel submits a letter, on notice to opposing counsel, submitting the executed settlement agreement/stipulation or certifying that such agreement/stipulation has, in fact, been executed.
- E. The Court will not accept *ex parte* telephone communications on substantive issues.
- F. The Court will not accept telefax communications or submissions without prior permission.

V. SANCTIONS

The Court will not consider a sanctions application unless the moving party first seeks withdrawal or discontinuation of the offending act or action, or demands required or necessary action which is refused. Proof of such request must be made a part of the sanctions application.

VI. TRIAL RULES: APPLICABLE TO ALL TRIAL AND HEARINGS

- A. A Note of Issue shall be filed within ninety (90) days after certification, unless otherwise specified in the Certification Order. Counsel for plaintiff shall pay the requisite fee with the County Clerk and ensure that the Note of Issue is submitted to the clerk who will then assign a calendar number.
- B. **Pre-trial Conference:** At the first appearance of all cases assigned to this Part for trial, a pre-trial conference shall be held. Counsel with knowledge of the case and all pro se parties must attend. There will be no adjournments without the court's consent. At the pre-trial conference, the Court shall provide for the submission or scheduling of the following:
 - 1. *In Limine* applications. Any party intending to make a motion in limine shall submit a brief written affirmation setting forth the nature of the application and any supporting statutory or case law. The party shall furnish the Court and provide counsel for all parties, with a copy. There shall be a separate affirmation for each motion in limine. The Court shall be provided with all prior decisions and orders which may be relevant to said in limine applications.
 - 2. Pre-trial memoranda providing the Court with cited case law, statutory law and common law to be considered by the Court.

3. Exhibits: All trial exhibits, whether the parties stipulate to admit them into evidence to the Court or not, shall be pre-marked by the Court reporter. A copy of the list of exhibits must be given to the Court before the trial begins. During trial the Court shall be provided with a courtesy copy of each exhibit. As to those exhibits marked for identification, the Court will address their admissibility *in limine* or during the trial, as may be appropriate. (See, *Davis Eckert v. State of New York*, 70 NY2d 632, 518 NYS2d 957.)

4. A list of proposed witnesses for the Court's information and for each such witness the elements of proof to be supplied (in the case of plaintiff) or addressed (in the case of defendant) by such witness.

To discuss scheduling as well as the number of witnesses to be called at trial, and the estimated length of trial and for each witness.

To alert the Court as to any anticipated problems regarding the attendance at trial of parties, attorneys or essential witnesses, and any other practical problems which the Court should consider in scheduling.

To alert the Court to any anticipated requests for a jury instruction relating to missing witnesses and/or documents.

To alert the Court to any anticipated request for apportionment as to alleged culpable non-parties pursuant to CPLR Article 16.

5. A list of all expert witnesses with copies of their reports. Each party shall, with respect to each expert witness that party intends to call, submit a list identifying with specificity any record, report, photograph, film, computer animation, x-ray, CT scan, MRI, EMG study or similar item or items to which an expert witness is expected to make reference as supporting in whole or in part the opinion he or she will offer. Where the exhibit is a many-paged document such as a hospital record, office record or voluminous (more than 10 pages) business record, counsel shall identify by way of tabs, Post-Its, page numbering or similar device, the particular page or pages to which reference will be made.

6. Marked pleadings pursuant to CPLR §4012 are to be submitted before opening statements along with a copy of any statutory provisions in effect at the time the cause of action arose upon which either the plaintiff or defendant relies; the bill(s) of particular; all expert reports relevant to the issues; all reports, depositions and written statements which may be used to either refresh a witness' recollection and/or cross-examine the witness. If any part of a deposition is to be read into evidence (as distinguished from mere use on cross-examination) you must, well in advance, provide the Court and your adversary with the page and line number of all such testimony so that all objections can be addressed prior to use before the jury.

7. A statement of stipulated facts. Parties are encouraged to stipulate to facts and/or exhibits.
 8. Requests to Charge and Verdict Sheets - Each party shall supply the Court with preliminary requests to charge and proposed verdict sheets. Charges from the Pattern Jury Instructions may be identified by number without necessity of reproduction unless a modification of the standard charge is requested, in which case the modification is to be highlighted. Citations to appropriate statutory or common law authority shall be given in support of suggested non-PJI jury charges or suggested PJI modifications. Each party shall supply an original to the Court and furnish every other party with a copy. The preliminary requests may be supplemented, modified or edited as the trial progresses.
- C. **Equipment** - On the first appearance in the Part for trial, any party who intends to rely upon the Court to supply equipment for utilizing a video tape recording, an audio tape recording, digital recording, demonstrative evidence, or the like, shall notify the Clerk in the Part.
- D. **Nassau County Police Officers** - On the first appearance in this Part for trial, any party who has issued a subpoena to secure the appearance of a Nassau County Police Officer shall notify the Clerk in the Part so that the Clerk may facilitate the officer's appearance through police liaison.
- E. **Interpreters** - On the first appearance in this Part, any party who will require the assistance of an interpreter or any special needs shall notify the Clerk in the Part and specify the language (including dialect, where appropriate).
- F. **Trial Procedure:**
1. Check in at the start of trial each date so that the Clerk of the Court is aware of your presence.
 2. Objections should be stated without argument except to simply state the ground therefor, e.g. hearsay, relevance, etc. If further argument is appropriate, it will be invited by the Court.
 3. Trial counsel are responsible for redactions of all evidence.
 4. Trials will be conducted on a continual daily basis until conclusion. As such, no adjournments or delays during trial will be accepted unless the Court finds exigent circumstances exist.

5. Trial counsel are responsible for taking back all exhibits, pleadings, transcripts, etc., at the end of a trial, unless, in the case of non-jury trials, the Court reserves its decision. In all cases, exhibits, pleadings, transcripts, etc., not retrieved within thirty (30) days after the Court renders a decision in a non-jury trial, shall be disposed of.
6. Malpractice Departures - In cases involving claims of professional negligence, on the next trial session after a party rests or such other time as the Court may direct, each party (who has the burden of proof) shall furnish the Court and counsel for all parties with a list of the departures from the standards of good and accepted practice which that party asserts were testified to by its expert witness or witnesses. Where the testimony has been transcribed, page references will be required.

VII. MISCELLANEOUS

A. CONFERENCES/TRIAL

If there are any outstanding motions (submitted or pending) at the time of the conference/trial, the Principal Law Clerk and/or Judge must be so informed that day and the submission date must be provided by counsel. Copies of such motions should be available to the Court at the time of such conference.

B. ATTORNEYS OF RECORD

Attorneys who have appeared in the matter are to make all appearances until they are relieved by the Court or a fully executed consent to change attorney has been filed with Part 18 and with the Clerk of the Court.

C. STAFF

The Court functions through the aid and assistance of the courtroom and chambers staff. They are expected to treat attorneys, litigants and others in a dignified and civil manner; similarly, they are to be treated in a civil and professional manner.

D. SETTLEMENTS

With respect to actions which have been settled or otherwise discontinued, counsel must comply with 22 NYCRR 202.28 or sanctions may be imposed. Counsel are reminded of their obligations under §202.28 of the Uniform Rules for Trial Courts to file a stipulation or statement of discontinuance with the Part of the Court to which the matter has been assigned within twenty (20) days of the discontinuance. If a discontinued action is on a trial calendar, a copy of the stipulation or statement shall also be filed with the Clerk of the Trial Part.

- E.** In the absence of an EMERGENCY, no Order to Show Cause will be heard after 2:00 p.m. All Orders to Show Cause will be heard the next business day, at 9:30 a.m.
- F.** It is incumbent upon all counsel and parties appearing before this Court to ensure they have this Court's current Part Rules and are in compliance with same.
- G.** These rules are in addition to the New York State and Local Rules of Court. Failure to comply with any rules or orders of this Court may result in preclusion and/or sanctions without further notice.

REQUEST FOR ADJOURNMENT FORM - Part 17

HON. ERICA L. PRAGER

Fax: (516) 493-3278 or

Email: JudgePragerRemote@nycourts.gov; cglanzma@nycourts.gov

THIS FORM MUST BE FILLED OUT COMPLETELY
INCOMPLETE FORMS WILL BE DISREGARDED

CASE
NAME _____ INDEX# _____

RJI DATE: _____ DATE ISSUE JOINED: _____
LAST COURT APPEARANCE: _____

NUMBER OF PRIOR ADJOURNMENTS (OF THIS PARTICULAR EVENT): _____

DATE ON COURT CALENDAR: _____

REQUESTED (at least 3) ADJ. DATES: 1) _____ 2) _____ 3) _____ 4) _____

MOTION, CONFERENCE, OR OTHER _____ IF MOTION, NATURE OF RELIEF
SOUGHT _____

REASONS FOR ADJOURNMENT: (Affirmation of Engagement must be attached if applicable)

DISCOVERY COMPLETED (Y/N): _____ WAS N/I FILED?: _____ DATE TO FILE N/I: _____

WERE PARTIES ADVISED OF REQUESTED ADJOURNMENT DATES PRIOR TO REQUEST? _____

ON CONSENT? _____

ATTORNEY REQUESTING ADJOURNMENT:

NAME: _____ PHONE: _____ FAX: _____

EMAIL: _____

ADVERSARY'S CONTACT INFORMATION:

NAME: _____ PHONE: _____ FAX: _____

EMAIL: _____

ADVERSARY'S CONTACT INFORMATION:

NAME: _____ PHONE: _____ FAX: _____

EMAIL: _____

ALL REQUESTS MUST BE RECEIVED VIA EMAIL
(JudgePragerRemote@nycourts.gov; cglanzma@nycourts.gov)

**OR FACSIMILE (516) 493-3278 BEFORE 2:00PM OF THE BUSINESS DAY PRIOR TO THE
SCHEDULED APPEARANCE DATE.**

**FORWARD A CONFIRMING LETTER TO CHAMBERS
INDICATING THE ADJOURN DATE AND TIME**