

SUPREME COURT OF THE STATE OF NEW YORK, CIVIL TERM  
COUNTY OF BRONX, **PART IA-27**

851 EAST 161<sup>ST</sup> STREET, BRONX, NEW YORK, 10451  
**Courtroom Rm. 701 (In Person) | Courtroom: (718) 618-1226**  
**HON. NAITA A. SEMAJ**

**PART RULES - As of February 26, 2024**

Courtroom Part Clerk: Tara Pacheco., [BxSupCiv-IA27@nycourts.gov](mailto:BxSupCiv-IA27@nycourts.gov)  
Law Clerk: Shauntrelle Conde, J.D, MPA., [sconde@nycourts.gov](mailto:sconde@nycourts.gov)

**GENERAL**

- All parties and their counsel must appear at all appearances, unless otherwise directed by the court.
- Counsel and litigants (represented or self-represented) are advised that Justice Semaj, her Law Clerks, and Part Clerk will not engage in any ex parte communications.
- Counsel must notify the Court, as soon as practicable, **by e-mail to [BxSupCiv-IA27@nycourts.gov](mailto:BxSupCiv-IA27@nycourts.gov)** of any settlement or resolution of active cases or pending motions, to avoid the unnecessary use of Court resources on matters that are resolved or will imminently be resolved.
- All attorneys and self-represented litigants must provide their contact information, including an email address and phone number where they can be reached during “work” hours

**COMMUNICATIONS WITH THE PART CLERK AND CHAMBERS**

- DO NOT call Chambers unless previously specifically requested to do so. All communication with the court must be via email or otherwise in writing including all parties.
- All requests for adjournment must be approved in advance. Without prior approval, a stipulation will not be accepted and any failure to appear will be considered a default.
- To make your request for n adjournment, please email Shauntrelle Conde, Esq. at [sconde@nycourts.gov](mailto:sconde@nycourts.gov) at least two (2) days prior to the scheduled appearance with all other counsel carbon copied. All adjournment requests must provide a reason for the request as well as proposed new dates already agreed upon by the parties. If approved, you will receive a new date and further instructions by email.
- Do not copy the Court on letters or emails exchanged between counsel.
- If a motion has been withdrawn or the case has been settled or otherwise discontinued, notify the Part Clerk and all affected parties immediately by email and file appropriate documentation via NYSCEF.

**E-FILING**

- New cases are encouraged to be e-filed through the New York State Courts E-filing (NYSCEF) system. Where possible, conversion to e-filing of older cases is also encouraged

**MOTION PRACTICE**

- Motion Sequence Number must be included on the first page of every motion paper (notice of motion, opposition, reply, exhibits, etc.).

- Working copies or courtesy copies of motion papers are NOT required. The court will request a courtesy copy if it sees fit.
- Counsel should not submit a single .pdf file under a single document number for all papers submitted on a motion. Each e-filed document must have its own, respective document number (e.g., Doc # 15, Notice of Motion; Doc # 16, Attorney Affirmation; Doc # 17, Affidavit; Doc # 18, Exhibit A; and Doc # 19, Exhibit B).
- Exhibits:
  - Each page in any exhibit must be numbered. Reference to any exhibit must include pinpoint citations to the exact page within the exhibit.
  - All exhibits electronically submitted must be described in the heading of the attached exhibit (e.g., Exhibit A, Bill of Particulars; Exhibit B, Photographs), so that it is known what document is filed in the exhibit.
- Once motions are fully submitted, the Court will not allow any further submissions. Letters to the Court after oral argument or full submission will not be accepted or considered.
- Any party seeking immediate injunctive relief within an Order to Show Cause must appear with the affected adversary or proof the adversary was notified but declined to appear when the application is presented for signature.

## **SUBPOENAS**

- Counsel is reminded of their authority to issue subpoenas under applicable law. All subpoenas submitted to chambers must be on notice unless otherwise instructed by chambers. Subpoenas seeking documents from a state agency or municipality must be served in compliance with CPLR 2307.

## **DISCOVERY MOTIONS**

- Discovery motions are strongly discouraged.
- If a discovery dispute arises, any party, *in lieu* of filing a motion, may request an expedited conference by emailing Shauntrelle Conde, JD, MPA. Conferences requested on an expedited basis will be granted only at the Court's discretion.
- If a party has made a formal discovery motion, a conference will be scheduled for the same date as oral argument and will be conducted prior to counsel being heard on the motion.

## **VIRTUAL CONFERENCES**

- All appearances are in-person unless there has been a specific request outlining a need for virtual and that request has been approved.
- Parties will receive a Microsoft Teams link from the Part Clerk when a virtual appearance is scheduled.
- Parties, attorneys, and all members of court proceedings are expected to appear online promptly, 5 minutes before the official start time of the proceeding.
- Parties and counsel are to download any necessary software in advance and to test their ability to participate through audio and visual equipment, also in advance. Although all conference invitations will include a telephone dial-in as a backup, video appearances are required whenever possible.
- Any recording of the video or audio, or taking photos or screenshots of a remote appearance is prohibited (22 NYCRR Parts 29, 131).

## SETTLEMENT CONFERENCES

- The parties may contact the Court via e-mail to [BxSupCiv-IA27@nycourts.gov](mailto:BxSupCiv-IA27@nycourts.gov) and [sconde@ycourts.gov](mailto:sconde@ycourts.gov) to request a settlement conference at any time and are encouraged to do so shortly after discovery is completed. Requests should include all parties and proposed dates.

## TRIALS

- All counsel must submit to the court, prior to the commencement of trial, marked pleadings, a copy of the bill of particulars, a witness list, an exhibit list, proposed jury instructions and a proposed verdict sheet. These documents should be submitted to the Court by email to [sconde@nycourts.gov](mailto:sconde@nycourts.gov) as well as [BxSupCiv-IA27@nycourts.gov](mailto:BxSupCiv-IA27@nycourts.gov) . All parties should be included on the email.
- Prior to the pre-trial conference, the parties shall attempt to stipulation as to: (i) the authenticity and admissibility of exhibits; and (ii) undisputed facts.
- Upon the first Pre-Trial Conference before this Court, the parties must furnish the following:
  - A list of proposed witnesses, including the need for any interpreters with the required language and dialect.
  - An estimate of required trial days.
  - All marked pleadings.
  - All prior decisions in the case, including any appellate decisions.
- Parties are strongly encouraged to have the court stenographer pre-mark all exhibits for identification and/or evidence if without objection.
- It is the duty of counsel, not court personnel, to ensure all subpoenaed documents have arrived.
- Motions in limine - On the first appearance for trial, 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. This affirmation and motion should be submitted to the Court by email at [BxSupCiv-IA27@nycourts.gov](mailto:BxSupCiv-IA27@nycourts.gov), and all parties shall be included on the email.
- Parties are expected to appear on time and ready to proceed on all agreed upon trial dates.
- Trial dates scheduled by the court are firm and may only be adjourned upon application based upon an emergency. No adjournments will be granted unless the court concludes, in rare instances, that good cause exists.

## SUMMARY JURY TRIAL RULES

- The rules for Civil Jury Trials apply to Summary Jury Trials except:
  - All Summary Jury Trials will be held in accordance with the written, binding stipulation and order between the parties and so ordered by the Court.
  - Time limits will be strictly complied with as follows:
  - Each party is permitted:
    - Thirty (30) minutes for jury selection
    - Ten (10) minutes for opening
    - Sixty (60) minutes for presentation of case, including cross-examination
    - Ten (10) minutes for closing