

**Hon. Veronica Romero Guerrero  
Supreme Court, Bronx County  
Matrimonial Part 29  
851 Grand Concourse  
Bronx, New York 10451**

**Part 29 Rules**

**Principal Law Clerk:**

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**Courtroom telephone:** (718) 618-1479

**All appearances are in-person unless otherwise directed by the court.**

**Calendar:**

**Compliance Conferences: Tuesdays and Thursdays**

**Preliminary Conferences and Oral Argument on Motions: Mondays and Tuesdays**

**General Part Rules:**

**Consent To Change Counsel:** If any represented litigant decides to represent themselves, counsel shall file an Order to Show Cause to be relieved. A Consent to Change Form is only permitted when the party is moving from one attorney to another attorney.

Mediation: Eligible cases may, at the Court's discretion, be referred to mediation.

**All appearing counsel shall have sufficient authority and knowledge of the case to meaningfully conference the matter and arrive at resolution.**

**All counsel appearing for virtual appearances shall be appropriately attired and appear in a professional setting.**

**Adjournments:**

Adjournment requests require Court approval and must be made at least three days prior to the scheduled appearance. All adjournment requests shall be directed to Part 29 Clerk by email at bxsupciv-ia29@nycourts.gov. All adjournment requests shall include reason for request and three proposed adjourn dates and times. If granted, the Court shall notify the parties of date chosen.

**Parties are expected to appear unless the adjournment is explicitly granted by the Court.**

**Communications:**

**Ex-parte communications will not be entertained by the Court or its' staff. Correspondence, including e-mails, between counsel or between the parties shall not be copied to chambers.**

If an issue regarding a pending matter arises, a brief e-mail may be sent to *both* Law Clerks and all parties requesting a conference.

**Motions:**

**ALL MOTIONS SHALL BE BY ORDER TO SHOW CAUSE**

Parties must request a conference prior to filing any motion papers to allow the opportunity to resolve the matter. It is strongly suggested that parties consult one another in a good faith effort to resolve any disputes prior to requesting a conference with the Court.

Pendente lite issues may be resolved at the preliminary conference.

All motions seeking any financial relief **MUST** include an updated Net Worth Statement. The responding party shall file with their responding papers an updated Net Worth Statement.

Oral argument is required on all Orders to Show Cause unless otherwise directed by the Court.

**Preliminary Conferences:**

No adjournments of the Preliminary Conference. Statements of Net Worth must be filed with the Court ten days prior to the Preliminary Conference.

Upon your appearance for your Preliminary Conference the Preliminary Conference form must be completed and ready for the Judge's signature. If the parties cannot agree as to the Preliminary Conference Order, counsel and/or parties shall come with proposed PC Orders.

**Compliance Conferences:**

At least one (1) day prior to any compliance or status conference, the attorneys and/or parties must upload to NYSCEF a jointly completed Compliance Conference Order or a jointly completed Status Conference Order, as appropriate, to be So-Ordered by the Court.

Counsel shall be prepared to discuss, in detail, any discovery disputes, which will be resolved at the conference. As with all other motions, parties must request a conference prior to filing any discovery motions. Counsel shall be prepared to discuss, in detail, any other non-discovery issues.

**Trials:**

Cases scheduled for trial, hearing or fact-finding, will be in-person unless otherwise directed. All cases scheduled for trial in Part 29 will be scheduled for a pre-trial conference.

**Two weeks prior to the pre-trial conference, counsel or the parties shall file and exchange the following documents:**

- a. A statement of proposed disposition, a child support worksheet (if applicable), updated net worth statements, and most recently filed tax returns.
- b. A witness list, with meaningful offer of proof for each witness.
- c. A list of documents and facts which counsel may stipulate into evidence. The documents to be pre-marked as exhibits. Such list will be read into the record at commencement of trial.
- d. Any expert reports not previously exchanged.
- e. Marked pleadings and any pre-trial memoranda.
- f. Proof of filing of the note of issue

Prepared Direct Examination of Witnesses by Affidavit: The court has a protocol for the use of prepared direct examination of witnesses by affidavit. Counsel should be prepared to discuss use of this protocol at the pre-trial conference. Please note that direct examination by affidavit is only permitted for financial issues.

Subpoenas shall not direct a party to appear for trial unless specifically arranged by the Court. Instead, subpoenas may direct the production of documents and certified records and production of a witness must be directed/permitted by the Court.

**E-filing:**

New contested matrimonial cases in Part 29 are encouraged to be e-filed through the New York State E-Filing System (NYSCEF).

Please note that only documents filed after the conversion are accessible through NYSCEF, so early conversions (including before a preliminary conference) are encouraged.

Any questions regarding the e-filing system should be addressed to the NYSCEF Resource Center at [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov).

For all converted cases, any open motions pending before the Court which were previously paper filed must have their underlying papers uploaded to NYSCEF after conversion.

**Judgments:**

All judgments must be submitted within 60 days, or the action will be deemed abandoned and dismissed. All QDROs must be submitted within 45 days of the signing of the judgment and must be accompanied by written plan approval. Counter judgments must be submitted within the statutory time limit, or they will be rejected.