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IAS Rules as of January 1, 2025

Conferences

Conferences are scheduled by the Court within 30 days of receipt of filing the RJI and judicial assignment.

Thereafter, conferences are strongly encouraged throughout the entirety of any litigation. Initial conferences are with the judge's law clerk. All conferences are in -person, although subsequent conferences may be held virtually, at the request of counsel , and upon approval of the Court, via telephone or teams.

Counsel may wish to submit a concise case summary or statement of facts and other circumstances not readily ascertainable from the initial pleadings. Opposing counsel must be copied. Such statements are not required.

Adjournments

Adjournments will be granted with the consent of all parties, subject to the Court's approval, by emailing the Court's secretary. All parties must be copied.
(See generally *McCullers v Koch foods*, CV01496-RDP,USDC Northern District of Alabama).

Correspondence

In order to preserve confidentiality and ensure efficiency, all correspondence must be emailed to the Court's secretary or included as an attachment to the email. Do not submit correspondence via NYSCEF.

Discovery

Before filing a Discovery Motion, counsel must schedule an attorney Discovery conference with the law clerk via teams or telephone. Motions concerning Discovery are a last resort, and must be accompanied by an affidavit or affirmation of good faith attempt at resolution(See 22 NYCRR 202.7).

Motions

Motions are heard the 1st and 3rd Thursday of every month and otherwise by appointment when circumstances warrant.

Hard copies of motion papers, answering papers and cross motions must be supplied to chambers at least a week prior to oral argument. Two exceptions are reply papers which are statutorily due a minimum of two days prior to oral argument, and Orders to Show Cause. In these two situations, a hard copy must be provided to chambers at the time of filing. Whether to include exhibits is at the discretion of the attorney, but is discouraged if lengthy.

Oral argument on motions are held in person, but may be held virtually via TEAMS in exceptional circumstances upon written application and with the Court's permission.

Trials

Trials will not be scheduled until an NOI is filed. The Court will issue a Trial Scheduling Order upon telephone consultation with the parties. Once scheduled, adjournments will be granted only in exceptional circumstances. Motions in limine and Expert Disclosures must be filed at least one week prior to trial.

Change of Attorney

Any attorney seeking to withdraw from a case where the granting of such application would result in the litigant being self-represented must file a motion by Order To Show Cause. The Court will not accept a stipulation where the litigant consents to proceeding *pro se*. Where the litigant is merely swapping attorneys, no motion is required and a stipulation consenting to change attorneys is sufficient.

A.I.

While the use of Generative Artificial Intelligence (AI) is not prohibited, should counsel or the parties use any AI resources or material (e.g. ChatGPT), they must disclose and /or certify that any use (1) identifies the AI program;(2) identifies the portion of the filing drafted by AI; and (3) certifies that the AI work product was reviewed by a human being for accuracy and applicability.

Top 5 Unacceptable Excuses

- 5) “ It’s not my file - - I’m just covering for another attorney.”
- 4) Party with authority to settle or representative is unavailable for the scheduled settlement conference.
- 3) Defendants’s Insurance Adjuster is not present or available for the settlement conference.
- 2) “My client won’t budge.”
- 1) “I didn’t have time to prepare.”