



## NEW YORK STATE UNIFIED COURT SYSTEM

Hon. C. Randall Hinrichs  
Suffolk County District Administrative Judge

**DAVID T. REILLY, J.S.C.**

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### SUFFOLK COUNTY SUPREME COURT DEDICATED MATRIMONIAL PART 30 RULES FOR ATTORNEYS AND SELF-REPRESENTED LITIGANTS

#### SCHEDULING:

1. **Applications:** All requests for adjournments shall be disregarded if left after 4 p.m. on the last business day prior to the court date.
2. **On consent:** All consent adjournment requests, if granted by the Court, must be confirmed in writing and indicate the reason for the adjournment, the index number, appearance date and proposed adjournment date. E-Mail confirmation is acceptable.
3. **No consent:** All adjournment requests not on consent must be in writing and on notice to all parties. The party requesting the adjournment shall confirm in writing whether the Court has granted or denied the adjournment.
4. **Trials:** 5 days before trial, parties may provide this Court with their Trial Memorandum of Law.

#### APPEARANCES:

1. **Appearance in court:** The appearance of both parties and counsel is **required** on all court dates unless excused by the Court. Where the Court has waived the absence of a party, he or she must be available by telephone. Litigants should be appropriately attired on every appearance.

## COMMUNICATIONS WITH THE COURT:

1. **Ex Parte:** Neither counsel nor parties shall initiate *ex parte* communications with the court concerning substantive matters. Letters or fax transmissions sent to the court will not be considered unless there is an indication a copy has been sent to all parties.
2. **Telephone conferences:** Upon request, the Court may conduct telephone conferences and will provide further instructions upon the granting of the application.
3. **E-Mail:** The Court encourages the use of the Part E-Mail by attorneys to assist in all scheduling matters and when transmitting courtesy copies.

## MOTIONS:

1. Movant shall confirm by E-Mail when a motion sequence is fully submitted.
2. **Withdrawal of counsel:** An attorney moving for permission to withdraw as counsel **must** advise the Court if there are any motions pending, and if a hearing or trial has been scheduled that would be delayed by the granting of the attorney's application.
3. Upon settlement of a pending motion, counsel shall immediately notify chambers.

## SETTLEMENTS:

1. **Written settlement:** In lieu of a court appearance, where a case has been settled, chambers **must** be notified in writing in advance that a stipulation has been executed by both sides resolving all outstanding issues. If a case has been settled by stipulation, counsel must forward the first and last pages bearing the parties signatures and acknowledgment page to the Court prior to the scheduled Court appearance.
2. **Judgment submissions calendar:** At the time of settlement, the case will be adjourned to a judgment submission calendar to assure that the judgment and supporting documents are timely submitted.
3. **Outstanding motions:** Motions pending at the time a case is marked settled by the Court will be deemed withdrawn unless explicit provision is made in writing for their continuance.