

# TRIAL ASSIGNMENT PART (Part 40)

## Part Rules

### Hon. Suzanne Adams, Trial Assignment Part Judge

60 Centre Street, Room 300, New York, NY 10007

Principal Court Attorney: Robin Marsico, Esq.

Part Clerk/Courtroom: Jamillah Williams, [sfc-part40-clerk@nycourts.gov](mailto:sfc-part40-clerk@nycourts.gov) / (646) 386-3722

#### I. Communications with Part Clerk and Chambers

- A. **NO *EX PARTE* COMMUNICATIONS WILL BE REVIEWED OR CONSIDERED.** Unless specifically instructed, do not call or e-mail chambers. Do not copy the court on letters exchanged between counsel.
- B. Please notify the Part Clerk as soon as a case settles at any point in the litigation

#### II. Adjournments

Requests for adjournments of conferences, motions, inquests, or jury selection shall be made by email, copied to all sides, to [SFC-Part40-Adjournments@nycourts.gov](mailto:SFC-Part40-Adjournments@nycourts.gov)  
**NO LATER THAN THREE DAYS PRIOR TO THE APPEARANCE DATE.**

#### III. Motion Practice

- A. The Court does NOT require courtesy/working copies of motions in e-filed actions. **The Court does NOT require copies of the exhibits, unless such exhibits cannot be e-filed (e.g, videos).**
- B. IAS JUDGE: Substantive motions (e.g, summary judgment, motions to dismiss, etc.) shall be made to the assigned IAS judge.
- C. PART 40 JUDGE: Motions/orders to show cause to stay trial shall be made to the Part 40 judge.
- D. TRIAL JUDGE: Motions on cases assigned to a trial judge, where the parties are selecting a jury or are on trial (e.g, motions *in limine* or to quash subpoenas), shall be made to the assigned trial judge.

#### IV. Conferences

Conferences are official court appearances and parties must be prepared. All counsel appearing for a Part 40 settlement conference must appear with authority to settle and

have their client or adjuster available by telephone for the purposes of settlement negotiations.

**V. Inquests**

Plaintiffs must appear on the inquest date prepared to proceed with witnesses and documentary evidence.

**VI. Subpoenas**

Subpoenas must be submitted in person to the Part Clerk in the courtroom Mondays-Thursdays between 10:00 a.m. and 4:00 p.m. with appropriate supporting documentation.