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CIVIL COURT APPEARANCES

Part 20: Supreme Court Transfers/325(D) Cases: Cases that have been transferred from Supreme Court to Civil Court via CPLR 325(D) will be conferenced here. It is in Room 304. Generally, approximately 5 weeks after the case gets transferred from Trial Scheduling Part (TSP), parties will receive a notice with the new Civil Court index # and the new date. The Court holds full conferences in this part so only attorneys with knowledge of the case and settlement authority are necessary. We therefore request a bill of particulars and also information that a BP may not contain, age at the time if there was an accident, a summary of liability and injuries, length and type of treatment, a demand, any offers, and settlement authority, position on summary jury trial with parameters, status of discovery, any motions for summary judgment, as well as a contact person. If settlement cannot be accomplished, depending on the circumstances the Court will adjourn the case for either a further conference or for a final trial date. Trial dates are firm and are difficult to adjourn further.

Part 30: This calendar entails with discovery motions, motions to restore, orders to show cause to vacate a judgment, motions to amend the caption, as well as all other motions that do not involve motions for summary judgment, in which parties are represented by counsel.



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These motions are expected to be resolved by stipulation. The Court does not allow adjournment of these motions. When these are covered, we should have stipulation parameters and opposition papers to submit in the event that a stipulation cannot be reached.

Part 32: This calendar deals with dispositive motions where parties are represented by counsel. Typically, the Court grants one adjournment the first time the case is on, and set forth a schedule for service of responsive papers, which is strictly enforced. The adjourned date is a final date. Some judges take oral argument on summary judgment motions, some do not.

Part 34: This calendar is for cases in which one party is pro-se. This part will deal with discovery motions, orders to show cause to vacate judgments, motions to restore, orders to show cause to be relieved as counsel, turnover petitions, motions to enter default judgments, as well as any other motion that does not deal with summary judgment.

Part 35: This motion part deals with summary judgment motions in which one party is pro se.

Part 39: This is a hearing calendar. Various hearings such as traverse and turnover hearings are placed on this calendar.



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Consumer Debt Cases: Part 11-C (pre-trial conferences) and motions on consumer debt cases are held in the same room. These are held in Room 102.

TRIAL CALENDAR:

Part 5: Cases in which all parties are represented by counsel and have requested a jury trial.

Part 11: All cases in which one party is pro-se. These are held in Room 101 and are conferenced once, and if the matter does not settle, it is adjourned for trial and marked final. If a defendant fails to appear by second call of the calendar, the matter is marked Inquest Clerk if the Complaint is for a sum certain.

Part 15: Non-jury cases where all parties are represented by counsel. These are held in Room 101.