

**HONORABLE CHARLES M. TROIA**  
**Supreme Court: Richmond County**  
**26 Central Avenue Rm 420**  
**Staten Island, New York 10301**  
**(718) 675-7870 Fax (212) 952-6472**

**Unless authorized, under no circumstances is E-mailing Chambers/Court permitted.**

**C O N F E R E N C E S**

- (1) Compliance Conferences and Preliminary Conferences are held every Tuesday and Wednesday in Room 421 at 26 Central Avenue Staten Island, New York at 9:30 a.m.
- (2) Adjournments are only granted on consent of all parties **AND** with permission from the Court.  
A stipulation confirming the adjournment is then to be faxed to Chambers at (212) 952-6472.
- (3) A request for a Preliminary Conference may only be made after serving a Bill of Particulars.
- (4) All requests for adjournments are to be made to the Clerk of the Court at (718) 675-7870.
- (5) If Examinations Before Trial are not completed prior to the first Compliance Conference, any adjournment thereafter requires permission of the Court.
- (6) **NO ADJOURNMENT PERMITTED for any case that is BEYOND Standards & Goals.**

**M O T I O N S**

- (1) Motions shall be heard every other Friday (excluding holidays) promptly at 9:30 a.m.
- (2) **NO courtesy copies of motion papers are to be filed with Chambers or the courtroom unless the motion is e-filed.**
- (3) **Courtesy copies of all e-filed motions are mandatory and must be presented prior to the return date of the motion.**
- (4) Motion papers, answering affidavits and reply affidavits must be served on adversaries as per CPLR § 2214.
- (5) All motions **REQUIRE** appearances and oral arguments.
- (6) **DO NOT** contact Chambers with inquiries about the status of pending motion decisions.

(7) Adjournments are only granted on consent from all parties **AND** with permission from the Court.

A stipulation confirming the adjournment is then to be faxed to Chambers at (212) 952-6472.

(8) Summary judgment motions must be made within sixty (60) days of the filing of the Note of Issue.

(9) Discovery motions are **NOT** permitted without Court approval.

(10) No ex-parte motions on a judgment of foreclosure and sale. All motions must be made on notice.

(11) If you are detained, you **must** call your adversary to inform him/her of the approximate time you will arrive at Court, and then call Chambers at (718) 675-7870 or 7874.

(12) During this time of curtailed operations it is within the discretion of the court whether to grant oral argument for a motion.

## **TRIALS**

(1) **Marked Pleadings.** Prior to trial, counsel shall furnish marked pleadings pursuant to CPLR § 4012.

(2) **Exhibits.** Counsel shall pre-mark all exhibits in the order which they intend to introduce them at trial. Plaintiffs will number their exhibits and Defendants will letter their exhibits. On the day of trial, the exhibits and the list will be given to the Court Reporter who will officially mark them before trial.

(3) **Witnesses.** Prior to trial, Counsel shall provide to the Court, a list of potential witnesses.

(4) **Motions in Limine.** Any *motions in limine* shall be made as soon as possible by oral application to the Judge.

(5) **Depositions.** A copy of depositions intended to be used at trial shall be furnished to the Court at the commencement of trial.

**(6) Proposed Jury Charges and Verdict Sheets.** All proposed jury charges and proposed verdict sheets shall be submitted to this Court Part.