

HONORABLE DESMOND A. GREEN
Administrative Judge of the Thirteenth Judicial District
Supreme Court: Richmond County

26 Central Avenue – Courtroom 440
Staten Island, New York 10301
718 675-8630 (tel)/718 442-5364 (fax)

TRIAL READY PART (TRP) RULES

Everyone is entitled to access to justice. However, each person in the courtroom must be dressed appropriately. No shorts, tank tops, flip flops, slides, toe post shoes or other inappropriate footwear are allowed to be worn in the courtroom.

1. The Trial Ready Part (TRP) shall be conducted every Monday, promptly at 9:30 a.m. ¹
2. Attorneys shall check in with the Clerk at the Central Clerks' Office at Supreme Court 26 Central Avenue, Staten Island, NY.
3. Cases marked ready for trial shall be sent immediately for jury selection in the Central Jury room located in the lobby of 26 Central Avenue.
4. Should there be any issues thwarting the immediacy of item 3 above, attorneys shall report immediately to the Administrative Judge (AJ) or IAS Judge as directed by the Clerk.
5. Unless there are extenuating circumstances, no adjournments shall be given.
6. Once jury selection is completed, the parties shall return to the Central Clerks' Office for trial assignment.
7. If the IAS Judge is available, the Clerk will forthwith (F/W) that to case to the IAS Part. Otherwise the Clerk will contact the AJ for assignment of the Trial.
8. The Clerk will then communicate to the AJ, the case information and relative factors. Once assigned by the AJ, the assignment information will then be communicated by the Clerk to the receiving Judge, staff and parties.
9. If a Judge cannot receive the case, this information must be communicated by the Judge's part to the AJ.

¹ When in-person operations are allowable pursuant to health and safety as dictated by OCA/State/City guidelines.