



SUFFOLK ACADEMY OF LAW
The Educational Arm of the Suffolk County Bar Association
560 Wheeler Road, Hauppauge, NY 11788
(631) 234-5588



BACK TO BASICS
Civil Practice (Part 1)

FACULTY

Hon. James F. Matthews
Jarrett M. Behar, Esq.

September 24, 2019
Suffolk County Bar Association, New York

Like us on:





Back to Basics – Civil Practice (Part 1)

September 24, 2019

Back to Basics - Civil Litigation – Part I Agenda

1.	Intake of matter	10 min
2.	Initiation of actions	20 min
3.	Responses to Complaint	20 min
4.	Amended pleadings	5 min
5.	Preliminary Conference/Discovery	20 min
6.	Compliance Conference	5 min
7.	Note of Issue	5 min
8.	Motion for summary judgment	10 min
9.	Central Compliance Part	5 min
	TOTAL:	100 min



Hon. James F. Matthews
District Court Judge
Acting County Court Judge

Judge Matthews attended St. John's University Law School in the evening, while working full-time. He graduated in 1982 and worked for the firm of Cullen and Dykman before practicing with Tinari, Parr, Matthews and O'Connell for 10 years. There, he worked on complex commercial and corporate litigation. In 1997 he entered service as the town attorney for Huntington and was the town's Zoning Board attorney until elected to the bench in 2014. From 2005 through 2014 he was also the Village Attorney for the village of Northport. Judge Matthews sits in the second District Court in Lindenhurst, where he hears landlord/tenant, Town Code violations and general civil matters. He considers it a privilege and honor to serve in what he described as the "People's Court."

Jarrett M. Behar is a Partner in the Litigation Practice Group of Certilman Balin Adler & Hyman, LLP and is based in the Hauppauge office. He has vast litigation experience in the areas of real estate, commercial lending, construction, general contractual disputes, land use, bankruptcy, intellectual property, professional liability defense matters and appellate practice in both federal and state courts.

Prior to joining Certilman Balin, Mr. Behar was a Partner at a Long Island law firm in Suffolk County where he focused on commercial real estate and development matters. He also practiced as an associate at a prominent New York City law firm. For one year, he was counsel and project manager at the large retail chain, Steve & Barry's University Sportswear.

He earned his Juris Doctor from New York University School of Law and his Bachelor of Arts in Political Science from the University of Florida. In law school he served as the Competitions Editor on the Moot Court Board.

Mr. Behar has authored articles in a myriad of publications including *New York Law Journal Magazine* and the *Suffolk Lawyer*.

He serves as Vice President of the Commack Union Free School District Board of Education where he manages an annual budget of approximately \$200 million. He is the Associate Dean and an Officer of the Suffolk Academy of Law, and he co-chairs the Suffolk County Bar Association Transaction & Corporation Law Committee.

He is admitted to practice in New York and the U.S. District Court, Southern and Eastern Districts of New York and the United States Court of Appeals for the Second Circuit.

SUPREME COURT SUFFOLK COUNTY

SUPREME COURT JUSTICES

HON. C. RANDALL HINRICHS, *District Administrative Judge*

Secretary: Debra A. Hampson
Law Clerk: Mary E. Porter
Principal Court Attorney: Christina Geraci
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm 16
Central Islip, NY 11722
208-5610 (C.I.) Fax: 853-7741 (C.I.)
852-2586 (Rvh) Fax: 852-1795 (Rvh)

HON. RICHARD AMBRO

Secretary: Patricia Quinlan
Law Clerk: John Dowden
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 11
Riverhead, NY 11901
852-2176 Fax: 852-3857

HON. PAUL J. BAISLEY, JR.

Secretary: Maria Lynch
Law Clerk: Tara Higgins
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm 405
Riverhead, NY 11901
852-3888 Fax: 852-3745

HON. JOHN B. COLLINS

Secretary: Carol Werner
Law Clerk: Susan Betsy Heckman
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Ct. Rm 14
Riverhead, NY 11901
852-1640 Fax: 852-3547

HON. WILLIAM J. CONDON

Secretary: Eileen Maffei
Law Clerk: Sona Sullivan
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 19
Riverhead, NY 11901
852-2670 Fax: 852-2925

HON. ANDREW A. CRECCA

IDV Part, Supervising Judge, Matrimonial Parts

Secretary: Sonja Scalia
Law Clerk: Evan Tanenbaum
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct. Rm S-34
Central Islip, NY 11722
740-3920 Fax: 853-3289

HON. ELIZABETH H. EMERSON, *Appellate Term, Second Department*

Secretary: Janine Schmalz
Law Clerk: Joan Hannon
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 7
Riverhead, NY 11901
852-2781 Fax: 852-3732

HON. WILLIAM G. FORD

Secretary: Peggy Boushay
Law Clerk: Rudolph Baptiste
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm 230A
Riverhead, NY 11901
852-3117 Fax: 852-3120

HON. MICHAEL A. GADJOS, JR.

Secretary: Maureen Flynn
Law Clerk: Julie Walsh
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive
Riverhead, NY 11901
852-1466 Fax: 852-2609

HON. JERRY GARGUILO, *Appellate Term, Second Department*

Secretary: Sandra Liccardi
Law Clerk: Stephanie C. Galteri
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct. Rm S-33
Central Islip, NY 11722
740-3915 Fax: 853-7542

HON. HOWARD HECKMAN

Secretary: Dyan Lorenzo
Law Clerk: Cynthia Darrell
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm A301
Riverhead, NY 11901
852-1695 Fax: 852-1785

SUPREME COURT JUSTICES

HON. LINDA KEVINS

Secretary: Kerri Macedonio
Law Clerk: Kathleen Casey
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm. A-258
Riverhead, NY 11901
852-2422 Fax: 852-2834

HON. HECTOR D. LaSALLE, *Appellate Division, Second Department*

Secretary: Michelle Audia
Law Clerk: Rosamaria Abbate
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, S-157
Central Islip, NY 11722
740-3980 Fax: 853-7444

HON. H. PATRICK LEIS III

Secretary: Catherine D. Cicchelli
Law Clerk: Athena Voorhees
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm S-24
Central Islip, NY 11722
740-3879 Fax: 853-4494

HON. JOHN J. LEO

Secretary: Gina Satiro
Law Clerk: Johanna Stewart
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D-65
Central Islip, NY 11722
208-5653 Fax: 853-4844

HON. CAROL MacKENZIE

Secretary: Lorraine Aprile
Law Clerk: Janine A. Barbera-Dalli
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm S-22
Central Islip, NY 11722
740-3902 Fax: 853-6431

HON. VINCENT J. MARTORANA

Secretary: Barbara Hansen
Law Clerk: Janeen Howarth
Chambers: Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm 229A
Riverhead, NY 11901
852-2173 Fax: 852-2769

HON. GEORGE NOLAN

Secretary: Lori Selvin
Law Clerk: Valerie Smith
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm A-259
Riverhead, NY 11901
852-1760 Fax: 852-2102

HON. JOSEPH C. PASTORESSA

Secretary: Dana Dietrich
Law Clerk: Len Lozito
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm 203
Riverhead, NY 11901
852-2163 Fax: 852-3043

HON. DEBORAH POULOS

Secretary: Michele Intreglia
Law Clerk: Cheryl Helfer
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm D-64
Central Islip, NY 11722
208-5650 Fax: 853-4535

HON. ROBERT F. QUINLAN

Secretary: Angelica Leone
Law Clerk: Janet Ford
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Ct. Rm 17
Riverhead, NY 11901
852-3482 Fax: 852-3485

HON. WILLIAM B. REBOLINI

Secretary: Annmarie Coners
Law Clerk: Marlene Budd
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm 201
Riverhead, NY 11901
852-3166 Fax: 852-3188

HON. DAVID REILLY

Secretary: Kristin Ohlig-Gross
Law Clerk: Tim Gilmartin
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm A-259
Riverhead, NY 11901
852-3428 Fax: 852-2784

SUPREME COURT JUSTICES

HON. JOSEPH A. SANTORELLI

Secretary: Donna Bodenmiller
Law Clerk: Alison Katrivanos
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm A-361
Riverhead, NY 11901
852-3295 Fax: 852-3296

HON. MARIAN R. TINARI

Secretary: Erin Walsh/Catherine Pomper
Law Clerk: John M. Czygier, Jr.
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D-61
Central Islip, NY 11722
208-5604 Fax: 212-618-0081

HON. THOMAS WHELAN

Secretary: Linda Luhrs
Law Clerk: Danielle Mastriano
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm 148-A
Riverhead, NY 11901
852-2365 Fax: 852-1961

SUPREME COURT

CHIEF CLERK'S OFFICE

RIVERHEAD

Michael Scardino, Chief Clerk
852-2334

Joanne Brown, Secretary 852-2334
Fax: 852-2340

Thomas Clavin, Court Clerk Specialist
852-2347

CALENDAR OFFICE

Sandra Clifford 852-2350
Linnette Gordon 852-2353
Ann Marie Hein 852-3196
Brad Killean 852-2359
Bernadette Meuschke 852-3193
Megan Newhouse 852-3127
Pam O'Connor 852-2355
Lenore Sacco 852-3133
Calendar Fax: 852-3869
Ann Marie Hein Fax: 852-2685

LAW DEPARTMENT

Vanessa Cavallero 852-1614
Alan Costell 852-3076
Valarie Genchi 852-1613
Michael Gulotta 852-3552
852-3366
Russell Karpp 852-1688
Young Jun Lee 852-1686
Daniel Maksym 852-1684
Andrea Mims-Kursar 852-1687
Janet Sutherland 852-1680
Fax: 852-2020

PURCHASING/PERSONNEL

Nancy Iannucci 852-2345
James Lombardi 852-2346

CALENDAR CONTROL PART (NOTES OF ISSUE)

Toni Ann Demaio 852-3802
Mary Ellen Haase 852-2412
Michael Kruzynski 852-2390
Fax: 852-2377

SUBPOENAED RECORDS

Garth Gibbons 852-2415
Megan Newhouse 852-3788
Joanne Savana 852-2724
Fax: 852-2780

SPECIAL TERM CLERKS OFFICE

Kenneth Alfano 852-2410
Patricia Biazzo 852-2402
Vicky Figueroa 852-3022
852-2411
Tom Flaim 852-2409
Peggy Kane 852-2363
Sherilyn Lang 852-2364
Marianne Lynn 852-3782
Kristen May 852-2372
Brittany Paparatto 852-2403
Robert Serva 852-2869
Special Term Window 852-3022
Fax: 852-2406

MAILROOM

Lloyd Booth 852-3636
James Stevens 852-3801
Jackie Karl 852-3801

COURT INTERPRETER

David Olson 852-2356

FORECLOSURE CONFERENCE PART (RIVERHEAD)

Ralph Bavaro 852-3744
Joseph Duval 852-3334
Diane Farrell 852-3281
Toni Lozito 852-3282
Patrick McCarthy 852-3330
Joyce McGurrian 852-2404
Yvette Stephens 852-3867
Ray Voorhees 852-1682

COMMERICAL DIVISION

COURT ATTORNEY REFEREE
Renee Roberts (CCB) 852-3246
Court Street 852-2777

Public Number 852-2756
Fax: 852-1765

DIFFERENTIATED CASE MGMT

Theresa Heffernan 852-2343
Kristen May 852-2893
Rachel Ogiejko 852-2894
Fax: 852-2699

FIDUCIARY UNIT

Kathleen Anderson 852-3314
David Goldenberg 852-3313
Fax: 852-3310

SUPREME COURT
CHIEF CLERK'S OFFICE
CENTRAL ISLIP

Michael Scardino
Chief Clerk
740-3859 Fax: 853-6235

General Public Information: 740-3850

Leon Adler
Deputy Chief Clerk
740-3863 Fax: 853-6235

CALENDAR OFFICE

Melissa Gaudio 740-3855
Beth O'Loughlin 740-3871
Tammy Pendergast 740-3853
Joan Probst 740-3851
Kathy Reed 740-3861
Cheryl Winter 740-3852

TAX CERT/CONDEMNATION

Wendy Walsh 740-3864

COURT ATTORNEY REFEREES

MATROMONIAL PART

Theresa Beirne - Secretary 208-5644
Matthew Deedy 208-5642
Susan Pierini 208-5640

MAILROOM

Brian Kelly 740-5744

SPECIAL TERM

Dan Corcoran 740-3870
Ann Marie McCormack 740-3857
Fax: 853-5835

IDV PART

Laura Arndt 740-3926
Fax: 853-7983
Vicky McDonaugh 740-3924
(Peace Program)
Patrick Gillen 740-3925
Carol Lanzano 740-3925
Fax: 853-3289

LAW DEPARTMENT

Verona Benjamin 740-3991
Andrew Chan 740-3994
Kerri Lechtrecker 740-3969
Marcia Miller-Rogers 740-3992
Laura Psoinas 740-3995
Omar Rogers 740-3993
Janet Sutherland 740-3990
Adrienne Williams 740-3996
Fax: 853-4511

MATRIMONIAL OFFICE

Steve DeMeo 740-3873
Karen Fahey 740-3876
Christina Keefe 740-3854
Gloria Laskow 740-3878
Theresa Logan 740-3877
Catherine McCarthy 740-3875

FAMILY COUNSELING

Jeannemarie Massetti 740-3948
Fax: 853-6190

KENDRA LAW/MENTAL HEALTH

George Carolan 740-3862
Fax: 853-5835

SCAR DEPARTMENT

Susan Berger 740-3860
Fax: 853-8123

GUARDIANSHIP/MODEL GUARDIANSHIP DEPARTMENT

Special Term Part 6

Fax: 853-6216

Fred Dodds 740-3887
Kristen Bucaria 740-3896
Jeffrey Grabowski 740-3894
Fax: 853-4494
Jacqueline Watters 740-3895
Laura Cerrito 740-3892
Hope Johnson 740-3890
Fax: 853-5427

Debra Black 740-3886
Vanessa Burwell 740-3889
Jean Cramer 740-3882
James Dantuono 740-3891
Marilyn Maloney 740-3966/3893
Rachel Landkammer 740-3888

SUPREME COURT COURT REPORTERS

Senior Court Reporters

Supreme Court, John P. Cohalan, Jr. Courthouse, Central Islip
740-3928
Fax: 853-7905

Senior Court Reporters

Supreme Court, Court Street, Riverhead
852-2345
Fax: 852-3757

Christine Alster	740-3936/852-2980
Alice Birkel	740-3931
Eileen Creighton	852-3738
Stephen DeFoto	852-2913
Darlene Devlin	852-2314
Jaime Dochtermann	852-2779
Linda Rukavina	852-3687/208-5721
Cheryl Ferrelli	852-3683
Diana Foley-Scheid	852-2398/740-3939
Eric Fuchsman	740-3932
Maureen Giannini	740-3934
Diane Hansen	852-3873
Stephanie Hague	208-5657
Donna Hill	740-3933
Allison Leslie	740-3935
Anna LoPinto	852-2768

Elena McClash	852-2832
Gail McDowell	852-3439/740-3936
Theresa McKibbin	852-2374
Jennifer Olsen	852-3982(Rvd) 208-5686(CI)
Suzanne Petrella	852-3777
Jennifer Philie	852-3437/208-5686
Donna Pradas	852-3361
Patricia Reed	852-2783
Richard Riccobono	852-3438
Barbara Rosen	740-3938
Stephen Salerno	852-2574
Barbara Skinder	852-3915
Linda Syrbe	740-3940
Maria Tamburrino	740-3930
Melissa Thiel	740-3937/852-2980
Jeanmarie Trojan	852-1487/208-5721
Robin Viola	852-3767

COURT OF CLAIMS

HON. SANFORD BERLAND

Court of Claims Judge

and Acting Supreme Court Justice

Asst. Law Clerk: John DeVito

Law Clerk: Danielle Medeiros

Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm 237
Riverhead, NY 11901
852-2584 Fax: 852-3854

HON. FERNANDO CAMACHO

Court of Claims Judge

and Acting Supreme Court Justice

Secretary: Kathy Flynn

Law Clerk: Jeneen Wunder

Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D-31, Rm 332
Central Islip, NY 11722
208-5728 Fax: 853-5401

HON. MARK COHEN

Court of Claims Judge, Acting Supreme Court Justice

and Supervising Judge of County Court

Secretary: Kristine Hanophy

Law Clerk: James Fagan

Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 18
Riverhead, NY 11901
852-2168 Fax: 852-2156

HON. RICHARD I. HOROWITZ

Court of Claims Judge

and Acting Supreme Court Justice

Secretary: Dorothy Rodriguez

Law Clerk: Robert Meguin

Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm S-23
Central Islip, NY 11772
740-3883 Fax: 853-4527

HON. CHERYL A. JOSEPH

Court of Claims Judge

and Acting Supreme Court Justice

Secretary: Valerie J. Battista

Law Clerk: Alison Epilone

Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D-62
Central Islip, NY 11722
208-5645 Fax: 853-3281

HON. CHRIS ANN KELLEY

Court of Claims Judge

and Acting Supreme Court Justice

Secretary: Alexandra Bodkin

Law Clerk: Martha Rogers

Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, F-33, PT 11
Central Islip, NY, 11722
740-3635 Fax: 853-6218

HON. GLENN A. MURPHY

Court of Claims Judge

and Acting Supreme Court Justice

Secretary: Diane Morrissey-Dabrowski

Law Clerk: Mary Buetow

Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, S-31
Central Islip, NY 11722
740-3911 Fax: 853-3288

HON. CARMEN ST. GEORGE

Court of Claims Judge

and Acting Supreme Court Justice

Assistant Law Clerk: Susan Barlow

Law Clerk: Mary Louise Biunno

Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street
Riverhead, NY 11901
852-2702 Fax: 852-3418

COUNTY COURT SUFFOLK COUNTY

COUNTY COURT JUDGES

HON. MARK COHEN, *Supervising Judge of County Court,
Court of Claims Judge and Acting Supreme Court Justice*

Secretary: Kristine Hanophy
Law Clerk: James Fagan
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 18
Riverhead, NY 11901
852-2168 Fax: 852-2156

HON. STEPHEN L. BRASLOW, *Acting Surrogate*

Secretary: Barbara Snyder
Law Clerk: Michael Mercurio
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 15
Riverhead, NY 11901
852-1431 Fax: 852-2972

HON. JOSEPH FARNETI, *Acting Supreme Court Justice*

Secretary: Jeanette Stalter
Law Clerk: Evan Zuckerman
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm 216
Riverhead, NY 11901
852-3160 Fax: 852-3161

HON. PHILIP GOGLAS, *Acting Family Court Judge*

Secretary: Kathryn O'Rourke
Law Clerk: Kerry Bassett
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 12
Riverhead, NY 11901
852-2166 Fax: 852-2729

HON. PAUL HENSLEY, *Acting Family Court Judge*

Secretary: Kathryn Gralto
Law Clerk: Harry Tilis
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, F-32, PT 2
Central Islip, NY 11722
740-3623 Fax: 853-5446

HON. JAMES HUDSON, *Acting Supreme Court Justice*

Secretary: Paula Sahli
Law Clerk: Brian O'Keefe
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm A-260
Riverhead, NY 11901
852-3290 Fax: 852-3291

HON. JOHN ILIOU, *Acting Supreme Court Justice*

Secretary: Jennifer Lenna
Law Clerk: Eileen D. Boykevich
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, S-21
Central Islip, NY 11722
740-3897 Fax: 853-4304

HON. TIMOTHY P. MAZZEI, *Acting Family Court Judge*

Secretary: Natalie Darjania
Law Clerk: Meghan Moreno
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Part 9
Riverhead, NY 11901
852-2395 Fax: 852-3790

HON. DAVID A. MORRIS, *Acting Family Court Judge*

Secretary: Ariel Oringer-Browns
Law Clerk: Frank Morro
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct Rm F-25, PT 5
Central Islip, NY 11722
740-3621 Fax: 853-4359

COUNTY COURT JUDGES

HON. JAMES F. QUINN, *Acting Supreme Court Justice,
Acting Family Court Judge and Acting Surrogate*

Secretary: Janice Pellicano
Law Clerk: Anita Prudenti
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct. Rm S-32
Central Islip NY, 11722
740-3907 Fax: 853-6326

HON. JOHN H. ROUSE, *Acting Supreme Court Justice*

Secretary: Diane S. Mullen
Law Clerk: Thomas F. Moore
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Ct. Rm 214A
Riverhead, NY 11901
852-2393 Fax: 852-3226

HON. ANTHONY S. SENFT, JR., *Acting Supreme Court Justice
and Acting Family Court Judge*

Secretary: Danielle R. Harrington
Law Clerk: Kelly Reape
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 13
Riverhead, NY 11901
852-2169 Fax: 852-2855

COUNTY COURT

CHIEF CLERK'S OFFICE

Frank Tropea, Chief Clerk	852-2120
Kenneth Sasso, Deputy Chief Clerk	852-2120
Dara Golden	852-2123
Nicole Walsh	852-2119
Conference Room	852-2132
Criminal Court's Building, Mail Room	852-3636
Fax	852-2568

CRIMINAL OFFICE

Kim Agelis	852-3199
Kathleen Cooney	852-3192
Diane D'Angelis	852-1462
Christine Cirola	852-1451
Susan Engler	852-1458
Diana Heckman	852-1436
Samantha Jaccard	852-1439
Chris Koch	852-1461
Ruth Ann Lewis	852-1455
Donna Reichold	852-1457
Rosann Romanelli	852-1435
Information	852-1462
Fax:	852-2306

SENIOR COURT REPORTERS

Lisa Bove	852-2150
Lauren Carpenter	852-3973
Linda Cipriano	852-2151
Susan Connors	852-2149
Kim Cordano	852-2154
Krista Dixon	852-2149
Lisa Donovan	852-2151
Jennifer Fuchs	852-2150
Randy Gordon	852-2153
Theresa Huff	852-2129
Jennifer Maue	852-2154
Kristine O'Dea	852-2153
Elise Setteducati	852-2152
Fax:	852-3904

SPECIAL TERM/SUBPOENAED REC

Ana Kestler	852-2133
Debra Ali	852-2127
Kristine Rasanen	852-2130
Fax:	852-3866

LOBBY PHONES

Kimberly Urban	852-3973
Second Floor	852-2602
Third Floor	852-2603
Fourth Floor	852-2604

SEX OFFENSE PART

Maureen Hordy	852-2128
---------------	----------

APPEALS

Debra Ali	852-2125
Fax:	852-3865

JUDICIAL DIVERSION PROGRAM

Elaine Annese	852-3545
Harold Bush	852-3412
Ivonne I. Garay	852-3778

COURT ROOM CLERKS

Richard White	852-2627
---------------	----------

SURROGATE'S COURT SUFFOLK COUNTY

HON. THERESA WHELAN, *Judge of the Surrogate's Court
and Acting Supreme Court Justice*

Secretary: John R. Kilgallen
Law Clerk: Amy Hsu
Chambers: Surrogate's Court
320 Center Drive
Riverhead, NY 11901
852-1746 Fax: 852-1777

CHIEF CLERK'S OFFICE

Michael Cipollino, Chief Clerk 852-1746
Deputy Chief Clerk Vacant
Karen Fallo 852-1746

GUARDIANSHIP DEPARTMENT

Cindy Voehl 852-1733
Vacant 852-1731
Kristina Goldenberg 852-1735

ADMINISTRATION/SMALL ESTATE

Ray Palumbo 852-1714
Jim Martin 852-1723
Noel Woods 852-1713

PROBATE DEPARTMENT

Rose Dias 852-1725
852-1732
Vacant 852-1728
Brittany Papatatto 852-1725
Amy E. Campbell 852-1729
Catherine Barry 852-1727
Gia Gesmondi 852-1726

SECURITY

852-1736

MAGNETOMETER'S DESK

852-3964

LAW DEPARTMENT

852-1749

Brette Haefeli 852-1743
Scott McBride 852-1742
Linda Morrone 852-1738
Frank Volz 852-1740
Carmen Mitchko 852-1749
Amy Hsu 852-1715

RECORDS DEPARTMENT

852-1724

Vacant 852-1719
Vacant 852-2932
Justin Bermudez 852-2933

Postal Desk 852-3146

ACCOUNTING/MISCELLANEOUS

Sandy Northrup 852-1720
Liz LoVerde 852-1718
Carol Fallon 852-1748
Gina Sahin 852-1739

CASHIER

Betty Harris 852-1730

FAMILY COURT SUFFOLK COUNTY

FAMILY COURT JUDGES

HON. THERESA WHELAN, *Judge of the Surrogate's Court,
Supervising Judge of Family Court and Acting Supreme Court Justice*

Secretary: John R. Kilgallen
Law Clerk: Amy Hsu
Chambers: Surrogate's Court
320 Center Drive
Riverhead, NY 11901
852-1746 Fax: 852-1777

HON. KATHY G. BERGMANN

Secretary: Barbara Ehlich
Law Clerk: Randy Berler
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, 2nd floor, Ct. Rm 2018, PT 7
Riverhead, NY 11901
852-3907 Fax: 852-2851

HON. BERNARD CHENG

Secretary: Sheila Sullivan
Law Clerk: Gina Lambert
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct. Rm F-35, PT 4
Central Islip, NY 11722
740-3625 Fax: 853-7569

HON. GEORGE HARKIN

Secretary: Alison Jaworowski
Law Clerk: Donnie Sallah
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, 2nd floor, Ct. Rm 2028, PT 9
Riverhead, NY 11901
852-3845 Fax: 852-2986

HON. MATTHEW HUGHES, *Acting Supreme Court Justice*

Secretary: Christine Pomilio
Law Clerk: John Cairns
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct. Rm F-26, PT 10
Central Islip, NY 11722
740-3633 Fax: 853-7759

HON. KAREN KERR, *Supervising Judge of District Court
and Acting Supreme Court Justice*

Secretary: Kathleen Meyer
Law Clerk: Susan Alexander/Patricia Waite
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm 345
Central Islip, NY 11722
208-5917 Fax: 853-7417

HON. CAREN LOGUERCIO, *Acting Supreme Court Justice*

Secretary: Marissa Powell
Law Clerk: Penni McGrath
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Ct. Rm F-24, PT 8
Central Islip, NY 11722
740-3631 Fax: 853-5724

HON. MARTHA LUFT, *Acting Supreme Court Justice*

Secretary: Rosemarie Flanagan
Law Clerk: Maureen Liccone
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg
1 Court Street, Rm A362
Riverhead, NY 11901
852-1960 Fax: 852-3351

HON. DENISE F. MOLIA, *Acting Supreme Court Justice*

Secretary: Frances Vandewater
Law Clerk: Gary Brunjes
Chambers: Hon. Alan D. Oshrin Supreme Court Bldg.
1 Court Street, Ct. Rm 431
Riverhead, NY 11901
852-3750 Fax: 852-2867

HON. FRANK A. TANTONE

Secretary: Donna Goldsmith
Law Clerk:
Chambers: John P. Cohalan Jr. Courthouse
400 Carleton Avenue, Ct. Rm F-36, PT 6
Central Islip, NY 11722
740-3629 Fax: 853-4288

FAMILY COURT CHIEF CLERK'S OFFICE

Family Court, General Public Information: 740-3800

Michael J. Williams, Chief Clerk 740-3663
Dawn M. Maletta, Deputy Chief Clerk 740-3666

Jamie LaGrega 740-3672
Susan Rocovich 740-3671
Fax: Administration 853-5851

CENTRAL ISLIP FAMILY COURT

COURT ATTORNEY REFEREES

Victoria Gumbs Part 21
F-34.2 740-3721
Fax: 853-3204

John Kelly Part 22
F-31 740-3722
Fax: 853-8393

Colleen Fondulis Part 23
Rm-2001 (Rvd) 852-3847
Fax: 852-2877

Heather James Part 27
(1st Floor Lobby) 740-3727
Fax: 853-7924

Roseann Orlando Part 28
F-34.1 740-3728
Fax: 853-3204

SUPPORT MAGISTRATES

Kathryn Coward Part 17 740-3717
Aletha V. Fields Part 18 740-3718
Darlene Jorif-Mangane Part 19 740-3719
Meridith Lafler Part 12 740-3712
Jennifer Mendelsohn Part 14 740-3714
John E. Raimondi Part 13 740-3713
Barbara Lynaugh (RVD) Part 20 852-2713
Melissa Willmott (RVD) Part 16 852-2711
Fax: Central Islip - Support Parts 853-7568
Fax: New Petitions - Support 853-4283

ADOPTIONS/GUARDIANSHIP-F-458

Fax: 853-5704
Janice Avellino 740-3640
Taryn Lukaszewski 740-3640
Emily Monsees 740-3640

SUPPORT MAGISTRATE DEPARTMENT

2nd Floor - Room F-245

Public Number 740-3750
Fax: 853-7568
Dawn Kettle 740-3754
Robyn Ammann 740-3753
Christine Giatras, *Objections* 740-3751
Irene Price 740-3751
Roseann Safonte 740-3751
Gina Soden 740-3751

CSEB

Leanna Cuniowski, Ct Liaison 853-4297
Denise Steffans - Ct Clerical 853-5361

MAILROOM

Brian Daley 208-5744
Ryan Crowley 208-5744
Patrick Gallagher 208-5744

SPANISH COURT

INTERPRETERS: F-134

Neina Bacale-Ventrano 740-3780
Christie Jimenez-Lee 740-3780
Brian Mejia 740-3780
Tim Purscell 740-3780

COURT REPORTERS Fax: 853-7800

Joanne Buccheri F-334 740-3806
Deborah Contos F-332 740-3806
Jennifer Gassner F-337 740-3807
Christine Genalo F-338 740-3808
Maria Pellicane F-335 740-3808
Gail Roschen F-333 740-3809
Barbara Schaller F-336 740-3809

COURTROOM OPERATIONS

John Ferguson 740-3677
Barbara Siar 740-3678
Lisa Hunt -*Transcripts* 740-3650
Fax: 853-5704
Scott Wetzel 740-3651
Laura Trunzo (F-360) 740-3700

GENERAL CLERKS OFFICE - ROOM F-134

General Information Numbers:	740-3770
Fax:	853-4283
Phyllis Masarik, <i>Appeals</i>	740-3769
Dave Carter	740-3770
Jacqueline DeDomenico	740-3771
Heather DeSanto	740-3771
Denise DiPaola	740-3771
Lisa Downs	740-3771
Pat Ferrara	740-3771
Michele Figueroa	740-3772
Carolyn Hillyard	740-3772
Julie Hynes	740-3771
Linda Oro	740-3771
Barbara Rommeney	740-3770
Christine Sansone	740-3771
Lori Wright,	740-3767
Probation Intake	740-3772

RECORD ROOM

Tony Mauro, <i>Subpoenaed Records</i>	740-3775
Ray Cuevas,	740-3775
Lance Opalinski	740-3775

ATTORNEY/AGENCY IN-TAKE - ROOM F-127

Lynn Wooley	740-3760
Gina Borja	740-3761
Lisa Dachille	740-3761
Shelly Jeter	740-3761
Fax:	853-4877

SECURITY - CENTRAL ISLIP - ROOM F-440

Major Patrick Pope	740-3589
Capt. Al Romanelli	740-3610
Capt. Anne Fitzgerald	740-3586
Lieutenant Jeffrey Rush	740-3587
4 th Floor Squad Room	740-3585

<u>CHECK POINT BOOTH</u>	740-3593
---------------------------------	----------

<u>DETENTION</u>	740-3848
-------------------------	----------

	740-3849
--	----------

Fax:	853-8162
------	----------

MAGNETOMETERS

1 st Floor Lobby	740-3590
2 nd Floor Lobby	740-3591

SECURITY DESKS

2 nd Floor	740-3582
3 rd Floor	740-3583

<u>SHERIFF'S DEPARTMENT</u>	853-4348
------------------------------------	----------

TREATMENT COURT - ROOM F-127

Christine Olsen	740-3764
Linda Beggins	740-3790
Tammy Buckman	740-3789
Allison Eberle	740-3788
Thomas Figueroa	740-3787
Fax:	853-7616

RIVERHEAD FAMILY COURT

Arthur M. Cromarty Court Complex
210 Center Drive, 2nd Floor
Riverhead, NY 11901
852-3905 Fax: 852-2710

GENERAL CLERK'S OFFICE

Donna Gerioux	852-3917
Kelly Tessitore	852-3906
Justin Rebecchi	852-3905
Leanne Scappatore	852-3918

TREATMENT COURT

Ivonne Garay	852-3460
--------------	----------

LAW DEPARTMENT

Donnie Sallah	852-2946
Randy Berler	852-2332

<u>SPANISH INTERPRETER</u>	852-2879
-----------------------------------	----------

Irene DeLaCruz	
Daniel Valentino	

PROBATION INTAKE

Dawn Brazzel	852-3634
--------------	----------

<u>CSEB LIAISON</u>	852-2318
----------------------------	----------

Fax:	852-2712
------	----------

SECURITY

Magnetometer	852-2322
Security Office	852-3856
Detention	852-2880

DISTRICT COURT SUFFOLK COUNTY

DISTRICT COURT JUDGES

HON. KAREN KERR, *Supervising Judge of District Court, Family Court Judge and Acting Supreme Court Justice*

Secretary: Kathleen Meyer
Court Attorney: Susan Alexander/Patricia Waite
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, Rm 345
Central Islip, NY 11722
208-5917 Fax: 853-7417

HON. JOHN J. ANDREWS

Secretary: Donna Fitzhugh
Court Attorney: Lorraine Miller
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D-51, Rm 532
Central Islip, NY 11722
208-5735 Fax: 853-7610

HON. TONI A. BEAN

Secretary: Jacqueline McClean
Court Attorney: Susan Alexander
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D42, Rm 434
Central Islip, NY 11722
208-5863 Fax: 853-5402

HON. PIERCE FOX COHALAN, *Acting County Court Judge*

Secretary: Joanne Wilson
Court Attorney: Jocelyn MacClean
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D55, Rm 544
Central Islip, NY 11722
208-5755 Fax: 853-7603

HON. CARL J. COPERTINO, *Acting County Court Judge*

Secretary: Katherine Logiudice
Court Attorney: Phil Gallo
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D45, Rm 444
Central Islip, NY 11722
208-5880 Fax: 853-5405

HON. RICHARD T. DUNNE, *Acting County Court Justice*

Secretary: May Burke
Court Attorney: Susan Alexander
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, FP1, Rm 334
Central Islip, NY 11722
208-5784 Fax: 853-6245

HON. JAMES P. FLANAGAN

Secretary: Kelly McCormack-Honey
Court Attorney: Joan Gallo
Chambers: Sixth District Court - Town of Brookhaven
150 W. Main Street
Patchogue, NY 11772
854-1446 Fax: 854-1448

HON. ALFRED GRAF

Secretary: Joanne Wilson
Court Attorney: Linda Davie
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D-54, Rm 539
Central Islip, NY 11722
208-5755 Fax: 853-7603

HON. PATRICIA GRANT FLYNN, *Acting County Court Judge, DVI/Human Trafficking Court*

Secretary: Jacqueline McClean
Court Attorney: Terence Carroll
Chambers: John P. Cohalan, Jr. Courthouse
400 Carleton Avenue, D41, Rm 432
Central Islip, NY 11722
208-5863 Fax: 853-5402

DISTRICT COURT JUDGES

HON. C. STEPHEN HACKELING

Secretary: Debra Gaudio
 Court Attorney: Stewart Krupin
 Chambers: Third District Court - Town of Huntington
 1850 New York Avenue
 Huntington Station, NY 11746
 381-6058 Fax: 854-4549

Court Attorney: Stewart Krupin
 Chambers: Fourth District Court - Town of Smithtown
 North County Complex, Bldg # C158
 Veterans Memorial Highway
 Hauppauge, NY 11787
 381-6082 Fax: 853-5951

HON. GAETAN B. LOZITO, *Acting County Court Judge and Supervising Judge of Town and Village Court*

Secretary: Katherine Loguidice
 Court Attorney: Susan Alexander
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Ave, D11, Rm 638
 Central Islip, NY 11722
 208-5880 Fax: 853-5405

HON. JAMES F. MATTHEWS, *Acting County Court Judge*

Secretary: ~~Cathleen MacLean~~ *Diane Raia*
 Court Attorney: Joan Gallo
 Chambers: Arthur M. Cromarty Court Complex
 210 Center Drive, Rm. 2098
 Riverhead, NY 11901
 852-3848 Fax: 852-3225

HON. DERRICK J. ROBINSON, *Acting County Court Judge*

Secretary: May Burke
 Court Attorney: Terence Carroll
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, DP1, Rm 339
 Central Islip, NY 11722
 208-5784 Fax: 853-6245

HON. JAMES A. SALADINO

Secretary: Donna Fitzhugh
 Court Attorney: Lorraine Miller
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, D52, Rm 534
 Central Islip, NY 11722
 208-5735 Fax: 853-7610

HON. PAUL HENNINGS

Secretary: Virginia Giorlando
 Court Attorney: Lorraine Miller
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, D44, Rm 439
 Central Islip, NY 11722
 208-5867 Fax: 853-5403

HON. JENNIFER A. HENRY

Secretary: Joanne Wilson
 Court Attorney: Linda Davie
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, D56, Rm 546
 Central Islip, NY 11722
 208-5755 Fax: 853-7603

HON. JAMES MALONE

Secretary: Katherine Loguidice
 Court Attorney: Jocelyn MacLean
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, D-46, Rm 446
 Central Islip, NY 11722
 208-5880 Fax: 853-5405

HON. JAMES A. McDONOUGH, *Acting County Court Judge*

Secretary: May Burke
 Court Attorney: Terence Carroll
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, DV2, Rm 337
 Central Islip, NY 11722
 208-5784 Fax: 853-6245

HON. ERIC SACHS

Secretary: Donna Fitzhugh
 Court Attorney: Jocelyn MacLean
 Chambers: John P. Cohalan, Jr. Courthouse
 400 Carleton Avenue, D53, Rm 537
 Central Islip, NY 11722
 208-5735 Fax: 853-7610

HON. JOHN SCHETTINO

Secretary: Jill Meise
 Court Attorney: Jeffrey Fried
 Chambers: First & Fifth District Court - Town of Islip
 3105 Veterans Memorial Highway
 Ronkonkoma, NY 11779
 381-6016 Fax: 854-9683

DISTRICT COURT JUDGES

HON. GARRETT W. SWENSON, JR.

Secretary: Tracy Rush
Court Attorney: Laura Psoinas/Joan Gallo
Chambers: Second District Court - Town of Babylon
30 E. Hoffman Avenue
Lindenhurst, NY 11757
381-6042 Fax: 854-1127

HON. STEPHEN L. UKEILEY, *Acting County Court Judge*

Secretary: Virginia Giorlando
Court Attorney: Philip Gallo
Chambers: 400 Carleton Avenue, D43, Rm 437
Central Islip, NY 11722
208-5867 Fax: 853-5403

HON. KAREN M. WILUTIS, *Acting County Judge*,

President of the Board of Judges

Secretary: Carolann McClain
Court Attorney: Nancy LeJava
Chambers: Arthur M. Cromarty Court Complex
210 Center Drive, Rm 2172
Riverhead, NY 11901
852-3040 Fax: 852-3549

DISTRICT COURT

CHIEF CLERK'S OFFICE

GENERAL PUBLIC INFORMATION: 208-5775

Michael Paparatto, Chief Clerk

208-5705

Len Badia, Deputy Chief Clerk 208-5705

Maureen Rapczyk 208-5701
Donna Steinmuller 208-5706
William Murphy 208-5710
Peter DiMauro 208-5704
Fax: 853-4505

FIRST DISTRICT CRIMINAL

TRAFFIC DEPT

Toni Marie Burke 208-5817
Fatima Butler 208-5820
Jeanette Hyman 208-5814
Charles Lippman 208-5818
Lily Mazza 208-5812
Jack Meyer 208-5806
Joseph Miller 208-5808
Barbara Morrill 208-5819
Maria Moschera 208-5816
Robert Palmeri 208-5810
TC Quinones 208-5807
Bob Remini 208-5873
Karen Ritter 208-5807
Diana Sanfilippo 208-5815
Thomas Selitto 208-5802
Helen Wojnicki 208-5831

WARRANTS

Theresa Fisher 208-5824
Marie Smith -Ruller 208-5823

ORDER DESK

Jessica DeFerrari 208-5822
Eileem Minutoli 208-5821
Iraida Pastore 208-5815
Lisa Ungar 208-5822

CLERKS LOUNGE

208-5660

CONFERENCE ROOMS

Green Room 208-5697
Blue Room 208-5698

JURY ROOM

208-5934

CHILDREN'S CENTER

208-5724

DATA ENTRY/INTAKE

Belinda Barrett 208-5852
George Bove 208-5851
Damon Brown 208-5854
Maureen David 208-5848
Carmela Demeo 208-5834
Gina DiMauro 208-5832
Lori DiStefano 208-5850
Patricia Jacobs 208-5843
Sharon Johnson 208-5842
Kristina Kahres 208-5838
Kim Koch 208-5840
Siobhan Kopek 208-5849
Carolyn Major 208-5839
Theresa McGrath 208-5836
Michelle Mitchell 208-5853
Frances Rivera 208-5832
Mary Ann Smith 208-5847
Janine Surdow 208-5853
Krista Sweeney 208-5835
Mary Ann Teufel 208-5837
Barbara Tursellino 208-5844
Carol Ann White 208-5845

RECORD ROOM

Donna Biondo 208-5750
Melissa Cohen 208-5750
Kelli Houlihan 208-5750
Ann Lyn 208-5750
Jonathon Rizzi 208-5753

MESSENGERS (MAILROOM)

Peter DePasquale 208-5744
Patrick Grossman 208-5744
Eugene McGuinness 208-5744

DRUG TREATMENT COURT

Edward Gialella 208-5776
Margaret Smith 208-5974

DOMESTIC VIOLENCE PART

Leslie McLoughlin 208-5778
Lisa Torres 208-5779

MENTAL HEALTH COURT

Jeannemarie Massetti 208-5777

TRANSCRIPTS

Dawn Cassiano 208-5855

COURT INTERPRETER

Wanda Negron 208-5858
Diane Russo 208-5858

ARRAIGNMENTS

Patricia DePasquale 208-5664
Helen Parisi 208-5663
Janette Santos 208-5673

PART CLERKS

Chavonne Bass 208-5666
Maryann Fitzsimons 208-5667
John Reed 208-5671

CASHIERING

Patricia Ann Roletter 208-5829
Nicole Cicalese 208-5827
Christine Dumont 208-5828
Margaret Pohanka 208-5830
Cynthia Snyder 208-5830
India Fields 208-5830
Jillian Fields 208-5830

DISTRICT COURT

COURT REPORTERS

Glenn Trovato

Chief Reporter

208-5695

Fax: 853-7854

Susan Adams	208-5678
Corinne Barone	208-5719
Ginette Corr	208-5680
Lisa Cutrone	208-5694
Kim Dalpos	208-5682
Carolyn Falango	208-5716
Diane Gilman	208-5677
Deborah Hansen	208-5692
Albert Haglund	208-5679

Janet Latronica	208-5675
Mary Levakis	208-5718
Joy Lisi	208-5691
Michele O'Connor	208-5696
Margaret Parker	208-5696
Lori Saporito	208-5687
Anne Verdi	208-5717
Rogette Pantina	208-5720

OUTLYING DISTRICT COURTS

FIRST & FIFTH DISTRICT COURT

CIVIL

3105 Veterans Memorial Highway
Ronkonkoma, NY 11779
631-381-6005 Fax: 631-854-9681

General Public Number: 631-381-6000

Hon. John P. Schettino

Associate Ct Atty: Jeff Fried 631-381-6015
Associate Ct Clk: Elaine Sorkin 631-381-6018
Secretary: Jill Meise 631-381-6015

CLERK'S OFFICE: 631-381-6020

Principal Ct Clk: Len Brown 631-381-6017
Senior Ct Clk: Bridgett Distefano
Senior Ct Clk: Patricia Lorenzo
Senior Ct Clk: Lisa McCaslin
Senior Ct Clk: Rita Rule
Court Interpreter: Maria Teresa Maggipinto
Court Assistant: Jaimie Rippe
Court Assistant: Nancy Remini
Court Assisrtant: Susan Bonura
Assistant Ct Analyst: Laura Sheehan
SCOA: Jacqueline Williams
SCOA: Amber Brooks
SCOA: Samantha Quevedo
SCOA: Jennifer Victorino
Court Revenue Asst: Joy Messina

THIRD DISTRICT COURT

Town of Huntington
1850 New York Avenue
Huntington Station, NY 11746
631-381-6050 Fax: 631-854-4549

General Public Number: 631-381-6070

Hon. C. Stephen Hackeling

Associate Ct Atty: Stewart Krupin 631-381-6059
Associate Ct Clk: Carole Duva 631-381-6056
Secretary: Deborah Gaudio 631-381-6058

CLERK'S OFFICE: 631-381-6055
Senior Ct Clk: Stephen DiGioia
Senior Ct Clk:
Court Assistant: Denise C. Schery
Court Assistant: Lisa McGinn
SCOA: Heather Bruder
SCOA: Victoria Frederico
SCOA: Lizette Shapiro

SECOND DISTRICT COURT

Town of Babylon
30 East Hoffman Avenue
Lindenhurst, NY 11757
631-381-6025 Fax: 631-854-1127

General Public Number: 631-381-6028

Hon. Garrett W. Swenson, Jr.

Associate Ct Atty: Laura Psoinas/Joan Gallo 631-381-3042
Associate Ct Clk: Susan Genova 631-381-6041
Secretary: Tracy Rush 631-381-6042

CLERK'S OFFICE: 631-381-6040
Senior Ct Clk: Kelly Briscoe
Senior Ct Clk: Thomas Gaffney
Court Assistant: Sandy Graziano
Court Assistant: Carrie Dzierzawski
SCOA: Lisa Dowd
SCOA: Nancy Rosenthal
SCOA: Kim Walsh

FOURTH DISTRICT COURT

Town of Smithtown
North County Complex, Building #C158
Veterans Memorial Highway
Hauppauge, NY 11787
631-381-6075 Fax: 631-853-5951

General Public Number: 631-381-6090

Hon. C. Stephen Hackeling

Associate Ct Atty: Stewart Krupin 631-381-6082
Associate Ct Clk: Marie Mustello 631-381-6086

CLERK'S OFFICE: 631-381-6080
Associate Ct Clk: Mary Kate Attisano
Senior Ct Clk: Mary Lauri
Court Assistant: Krystal Randolph
Court Assistant: Jennifer O'Mara
SCOA: Loretta Asmus
SCOA: Kristen Horn
SCOA: Eileen Kitson

OUTLYING DISTRICT COURTS (continued)

SIXTH DISTRICT COURT

Town of Brookhaven
150 West Main Street
Patchogue, NY 11772
631-381-6105 Fax: 631-854-1444

General Public Information: 631-381-6100

Hon. James P. Flanagan

Secretary:	Kelly McCormack-Honey	631-381-6122	Fax: 631-854-1448
Associate Ct Atty:	Linda Davie	631-381-6122	
Associate Ct Atty:	Joan Gallo	631-381-6122	

CLERK'S OFFICE: **631- 381-6110** Fax: 631-854-1444

Associate Ct Clk:	Christopher Pashoukos
Senior Ct Clk:	Lynne Seastone
Senior Ct Clk:	Lisa Morales
Court Assistant:	Patricia Bard
Court Assistant:	Angela Pimentel
SCOA:	Darlene Mingrone

Security Desk: 631-381-6124

SUPREME COURT LAW LIBRARY

SUPREME COURT LAW LIBRARY, RIVERHEAD

1st Floor, Arthur M. Cromarty Court Complex
220 Center Drive
Riverhead, NY 11901-3312
Fax: 852-1782

ADMINISTRATION

Chris S. Tucker 852-2420
Principal Court Analyst

LIBRARY RESOURCES FOR THE PUBLIC PROGRAM / HELP CENTER

Chris S. Tucker 852-2494
Principal Court Analyst
Appellate Term 2nd Coordinator
District Courts - suff-lrpp@nycourts.gov

REFERENCE DEPARTMENT

852-2417

INFORMATION

Ximena Letkovsky 852-1887
Law Library Clerk

TECHNICAL SERVICES

Ximena Letkovsky 852-2126
Technical Services Fax 852-1782

SUPREME COURT LAW LIBRARY

4th Floor, Supreme Court Building
400 Carleton Avenue
Central Islip, NY 11722-9097
Fax: 853-7533

ADMINISTRATION

Christopher S. Tucker 852-2420
Principal Court Analyst

Naomi Molina 740-3965
Associate Court Clerk

LIBRARY RESOURCES FOR THE PUBLIC PROGRAM/HELP CENTER

Naomi Molina 740-3965
Associate Court Clerk

Marilyn Maloney 740-3966
Court Analyst

GENERAL NUMBER/HELP DESK 740-3961

REFERENCE DEPARTMENT

Evelyn Murphy 740-3963
Senior Court Clerk

INFORMATION

Denise Basso 740-3962
Senior Court Office Assistant

SERIAL CONTROL / COLLECTION MAINTENANCE

Evelyn Murphy 740-3963
Senior Court Clerk

**COMMISSIONER OF JURORS
SUFFOLK COUNTY**

John Nunziata, *Commissioner*
852-3868

COMMISSIONER OF JURORS BUILDING

225 Griffing Avenue
Riverhead, New York 11901
Fax: 852-2865

SUPREME COURT BUILDING

1 Court Street
Riverhead, New York 11901-2089
Fax: 852-2426

ADMINISTRATION

Gerald J. Hemendinger	208-5935
Leslie Lenahan	852-1974

DATA ENTRY - JUROR INFORMATION LINE

Phillip Jaegar	852-2310
Louise Maisano	852-2305
Patricia Reese	852-2305
Veronica Cowcer	852-2305

SUPREME - CENTRAL JURY

Renee Fox	852-2368
Patricia Leonard	852-2369

ARTHUR M. CROMARTY COURT COMPLEX

210 Center Drive
Riverhead, NY 11901

CENTRAL JURY

Catherine McKeon	852-1972
Lori Szczepanik	852-1973

JOHN P. COHALAN, JR. COURTHOUSE

400 Carleton Avenue
Central Islip, NY 11722

CENTRAL JURY

Diana McKeown	208-5934
---------------	----------

OFFICE OF THE CHIEF COURT OFFICER SUFFOLK COUNTY

CHIEF EILEEN M. MALLON

CENTRAL ISLIP

740-3619
853-7526 FAX
Linda Scio 740-3616
FAX 853-5421
NYSCO Daniel Gentile 740-3612

RIVERHEAD

852-1712
852-1609 FAX
852-1683

Major David Santiago CI 740-3618/Rvhd. 852-2320
Capt. Thomas Lavan 852-1689 Rvhd 740-3617 CI

COHALAN EAST COMMAND

Major Patrick Pope
740-3589 Fax: 853-7443/6217
853-4328
Capt. Al Romanelli 740-3610
Capt. Ann Fitzgerald 740-3586
Lt. Lauretta Scally 740-3611
Lt. Jeff Rush 740-3588

RIVERHEAD EAST COMMAND

Major David Santiago
852-2320 Fax: 852-2416
Capt. Anthony Delise 852-2316
Lt. Karen Morro 852-2315
Lt. Robert Olinsky 852-2315
Mags: Court Street 852-2338
Info Desk: Court Street 852-2398
Court St. Employee Ent. 852-2499

COHALAN WEST COMMAND

Major Mike Smaldone
740-3579 Fax: 853-7599
Capt. Kevin Brophy 740-3578
Lt. Matthew O'Reilly 740-3576
Lt. Sonia Alvarez 740-3577
Lt. Mike Vota 740-3577

RIVERHEAD WEST COMMAND

Major Patrick Pope
852-2626 Fax: 852-3864/3553
Capt. Denise Zeitler 852-2629
Capt. Donald Curaba 852-2614
Lt. Pam Maksym 852-2614
Lt. Joseph Masarik 852-2614
Mags 852-2601
Employee Entrance 852-2600
Mag/Info (Surrogate's) 852-3964
852-1736

COHALAN SECURITY OPERATIONS

Major Mike Smaldone
740-3579 Fax: 853-7621

Lt. Dan Freisem	740-3605	Mags- Main Lobby	740-3600
Lt. Michael DeFiore	740-3604		740-3599
Sec. Ops. Monitor Desk	740-3603	Family Court Lobby	740-3591
	740-3602		
	740-3601	Loading Dock	740-3596

STATE OF NEW YORK UNIFIED COURT SYSTEM

Hon. Janet DiFiore - Chief Judge

230 Park Avenue, Suite 826 NYS Court of Appeals
New York, NY 10169 20 Eagle Street
212-661-6787 Albany, NY 12207
Fax: 212-682-2778 518-455-7741

Hon. Lawrence K. Marks - Chief Administrative Judge

25 Beaver Street
New York, NY 10004
212-428-2884 Fax: 212-428-2190

Hon. Michael V. Cocco

Deputy Chief Administrative Judge for the Courts Outside New York City

4 ESP Suite 2001 Supreme Court Chambers
Albany, NY 12223-1450 Otsego County, Annex Building
518-453-8650 32 Chestnut Street
Fax: 518-453-8683 Cooperstown, NY 13326
607-322-3165

Hon. George J. Silver

Deputy Chief Administrative Judge for the Courts Within New York City

111 Centre Street, Room 1240
New York, NY 10013
646-386-4200

Hon. Alan D. Scheinkman

Presiding Justice, Appellate Division, Second Judicial Department

45 Monroe Place
Brooklyn, NY 11201
718-722-6400 Fax: 212-884-8967

Hon. Juanita Bing Newton - Dean of the NYS Judicial Institute

84 North Broadway
White Plains, NY 10603
914-824-5800 Fax: 914-997-8964

SUFFOLK COUNTY GOVERNMENT INFORMATION

Suffolk County Executive's Office
100 Veterans Memorial Highway, P.O. Box 6100
Hauppauge, NY 11788
853-4000 Fax: 853-4818

BOARD OF ELECTIONS

Yaphank: 852-4500

JUDITH A. PASCALE

COUNTY CLERK

Riverhead: 852-2000

Fax: 852-2004

CIVIL SERVICE

Hauppauge: 853-5500

LEGAL AID SOCIETY

Central Islip: 853-5212

COMMISSIONER OF JURORS

John Nunziata

Riverhead 852-2300

Juror Info Line: 1-800-449-2819

COUNTY COMPTROLLER

Hauppauge 853-5040

Riverhead 852-1500

PROBATION

Central Islip: 853-4840

COUNTY ATTORNEY

Hauppauge 853-4049

TAX MAPS

Riverhead 852-1551

852-1550

MEDICAL EXAMINER

Hauppauge 853-5555

SUFFOLK COUNTY/DEPARTMENT OF LABOR

LICENSING & CONSUMER AFFAIRS

Hauppauge 853-4600

SHERIFF'S OFFICE

Riverhead 852-2200

POLICE DEPARTMENT

Switchboard (Yaphank) 852-6000

1st Precinct - W. Babylon 854-8100

2nd Precinct - Huntington 854-8200

3rd Precinct - Bay Shore 854-8300

4th Precinct - Smithtown 854-8400

5th Precinct - Patchogue 854-8500

6th Precinct - Selden 854-8600

7th Precinct - Shirley 852-8700

Youth Bureau - Hauppauge 853-8270

CPS & CHILD CARE INTAKE

Mary Gordon Bldg - Ronkonkoma

Receptionist: 854-3349

MacArthur Bldg - Ronkonkoma

Administration: 854-9019

Receptionist: 854-3380

Child Support is **CLOSED** on Wed

For Complaints: please call the

Commissioner's Office:

854-9930 or 854-9935

CHILD SUPPORT HELP LINE:

1-888-208-4485

HUMAN RIGHTS COMMISSION

Hauppauge 853-5480

FEDERAL COURT BUILDING

712-6000

TRAFFIC VIOLATION BUREAU

NYS DEPT OF MOTOR VEHICLE

718-488-57

SUFFOLK COUNTY TRAFFIC &

PARKING VIOLATIONS AGENCY

631-853-386

CHILDREN'S CENTER

Central Islip 208-5724

SUFFOLK COUNTY BAR ASSOCIATION

560 Wheeler Road
Hauppauge, NY 11788
234-5511 Fax: 234-5899

Lawyer Referral & Information Service 234-5577
Assigned Counsel Defender Plan 439-0539
Nassau/Suffolk Law Services (Pro-Bono) 232-2400

Alcohol & Drug Abuse Help line 697-2499
Suffolk Academy of Law 234-5588

STATE OF NEW YORK GRIEVANCE COMMITTEE FOR THE TENTH JUDICIAL DISTRICT

150 Motor Parkway, Suite 102
Hauppauge, NY 11788
231-3775

SUFFOLK COUNTY COURT EMPLOYEES ASSOCIATION (SCC)

1363 Veterans Memorial Highway
Suite 24
Hauppauge, NY 11788
231-3983 Fax: 631-231-3986

DISTRICT ATTORNEY SUFFOLK COUNTY

Timothy D. Sini

853-4169 Fax: 853-5820

SECURITY

Arthur M. Cromarty Court Complex
200 Center Drive
Riverhead, NY 11901
852-2541

SECURITY

John P. Cohalan, Jr. Courthouse
400 Carleton Avenue
Central Islip, NY 11722
853-7965

EXECUTIVE OFFICE

William T. Ferris III- Chief Assistant
William J. Lindsay Complex
Veterans Memorial Highway
Hauppauge, NY 11788
853-5243 Fax: 853-5820
Security: 853-4237

ADMINISTRATION

Arthur M. Cromarty Court Complex
200 Center Drive
Riverhead, NY 11901
852-2514

DOMESTIC VIOLENCE UNIT

John P. Cohalan, Jr. Courthouse
400 Carleton Avenue
Central Islip, NY 11722
853-4138

HOMICIDE BUREAU

Arthur M. Cromarty Court Complex
200 Center Drive
Riverhead, NY 11901
852-2575

APPEALS BUREAU

Arthur M. Cromarty Court Complex
200 Center Drive
Riverhead, NY 11901
852-2461

EAST END BUREAU

(South fork, Riverhead, Shelter Island)
32 Jackson Avenue
Hampton Bays, NY 11946
852-8800

MAJOR CRIME BUREAU

Arthur M. Cromarty Court Complex
200 Center Drive
Riverhead, NY 11901
852-2480

CASE ADVISORY BUREAU

John P. Cohalan, Jr. Courthouse
400 Carleton Avenue
Central Islip, NY 11722
853-7834

EAST END BUREAU (North fork)

P.O. Box 456
Southold, NY 11971
852-8600

NARCOTICS BUREAU

Arthur M. Cromarty Court Complex
200 Center Drive
Riverhead, NY 11901
852-1880

ASSET FORFEITURE UNIT

William J. Lindsay Complex, Bldg 77
Veterans Memorial Highway
Hauppauge, NY 11788
853-4153

FINANCIAL INVESTIGATIONS & MONEY LAUNDERING BUREAU

H. Lee Dennison Building, 4th Floor
100 Veterans Memorial Highway
Hauppauge, NY 11788
853-4232

PUBLIC INTEGRITY BUREAU

William J. Lindsay Complex, Bldg 77
Veterans Memorial Highway
Hauppauge, NY 11788
852-1880

DISTRICT COURT BUREAU

John P. Cohalan, Jr. Courthouse
400 Carleton Avenue
Central Islip, NY 11722
853-4104

CHILD ABUSE & DOMESTIC VIOLENCE BUREAU

Arthur M. Cromarty Complex
200 Center Drive
(GPS purposes, use 100 Center Dr)
Riverhead, NY 11901
852-2555

SPECIAL INVESTIGATION BUREAU

William J. Lindsay Complex, Bldg 77
Veterans Memorial Highway
Hauppauge, NY 11788
853-4179

SUFFOLK COUNTY TOWN & VILLAGE GOVERNMENT INFORMATION

TOWN OF BABYLON		
Babylon Town Hall	200 East Sunrise Highway, Lindenhurst, NY 11757	957-3000
Village of Amityville	21 Ireland Place, Amityville, NY 11701	264-6000
Village of Babylon	153 West Main Street, Babylon, NY 11702	669-1500
Village of Lindenhurst	430 South Wellwood Avenue, Lindenhurst, NY 11757	957-7500
TOWN OF BROOKHAVEN		
Brookhaven Town Hall	1 Independence Hill, Farmingville, NY 11738	451-8696
Village of Lake Grove	980 Hawkins Avenue, P.O. Box 1231, Lake Grove, NY 11755	585-2000
Village of Patchogue	14 Baker Street, Patchogue, NY 11772	475-4300
Village of Shoreham	80 Woodville Road, P.O. Box 389, Shoreham, NY 11786	821-0680
Village of Belle Terre	One Cliff Road, Belle Terre, NY 11777	928-0020
Village of Bellport	29 Bellport Lane, Bellport, NY 11713	286-0327
Village of Old Field	207 Old Field Road, Setauket, NY 11733	941-9412
Village of Poquott	45 Birchwood Avenue, East Setauket, NY 11733	476-4043
Village of Port Jefferson	121 West Broadway, Port Jefferson, NY 11777	473-4724
TOWN OF EAST HAMPTON		
East Hampton Town Hall	159 Pantigo Road, East Hampton, NY 11937	324-4141
Village of East Hampton	86 Main Street, East Hampton, NY 11937	324-4150
Village of Sag Harbor	55 Main Street, P.O. Box 660, Sag Harbor, NY 11963	725-0222
TOWN OF HUNTINGTON		
Huntington Town Hall	100 Main Street, Huntington, NY 11743	351-3000
Village of Lloyd Harbor	32 Middle Hollow Road, Huntington, NY 11743	549-8893
Village of Asharoken	1 Asharoken Avenue, Northport, NY 11768	261-7098
Village of Huntington Bay	244 Vineyard Road, P.O. Box 2184, Huntington, NY 11743	427-2843
Village of Northport	224 Main Street, Northport, NY 11768	261-7502
TOWN OF ISLIP		
Islip Town Hall	655 Main Street, Islip, NY 11751	224-5490
Village of Saltaire	103 Broadway, Saltaire, P.O. Box 5551, Bayshore, NY 11706	583-5566
Village of Brightwaters	40 Seneca Drive, Brightwaters, NY 11718	665-1280
Village of Ocean Beach	315 Cottage Walk, P.O. Box 457, Ocean Beach, NY 11770	583-5940
Village of Islandia	1100 Old Nichols Road, Islandia, NY 11749	348-1133
TOWN OF RIVERHEAD		
Riverhead Town Hall	200 Howell Avenue, Riverhead, NY 11901	727-3200
TOWN OF SHELTER ISLAND		
Shelter Island Town Hall	38 North Ferry Road, P.O. Box 970, Shelter Island, NY 11964	749-0291
Village of Dering Harbor	23 Locust Point Road, P.O. Box 3010, Shelter Island Heights, NY 11965	749-0020
TOWN OF SMITHTOWN		
Smithtown Town Hall	99 West Main Street, P.O. Box 9090, Smithtown, NY 11787	360-7512
Village of Head of the Harbor	500 North Country Road, St. James, NY 11780	584-5550
Village of the Branch	P.O. Box 725, 40 Route 111, Smithtown, NY 11787	265-3315
Village of Nissequogue	631 Moriches Road, St. James, NY 11780	862-7400

Addresses include physical and mailing addresses (P.O. Boxes)

**SUFFOLK COUNTY
TOWN & VILLAGE
GOVERNMENT INFORMATION**

TOWN OF SOUTHAMPTON		
Southampton Town Hall	116 Hampton Road, Southampton, NY 11968	283-6000
Village of Southampton	23 Main Street, Southampton, NY 11968	283-0247
Village of North Haven	335 Ferry Road, Sag Harbor, NY 11963	725-1378
Village of Quogue	7 Village Lane, P.O. Box 926, Quogue, NY 11959	653-4498
Village of Westhampton Beach	165 Mill Road, Westhampton Beach, NY 11978	288-1654
Village of Westhampton Dunes	4 Arthur Street, P.O. Box 728, Westhampton Beach, NY 11978	288-6571
TOWN OF SOUTHOOLD		
Southold Town Hall	53095 Main Road, P.O. Box 1179, Southold, NY 11971	765-1800
Village of Greenport	236 Third Street, Greenport, NY 11944	477-0248

Addresses include physical and mailing addresses (P.O. Boxes)

TOWN COURTS SUFFOLK COUNTY

Town of East Hampton	159 Pantigo Road, East Hampton, NY 11937	324-4134
Town of Riverhead	210 Howell Avenue, Riverhead, NY 11901	727-3200
Town of Shelter Island	46 North Ferry Road, P.O. Box 1632, Shelter Island, NY 11964	749-8989
Town of Southampton	32 Jackson Avenue, Hampton Bays, NY 11946	702-2990
Town of Southold	53095 Main Road, P.O. Box 1179, Southold, NY 11971	765-1852

VILLAGE COURTS

Village of Amityville	21 Ireland Place, Amityville, NY 11701	691-3303
Village of Asharoken	1 Asharoken Avenue, Northport, NY 11768	261-8677
Village of Babylon	153 West Main Street, Babylon, NY 11702	669-1771
Village of Belle Terre	55 Cliff Road, Belle Terre, NY 11777	928-0020
Village of Bellport	29 Bellport Lane, Bellport, NY 11713	286-0327
Village of Brightwaters	40 Seneca Drive, Brightwaters, NY 11718	665-1281
Village of Head of the Harbor	500 North Country Road, St. James, NY 11780	584-2034
Village of Huntington Bay	244 Vineyard Road, Huntington, NY 11743	427-2843
Village of Islandia	1100 Old Nichols Road, Islandia, NY 11749	348-1133
Village of Lake Grove	980 Hawkins Avenue, P.O. Box 1231, Lake Grove, NY 11755	585-2008
Village of Lindenhurst	430 South Wellwood Avenue, Lindenhurst, NY 11757	957-7508
Village of Lloyd Harbor	380 West Neck Road, Huntington, NY 11743	549-8896
Village of Nissequogue	631 Moriches Road, P.O. Box 184, St. James, NY 11780	862-8576
Village of Northport	224 Main Street, Northport, NY 11768	757-0935
Village of Ocean Beach	315 Cottage Walk, P.O. Box 433, Ocean Beach, NY 11770	583-0104
Village of Old Field	207 Old Field Rd, P.O. Box 2724, Setauket, NY 11733	941-9416
Village of Patchogue	14 Baker Street, P.O. Box 719, Patchogue, NY 11772	475-2753
Village of Poquott	45 Birchwood Avenue, Poquott, NY 11733	476-4043
Village of Port Jefferson	121 West Broadway, Port Jefferson, NY 11777	473-8287
Village of Quogue	123 Jessup Avenue, P.O. Box 926, Quogue, NY 11959	653-9400
Village of Sag Harbor	55 Main Street, P.O. Box 1999, Sag Harbor, NY 11963	725-0621
Village of Saltaire	103 Broadway, Saltaire, P.O. Box 5551, Bay Shore, NY 11706	583-5566
Village of Shoreham	80 Woodville Road, P.O. Box 389, Shoreham, NY 11786	849-1444
Village of Southampton	151 Windmill Lane, Southampton, NY 11968	204-2140
Village of the Branch	40 Route 111, P.O. Box 725, Smithtown, NY 11787	265-3315
Village of Westhampton Beach	165 Mill Road, Westhampton Beach, NY 11978	288-3980
Village of Westhampton Dunes	165 Mill Road, P.O. Box 306, Westhampton Beach, NY 11978	466-1632

Addresses include physical and mailing addresses (P.O. Boxes)

SUFFOLK COUNTY COURTS TELEPHONE THREAT CHECKLIST

*Place this near your telephone.
Notify the Security Desk Immediately!*

EXACT WORDING OF THE THREAT:

Sex of the caller: Male or Female

Race: _____

Age: _____

Length of call: _____

Number received at: _____

Time: _____

Date: _____

CALLER'S VOICE:

Calm: _____ Nasal: _____ Angry: _____ Stutter: _____ Excited: _____ Lisp: _____
Slow: _____ Raspy: _____ Rapid: _____ Deep: _____ Soft: _____ Ragged: _____
Loud: _____ Clearing Throat: _____ Laughter: _____ Deep Breathing: _____ Crying: _____
Cracking Voice: _____ Normal: _____ Disguised: _____ Distinct: _____ Accent: _____
Slurred: _____ **Familiar: _____ Whispered: _____

**If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

Street Noises: _____ Factory Machinery: _____ Crockery: _____ Animal Noises: _____ Voices: _____
Clear: _____ PA System: _____ Static: _____ Music: _____ Local: _____ House Noises: _____
Long Distance: _____ Booth: _____ Motor: _____ Office Machinery: _____ Other: _____

THREAT LANGUAGE:

Well Spoken: _____ Incoherent: _____ Taped: _____ Foul: _____
Message read by threat-maker: _____ Irrational: _____

REMARKS: _____

BOMB THREAT - QUESTIONS TO ASK:

1. When is the bomb going off?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF [Type in County]

Type in Plaintiffs]

Plaintiff(s),

-against-

[Type in Defendants]

Defendant(s).

Index No. [type in Index No]

Summons

Date Index No. Purchased:

To the above named Defendant(s)

TYPE IN NAME AND ADDRESS OF DEFENDANTS BEING SUMMONED

You are hereby summoned to answer the complaint in this action and to serve a copy of your answer, or, if the complaint is not served with this summons, to serve a notice of appearance, on the Plaintiff's attorney within 20 days after the service of this summons, exclusive of the day of service (or within 30 days after the service is complete if this summons is not personally delivered to you within the State of New York); and in case of your failure to appear or answer, judgment will be taken against you by default for the relief demanded in the complaint.

The basis of venue is [Basis for choice of venue]
which is [fact supporting venue, i.e. address of plaintiff]

Dated: [Type location & Date]

[Type in Law Firm]

by _____

[Type in name of signing attorney]

Attorneys for Plaintiff

[Type in name of plaintiff and address of law firm]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X		
_____ ,	:	Index No. _____
Plaintiff,	:	
	:	<u>SUMMONS WITH NOTICE</u>
-against-	:	
_____ ,	:	The basis of venue is
Defendant.	:	_____
-----X		

TO THE ABOVE NAMED DEFENDANTS:

YOU ARE HEREBY SUMMONED to appear in this action by serving a Notice of Appearance upon the Plaintiff's attorney at the address listed below within twenty (20) days after service of this summons, exclusive of the day of service, or within thirty (30) days after service is complete if this summons is not personally delivered to you within the State of New York.

_____ County is designated as the place of trial on the basis of _____.

PLEASE TAKE NOTICE that the nature of this action against defendant is _____

PLEASE TAKE FURTHER NOTICE that the relief sought by the plaintiff is money damages against the defendant in the amount of _____ plus all applicable interest, costs and expenses.

PLEASE TAKE FURTHER NOTICE that upon your failure to appear, a judgment will be taken against you in an amount no less than \$ _____, with interest, together with

the costs and disbursements of this action.

Dated: _____, New York
_____, 20__

[Firm Name]

By: _____
[Attorney Name]
[Address Line 1]
[Address Line 2]
[Telephone]
[Fax]

Attorneys for Plaintiff

TO: [Defendant Name]
[Address Line 1]
[Address Line 2]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X	:	
_____ ,	:	
	:	
Plaintiff,	:	Index No. _____
	:	(_____, J.S.C.)
-against-	:	
	:	<u>[VERIFIED] COMPLAINT</u>
_____ ,	:	
Defendants.	:	
-----X	:	

Plaintiff _____ ("Plaintiff"), by its attorneys
_____, as for its [Verified] Complaint against defendant
_____ ("Defendant"), alleges as follows:

Parties

1. Plaintiff is a[n] [individual/corporation/partnership, etc.] [organized and existing under the laws of the State of New York with a principal place of business at _____] [with a principal place of residence located at _____].

2. Upon information and belief, Defendant is a[n] [individual/corporation/partnership, etc.] [organized and existing under the laws of the State of New York with a principal place of business at _____] [with a principal place of residence located at _____].

Venue

3. Venue is proper in this county pursuant to CPLR 50_____.

Background Facts

4. Plaintiff and defendant are parties to an Agreement, dated _____, _____, pursuant to which Plaintiff agreed to _____ and Defendant agreed to _____.

(the "Agreement"). A copy of the Agreement is annexed as Exhibit A.

CAUSE OF ACTION
(Breach of Contract)

5. Plaintiff repeats and realleges the allegations contained in paragraphs 1 through 4 of the [Verified] Complaint as if fully set forth herein.

6. Plaintiff has duly performed all of [its/his/her] duties under the Agreement.

7. Defendant has failed to perform all of [its/his/her] duties under the Agreement by failing to _____.

8. As a result of the Defendant's breach of the Agreement, Plaintiff is entitled to a judgment against the Defendant in an amount to be proven at trial, but believed to be in excess of \$_____, plus applicable interest thereon.

WHEREFORE, plaintiff _____ demands judgment on its cause of action for breach of contract in an amount to be proven at trial, but believed to be in excess of \$_____, plus applicable interest thereon, awarding Plaintiff the costs and disbursements of this action, for such other and further relief as the Court deems just and proper.

Dated: _____, New York
_____, 20__

[Firm Name]

By: _____
[Attorney Name]

[Address Line 1]

[Address Line 2]

[Telephone]

[Fax]

Attorneys for Plaintiff

VERIFICATION

[illegible]

_____, being duly sworn, deposes and says:

I am the _____ of _____,] plaintiff in the above-captioned matter. I have read the foregoing Verified Complaint, and know the contents thereof. The same is true to my own knowledge. [This verification is made by me because the above party is a corporation and I am an officer thereof.] The grounds of my belief as to all matters not stated upon my own knowledge are as follows: books, records, documents, conversations, and other information upon which the action is founded.

[Name]

Sworn to before me this
_____ day of _____, 20____

Notary Public

SUPREME COURT STATE OF NEW YORK
COUNTY OF SUFFOLK

X INDEX # _____

NOTICE OF APPEARANCE

Plaintiff (s)
-against-

Defendant (s)

----- X

Please take notice that (we) (I) -have been retained as attorney(s) and appear for the

Named Plaintiff (s) _____

Named Defendant(s) _____

as of _____
(Date)

Name of Firm _____
Please Print

Name of Attorney _____

Address _____

City _____ State _____ Zip _____

Telephone # _____

Signature _____

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X	:	
_____ ,	:	
Plaintiff,	:	Index No. _____
	:	(_____, J.S.C.)
-against-	:	
	:	<u>[VERIFIED] ANSWER</u>
_____ ,	:	<u>AND COUNTERCLAIM</u>
Defendants.	:	
-----X	:	

Defendant _____ (“Defendant”), by its attorneys
_____, as for its [Verified] Answer to the [Verified] Complaint, alleges as
follows:

1. Denies knowledge and information sufficient to form a belief as to the allegations contained in paragraph 1 of the [Verified] Complaint.

2. Admits the allegations contained in paragraphs 2 and 3 of the [Verified] Complaint.

3. With respect to the allegations contained in paragraph 4 of the [Verified] Complaint, admits that defendant and plaintiff _____ (“Plaintiff”) are parties to the Agreement, and respectfully refers the Court to the Agreement for the true, accurate and complete terms thereof.

4. With respect to the allegations contained in paragraph 5 of the [Verified] Complaint, repeats and realleges the allegations contained in paragraphs 1 through 4 of the [Verified] Answer as if fully set forth herein

5. Denies the allegations contained in paragraphs 6, 7 and 8 of the [Verified] Complaint.

FIRST AFFIRMATIVE DEFENSE

6. The Complaint fails to state a cause of action upon which relief can be granted.

SECOND AFFIRMATIVE DEFENSE

7. Plaintiff is barred from seeking all or part of the damages sought in this lawsuit by virtue of the doctrines of estoppel, waiver and unclean hands.

THIRD AFFIRMATIVE DEFENSE

8. Plaintiff is barred from seeking all or part of the damages sought in this lawsuit by virtue of its breach of contract.

FOURTH AFFIRMATIVE DEFENSE

9. Plaintiff is barred from seeking all or part of the damages sought in this lawsuit as a result of its failure to mitigate the damages allegedly sustained.

FIFTH AFFIRMATIVE DEFENSE

10. Plaintiff alleged damages were caused, in whole or in part, by its own culpable conduct.

COUNTERCLAIM

11. Defendant repeats and realleges the allegations contained in paragraphs 1 through 10 of the [Verified] Answer as if fully set forth herein.

12. Defendant has duly performed all of [its/his/her] duties under the Agreement.

13. Plaintiff has failed to perform all of [its/his/her] duties under the Agreement by failing to _____.

14. As a result of the Plaintiff's breach of the Agreement, Defendant is entitled to a judgment against the Plaintiff in an amount to be proven at trial, but believed to be in excess of \$_____, plus applicable interest thereon.

WHEREFORE, defendant _____ demands judgment dismissing the [Verified] Complaint in its entirety, on its counterclaim for breach of contract in an amount to be proven at trial, but believed to be in excess of \$_____, plus applicable

interest thereon, awarding Defendant the costs and disbursements of this action, for such other and further relief as the Court deems just and proper.

Dated: _____, New York
_____, 20__

[Firm Name]

By: _____
[Attorney Name]

[Address Line 1]

[Address Line 2]

[Telephone]

[Fax]

Attorneys for Defendant

VERIFICATION

STATE OF NEW YORK)
) ss:
COUNTY OF _____)

_____, being duly sworn, deposes and says:

I am the [_____ of _____,] defendant in the above-captioned matter. I have read the foregoing Verified Answer and Counterclaims, and know the contents thereof. The same is true to my own knowledge. [This verification is made by me because the above party is a corporation and I am an officer thereof.] The grounds of my belief as to all matters not stated upon my own knowledge are as follows: books, records, documents, conversations, and other information upon which the action is founded.

[Name]

Sworn to before me this
____ day of _____, 20__

Notary Public

Request for Judicial Intervention Addendum

UCS-840A (7/2012)

COURT, COUNTY OF _____

Index No: _____

For use when additional space is needed to provide party or related case information.

PARTIES: For parties without an attorney, check "Un-Rep" box AND enter party address, phone number and e-mail address in "Attorneys" space.

Un-Rep	Parties:	Attorneys and/or Unrepresented Litigants:	Issue Joined (Y/N):	Insurance Carrier(s):
<input type="checkbox"/>	Name: Role(s):	Provide attorney name, firm name, business address, phone number and e-mail address of all attorneys that have appeared in the case. For unrepresented litigants, provide address, phone number and e-mail address.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>	Name: Role(s):		<input type="checkbox"/> YES <input type="checkbox"/> NO	

RELATED CASES: List any related actions. For Matrimonial actions, include any related criminal and/or Family Court cases.

Case Title	Index/Case No.	Court	Judge (if assigned)	Relationship to Instant Case

COUNTY OF _____ x

Index No. _____

RJI No. (if any) _____

-against-

Plaintiff(s)/Petitioner(s)

Defendant(s)/Respondent(s) x

COMMERCIAL DIVISION**Request for Judicial Intervention Addendum****COMPLETE WHERE APPLICABLE** [add additional pages if needed]:**Plaintiff/Petitioner's cause(s) of action** [check all that apply]:

- ☐ Breach of contract or fiduciary duty, fraud, misrepresentation, business tort (e.g. unfair competition), or statutory and/or common law violation where the breach or violation is alleged to arise out of business dealings (e.g. sales of assets or securities; corporate restructuring; partnership, shareholder, joint venture, and other business agreements; trade secrets; restrictive covenants; and employment agreements not including claims that principally involve alleged discriminatory practices)
- ☐ Transactions governed by the Uniform Commercial Code (exclusive of those concerning individual cooperative or condominium units)
- ☐ Transactions involving commercial real property, including Yellowstone injunctions and excluding actions for the payment of rent only
- ☐ Shareholder derivative actions — without consideration of the monetary threshold
- ☐ Commercial class actions — without consideration of the monetary threshold
- ☐ Business transactions involving or arising out of dealings with commercial banks and other financial institutions
- ☐ Internal affairs of business organizations
- ☐ Malpractice by accountants or actuaries, and legal malpractice arising out of representation in commercial matters
- ☐ Environmental insurance coverage
- ☐ Commercial insurance coverage (e.g. directors and officers, errors and omissions, and business interruption coverage)
- ☐ Dissolution of corporations, partnerships, limited liability companies, limited liability partnerships and joint ventures — without consideration of the monetary threshold
- ☐ Applications to stay or compel arbitration and affirm or disaffirm arbitration awards and related injunctive relief pursuant to CPLR Article 75 involving any of the foregoing enumerated commercial issues — without consideration of the monetary threshold

Plaintiff/Petitioner's claim for compensatory damages [exclusive of punitive damages, interest, costs and counsel fees claimed]:

\$ _____

Plaintiff/Petitioner's claim for equitable or declaratory relief [brief description]:

Defendant/Respondent's counterclaim(s) [brief description, including claim for monetary relief]:

I REQUEST THAT THIS CASE BE ASSIGNED TO THE COMMERCIAL DIVISION. I CERTIFY THAT THE CASE MEETS THE JURISDICTIONAL REQUIREMENTS OF THE COMMERCIAL DIVISION SET FORTH IN 22 NYCRR § 202.70(a), (b) AND (c).

Dated: ____/____/____

SIGNATURE_____
PRINT OR TYPE NAME

FORECLOSURE Request for Judicial Intervention Addendum

UCS-840F
12/2013

COURT, COUNTY OF _____

INDEX NO. _____

For use in ALL mortgage foreclosure actions where the property is: (check if applicable)

☐ 1. A one- to four-family owner-occupied residential property

OR

☐ 2. An owner-occupied condominium

Mortgage Servicer: _____

Instructions

If # 1 or # 2 is applicable:

- Select "Residential Mortgage Foreclosure Settlement Conference" as the Nature of Judicial Intervention on the RJJ.
- Identify the mortgage servicer.
- The Defendant/Respondent Information section below **MUST** be completed for all defendants and attached to the RJJ.

DEFENDANT/RESPONDENT INFORMATION: List parties in caption order. Attach additional sheets as necessary.

1. Last Name: _____ First Name: _____ Primary Phone: (____) _____ - _____ Secondary Phone: (____) _____ - _____

Address: _____
(Street Address) (City) (State) (Zip) e-mail: _____

Comments: _____ 90-day Notice [RPAPL § 1304(1)] mailed on: ____/____/____

2. Last Name: _____ First Name: _____ Primary Phone: (____) _____ - _____ Secondary Phone: (____) _____ - _____

Address: _____
(Street Address) (City) (State) (Zip) e-mail: _____

Comments: _____ 90-day Notice [RPAPL § 1304(1)] mailed on: ____/____/____

3. Last Name: _____ First Name: _____ Primary Phone: (____) _____ - _____ Secondary Phone: (____) _____ - _____

Address: _____
(Street Address) (City) (State) (Zip) e-mail: _____

Comments: _____ 90-day Notice [RPAPL § 1304(1)] mailed on: ____/____/____

4. Last Name: _____ First Name: _____ Primary Phone: (____) _____ - _____ Secondary Phone: (____) _____ - _____

Address: _____
(Street Address) (City) (State) (Zip) e-mail: _____

Comments: _____ 90-day Notice [RPAPL § 1304(1)] mailed on: ____/____/____

5. Last Name: _____ First Name: _____ Primary Phone: (____) _____ - _____ Secondary Phone: (____) _____ - _____

Address: _____
(Street Address) (City) (State) (Zip) e-mail: _____

Comments: _____ 90-day Notice [RPAPL § 1304(1)] mailed on: ____/____/____

ATTENTION: Proof of service must be filed with this RJJ for each defendant upon whom a summons and complaint or summons with notice has been served. [CPLR § 3408]

- | | | |
|---|-----------------------------------|-----------------------------|
| <input type="checkbox"/> Infant's Compromise | | |
| <input type="checkbox"/> Extreme Risk Protection Order Application | | |
| <input type="checkbox"/> Note of Issue/Certificate of Readiness | | |
| <input type="checkbox"/> Notice of Medical, Dental or Podiatric Malpractice | Date Issue Joined: ____/____/____ | |
| <input type="checkbox"/> Notice of Motion | Relief Requested: _____ | Return Date: ____/____/____ |
| <input type="checkbox"/> Notice of Petition | Relief Requested: _____ | Return Date: ____/____/____ |
| <input type="checkbox"/> Order to Show Cause | Relief Requested: _____ | Return Date: ____/____/____ |
| <input type="checkbox"/> Other Ex Parte Application | Relief Requested: _____ | |
| <input type="checkbox"/> Poor Person Application | | |
| <input type="checkbox"/> Request for Preliminary Conference | | |
| <input type="checkbox"/> Residential Mortgage Foreclosure Settlement Conference | | |
| <input type="checkbox"/> Writ of Habeas Corpus | | |
| <input type="checkbox"/> Other (specify): _____ | | |

List any related actions. For Matrimonial cases, list any related criminal or Family Court cases. If none, leave blank. If additional space is required, complete and attach the **RJI ADDENDUM (UCS-840A)**.

If additional space is required, complete and attach the **RJI ADDENDUM (UCS-840A)**.

Case Title	Index/Case Number	Court	Judge (if assigned)	Relationship to instant case

For parties without an attorney, check the "Un-Rep" box and enter the party's address, phone number and email in the space provided. If additional space is required, complete and attach the **RJI ADDENDUM (UCS-840A)**.

If additional space is required, complete and attach the **RJI ADDENDUM (UCS-840A)**.

[illegible]

I AFFIRM UNDER THE PENALTY OF PERJURY THAT, UPON INFORMATION AND BELIEF, THERE ARE NO OTHER RELATED ACTIONS OR PROCEEDINGS, EXCEPT AS NOTED ABOVE, NOR HAS A REQUEST FOR JUDICIAL INTERVENTION BEEN PREVIOUSLY FILED IN THIS ACTION OR PROCEEDING.

Dated: ____/____/____

Signature

Attorney Registration Number

Print Name

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X	:	
_____	:	
	:	
Plaintiff,	:	Index No. _____
	:	(_____, J.S.C.)
-against-	:	
	:	NOTICE OF
_____	:	MOTION [TO/FOR]
Defendants.	:	_____
-----X	:	

PLEASE TAKE NOTICE that upon the Affidavit of _____, sworn to _____, 20____, and the exhibits annexed thereto, the Affirmation of _____, dated _____, 20____, and the exhibits annexed thereto, and the accompanying Memorandum of Law, dated _____, 20____, _____ will move this Court, at the Courthouse, located at _____, _____, New York, on _____, 20____ at 9:30 a.m., or as soon thereafter as counsel may be heard, for

and for such other and further relief as the Court deems just and proper.

PLEASE TAKE FURTHER NOTICE that, pursuant to CPLR 2214(b), answering papers, if any, shall be served at least seven (7) days before the return date of this motion.

Dated: _____, New York
_____, 20____

[Firm Name]

By: _____
[Attorney Name]
[Address Line 1]
[Address Line 2]
[Telephone]

Attorneys for _____

TO: [Opposing Counsel]
[Address Line 1]
[Address Line 2]
[Telephone]

**SUPREME COURT
COUNTY OF SUFFOLK
DIFFERENTIATED CASE MANAGEMENT - JUSTICE PART**

..... X INDEX NO. _____

Plaintiff(s),
- against -

**PRELIMINARY CONFERENCE
STIPULATION AND ORDER**
(Sections 202.2 and 202.12
of the Uniform Rules)

Defendant(s).

..... X

All items on the form must be completed unless inapplicable.

It is hereby **STIPULATED and ORDERED**:

The within Action is hereby designated as **STANDARD** and thus subject to the 12 month disclosure time limitations period applicable thereto (22 NYCRR 202.19).

Disclosure shall proceed as follows:

1. **Insurance Coverage** (CPLR 3101 (f)): If not already provided, shall be furnished by _____ on or before _____.

2. **Bill of Particulars:**

a. Demand for a bill of particulars shall be served by _____ on or before _____.

b. Bill of particulars shall be served by _____ on or before _____.

3. **Medical Reports and Authorizations** shall be served as follows:

4. **Physical Examination:**

a. Examination of _____ shall be held _____

b. A copy of the physician's report shall be furnished to plaintiff(s) within _____ days of the examination.

5. **Depositions:**

<u>Deponent</u>	<u>Date and Time</u>	<u>Place</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If one deposition fails to take place as scheduled, the remaining parties' depositions shall nonetheless proceed as scheduled, except that priorities between defendants and plaintiffs shall be preserved.

6. **All Other Disclosure:**

(a) All parties, on or before _____, shall exchange names and addresses of all eyewitnesses and notice witnesses, statements of opposing parties and photographs, or, if none, provide an affirmation to that effect.

(b) Authorizations for plaintiff(s)' employment records for the period _____ shall be furnished on or before _____.

c. Demand for discovery and inspection shall be served by _____ on or before _____. The items sought shall be produced to the extent not objected to, and objections, if any, shall be stated on or before _____.

d. Accident reports prepared in the regular course of business shall be exchanged pursuant to CPLR 3101 (g) by _____.

e. Other (Interrogatories, etc.) _____.

f. Plaintiff shall provide authorizations for the following collateral source providers (CPLR 4545) within _____ days: _____.

7. **Impleader Motion(s)** to amend the pleadings or to add parties shall be completed on or before _____.

8. **Compliance Conference** shall be held on _____ (Control Date).

9. **End Date for All Disclosure**, other than expert disclosure, shall be held on _____.

10. **Expert Disclosure** shall be provided by all parties pursuant to CPLR 3101.

11. Any **Dispositive Motion(s)** shall be made pursuant to CPLR 3211 and 3212, pursuant to applicable provisions of the CPLR.

12. **The Note of Issue/Certificate of Readiness** shall be filed pursuant to the Order of the IAS Judge.

13. The parties shall ensure that a **Stipulation of Discontinuance** shall be promptly filed if the case settles before the next meeting with the Court.

Failure to comply with any of these directions may result in the imposition of costs or sanctions or other authorized by law.

Attorney for Plaintiff(s)

Attorney for Defendant(s)

Attorney for _____

Attorney for _____

Attorney for _____

Attorney for _____

Dated: _____

SO ORDERED:

31-0191 02.. 01/07

J.S.C.

NYCOURTS.GOV

Uniform Rules for N.Y. State Trial Courts

PART 221. Uniform Rules For The Conduct Of Depositions

221.1 Objections at Depositions

221.2 Refusal to answer when objection is made

221.3 Communication with the deponent

221.1 Objections at Depositions

(a) Objections in general. No objections shall be made at a deposition except those which, pursuant to subdivision (b), (c) or (d) of Rule 3115 of the Civil Practice Law and Rules, would be waived if not interposed, and except in compliance with subdivision (e) of such rule. All objections made at a deposition shall be noted by the officer before whom the deposition is taken, and the answer shall be given and the deposition shall proceed subject to the objections and to the right of a person to apply for appropriate relief pursuant to Article 31 of the CPLR.

(b) Speaking objections restricted. Every objection raised during a deposition shall be stated succinctly and framed so as not to suggest an answer to the deponent and, at the request of the questioning attorney, shall include a clear statement as to any defect in form or other basis of error or irregularity. Except to the extent permitted by CPLR Rule 3115 or by this rule, during the course of the examination persons in attendance shall not make statements or comments that interfere with the questioning.

Added Part 221 Oct. 1, 2006



221.2 Refusal to answer when objection is made

A deponent shall answer all questions at a deposition, except (i) to preserve a privilege or right of confidentiality, (ii) to enforce a limitation set forth in an order of a court, or (iii) when the question is plainly improper and would, if answered, cause significant prejudice to any person. An attorney shall not direct a deponent not to answer except as provided in CPLR Rule 3115 or this subdivision. Any refusal to answer or direction not to answer shall be accompanied by a succinct and clear statement of the basis therefor. If the deponent does not answer a question, the examining party shall have the right to complete the remainder of the deposition.



221.3 Communication with the deponent

An attorney shall not interrupt the deposition for the purpose of communicating with the deponent unless all parties consent or the communication is made for the purpose of determining whether the question should not be answered on the grounds set forth in section 221.2 of these rules and, in such event, the reason for the communication shall be stated for the record succinctly and clearly.



SUPREME COURT - STATE OF NEW YORK

PRESENT: HON. _____
Justice of the Supreme Court

INDEX NO.:

Plaintiff(s),

STIPULATION

-against-

Defendant(s).

IT IS HEREBY STIPULATED AND AGREED by and between the below-named
attorneys as follows: _____

DOES THIS STIPULATION ADJOURN OR WITHDRAW A MOTION: _____
INCLUDE SEQUENCE NUMBER(S) _____

Date: _____
Riverhead, NY

Attorney for Plaintiff: _____ Attorney for Defendant: _____

Attorney for: _____ Attorney for Defendant: _____

SO ORDERED: _____

SUPREME COURT-STATE OF NEW YORK

PRESENT: _____

_____ X

INDEX NO.: _____

Plaintiff(s),

COMPLIANCE CONFERENCE ORDER
[w/cert]

-against-

Defendant(s).

_____ X

Preliminary proceedings in this action having been completed, the matter being ready for trial, and upon the stipulation of counsel entered into at the Compliance Conference held herein, and upon the Court's own motion, it is

ORDERED that the plaintiff is directed to file, on not less than 15 days notice to all parties, a note of issue on or before _____. Failure to file the note of issue in accordance with this order may result in the imposition of sanctions attendant with defaults, including dismissal pursuant to CPLR 3216 if applicable; and it is further

ORDERED that a trial scheduling conference shall be held on _____ ;
and it is further

ORDERED that unless otherwise directed by the Court, all motions for summary judgment shall be made within sixty (60) days of the date that the note of issue is filed. However, a pre-motion conference must be scheduled prior to the expiration of the sixty (60) days. If Counsel does not intend to file motions, please notify the part clerk and an earlier Trial Scheduling Conference may be obtained.

Attorney for Plaintiff(s)

Attorney for Defendant(s)

Dated: _____

J.S.C.

For help in completing this form, click on the yellow question marks for instructions.
Once the form is complete you will be able to print it, but not save it. CPLR 3402(a) requires an original and two copies must be filed within 10 days of service upon the other side. There is also a fee to file the note of issue.

NOTE OF ISSUE

Calendar No. (if any) _____

Index No. _____

_____ Court, _____ County, N.Y.

For use of Clerk

Plaintiff/Petitioner

-against-

Defendant/Respondent

Name of Justice Assigned _____

NOTICE FOR TRIAL

- ☐ Trial by jury demanded
- ☐ Of all issues
- ☐ Of issues specified below
- ☐ Or attached hereto
- ☐ Trial without Jury

Filed by _____

Date summons served _____

Date service completed _____

Date issue joined _____

NATURE OF ACTION OR PROCEEDING

- ☐ Tort
- ☐ Motor Vehicle Negligence
- ☐ Medical Malpractice
- ☐ Other Tort
- ☐ Contract
- ☐ Contested Matrimonial
- ☐ Uncontested Matrimonial
- ☐ Tax Certiorari
- ☐ Condemnation
- ☐ Other (not itemized above) specify: _____

☐ This action is brought as a class action

Amount Demanded \$ _____

Other Relief _____

Special Preference claimed under _____ Insurance carrier(s), if known: _____

on the ground that _____

Attorney for Plaintiff/Plaintiff Pro Se: _____

Address: _____

Phone Number _____

Attorney for Defendant/Defendant Pro Se: _____

Address: _____

Phone Number _____

CERTIFICATE OF READINESS FOR TRIAL

(Items 1-7 must be checked)

- | | Completed | Waived | Not Required |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. All pleadings served..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Bill of particulars served..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Physical examinations completed..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Medical reports exchanged..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Appraisal reports exchanged | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Compliance with rules in matrimonial actions..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Discovery now known to be necessary completed... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There are no outstanding requests for discovery. | | | |
| 9. There has been a reasonable opportunity to complete the foregoing proceedings. | | | |
| 10. There has been compliance with any order issued to Precalendar Rules (22 NYCRR 202.12) | | | |
| 11. If a medical malpractice action, there has been compliance with any order pursuant to 22 NYCRR 202.56 | | | |
| 12. The case is ready for trial. | | | |

Dated: _____

Signature _____

Print Name _____

Attorney for/Party Pro Se _____

Address _____

Phone Number _____

<p>State of New York County of _____ ss:</p> <p>being duly sworn deposes and says: that deponent is not a party to the action, is over 18 years of age and resides at _____ that on the ____ day of _____, 20__ deponent served the within Note of Issue and Certificate of Readiness on _____ attorney(s) for _____ herein at their office located at _____ during their absence from said office</p> <p>(a) by then and there leaving a true copy of the same with the clerk; partner; person having charge of said office.</p> <p>(b) and said office being closed by depositing a true copy of same enclosed in a sealed wrapper directed to said attorney(s), in the office letter drop or box</p> <p>Sworn before me on the ____ day of _____, 20__</p> <p style="text-align: center;">_____ Notary Public</p>	<p>State of New York County of _____ ss:</p> <p>being duly sworn deposes and says: that deponent is not a party to the action, is over 18 years of age and resides at _____ that on the ____ day of _____, 20__ deponent served the within Note of Issue and Certificate of Readiness on _____ attorney(s) for _____ at _____</p> <p>the address designated by said attorney(s) for that purpose by depositing a true copy of same enclosed in a postpaid properly address wrapper, in -a post office- official depository under the exclusive care and custody of the United States Postal Service within New York State.</p> <p>Sworn before me on the ____ day of _____, 20__</p> <p style="text-align: center;">_____ Notary Public</p>
--	---

Admission of Service

Due service of a note of issue and certificate of readiness of which the within is a copy is admitted this ____ day of _____, 20__

Attorney(s) for _____

PLEASE NOTE: You must attach a copy of the order or judgment to this Notice of Entry and serve a copy on all opposing parties.

For help in completing this form, click on the yellow question marks or comment symbol for instructions. Please make sure that your Highlight Fields option is on so that the fields that need to be completed are light blue in color on the form. Turn it on by clicking on the Highlight Fields button that is on the far right side of the purple message bar.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

X

Plaintiff(s)/Petitioner(s),

- vs -

Defendant(s)/Respondent(s).

X

NOTICE OF ENTRY

Index No.: _____

PLEASE TAKE NOTICE that the attached is a true copy of an ☐ order ☐ judgment
in this matter that was entered in the office of the Clerk of the Supreme Court, _____
County, on the _____ day of _____, 20____.

Dated: _____, 20____

Yours, etc.

Signature

Print name and address

TO: _____

_____ Court of the State of New York
County of _____

NOTICE OF APPEAL

Index No.: _____

PLEASE TAKE NOTICE that *(insert your name)* _____
hereby appeals to the Appellate Division of the Supreme Court of the State of New York, Second
Judicial Department, from a *(insert judgment, order, decree, etc.)* _____ of the
_____ Court, _____ County, dated
_____.

Dated: _____, New York
_____, 20____

Yours, etc.,

Signature

(Print Name)

(Address)

(Telephone Number)

To: *(Insert below the name and address of the clerk of the trial
court and the names and addresses of all opponents)*

Supreme Court of the State of New York

Appellate Division: Judicial Department

Informational Statement (Pursuant to 22 NYCRR 1250.3 [a]) - Civil

Case Title: Set forth the title of the case as it appears on the summons, notice of petition or order to show cause by which the matter was or is to be commenced, or as amended.		For Court of Original Instance
- against -		Date Notice of Appeal Filed
		For Appellate Division
Case Type	<input type="checkbox"/> Civil Action <input type="checkbox"/> CPLR article 75 Arbitration <input type="checkbox"/> CPLR article 78 Proceeding <input type="checkbox"/> Special Proceeding Other <input type="checkbox"/> Habeas Corpus Proceeding	Filing Type
	<input type="checkbox"/> Appeal <input type="checkbox"/> Original Proceedings <input type="checkbox"/> CPLR Article 78 <input type="checkbox"/> Eminent Domain <input type="checkbox"/> Labor Law 220 or 220-b <input type="checkbox"/> Public Officers Law § 36 <input type="checkbox"/> Real Property Tax Law § 1278	<input type="checkbox"/> Transferred Proceeding <input type="checkbox"/> CPLR Article 78 <input type="checkbox"/> Executive Law § 298 <input type="checkbox"/> CPLR 5704 Review
Nature of Suit: Check up to three of the following categories which best reflect the nature of the case.		
<input type="checkbox"/> Administrative Review	<input type="checkbox"/> Business Relationships	<input type="checkbox"/> Commercial
<input type="checkbox"/> Declaratory Judgment	<input type="checkbox"/> Domestic Relations	<input type="checkbox"/> Election Law
<input type="checkbox"/> Family Court	<input type="checkbox"/> Mortgage Foreclosure	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Real Property (other than foreclosure)	<input type="checkbox"/> Statutory	<input type="checkbox"/> Taxation
		<input type="checkbox"/> Contracts <input type="checkbox"/> Estate Matters <input type="checkbox"/> Prisoner Discipline & Parole <input type="checkbox"/> Torts

Appeal

Paper Appealed From (Check one only):

If an appeal has been taken from more than one order or judgment by the filing of this notice of appeal, please indicate the below information for each such order or judgment appealed from on a separate sheet of paper.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Amended Decree | <input type="checkbox"/> Determination | <input type="checkbox"/> Order | <input type="checkbox"/> Resettled Order |
| <input type="checkbox"/> Amended Judgement | <input type="checkbox"/> Finding | <input type="checkbox"/> Order & Judgment | <input type="checkbox"/> Ruling |
| <input type="checkbox"/> Amended Order | <input type="checkbox"/> Interlocutory Decree | <input type="checkbox"/> Partial Decree | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Decision | <input type="checkbox"/> Interlocutory Judgment | <input type="checkbox"/> Resettled Decree | |
| <input type="checkbox"/> Decree | <input type="checkbox"/> Judgment | <input type="checkbox"/> Resettled Judgment | |

Court: Choose Court

County: Choose County

Dated:

Entered:

Judge (name in full):

Index No.:

Stage: ☐ Interlocutory ☐ Final ☐ Post-FinalTrial: ☐ Yes ☐ No If Yes: ☐ Jury ☐ Non-Jury**Prior Unperfected Appeal and Related Case Information**Are any appeals arising in the same action or proceeding currently pending in the court? ☐ Yes ☐ No

If Yes, please set forth the Appellate Division Case Number assigned to each such appeal.

Where appropriate, indicate whether there is any related action or proceeding now in any court of this or any other jurisdiction, and if so, the status of the case:

Original ProceedingCommenced by: ☐ Order to Show Cause ☐ Notice of Petition ☐ Writ of Habeas Corpus Date Filed:

Statute authorizing commencement of proceeding in the Appellate Division:

Proceeding Transferred Pursuant to CPLR 7804(g)

Court: Choose Court

County: Choose County

Judge (name in full):

Order of Transfer Date:

CPLR 5704 Review of Ex Parte Order:

Court: Choose Court

County: Choose County

Judge (name in full):

Dated:

Description of Appeal, Proceeding or Application and Statement of Issues

Description: If an appeal, briefly describe the paper appealed from. If the appeal is from an order, specify the relief requested and whether the motion was granted or denied. If an original proceeding commenced in this court or transferred pursuant to CPLR 7804(g), briefly describe the object of proceeding. If an application under CPLR 5704, briefly describe the nature of the ex parte order to be reviewed.

Issues: Specify the issues proposed to be raised on the appeal, proceeding, or application for CPLR 5704 review, the grounds for reversal, or modification to be advanced and the specific relief sought on appeal.

Party Information

Instructions: Fill in the name of each party to the action or proceeding, one name per line. If this form is to be filed for an appeal, indicate the status of the party in the court of original instance and his, her, or its status in this court, if any. If this form is to be filed for a proceeding commenced in this court, fill in only the party's name and his, her, or its status in this court.

No.	Party Name	Original Status	Appellate Division Status
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Attorney Information

Instructions: Fill in the names of the attorneys or firms for the respective parties. If this form is to be filed with the notice of petition or order to show cause by which a special proceeding is to be commenced in the Appellate Division, only the name of the attorney for the petitioner need be provided. In the event that a litigant represents herself or himself, the box marked "Pro Se" must be checked and the appropriate information for that litigant must be supplied in the spaces provided.

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Supreme Court of the State of New York
Appellate Division: Second Judicial Department

INSTRUCTIONS FOR INFORMATIONAL STATEMENT - CIVIL

1. Insert the title of the action or proceeding as it appears on the summons or petition initiating the case. You need only list the first named plaintiff or petitioner and defendant or respondent.
2. Check the appropriate box for case type (e.g., a negligence action or matrimonial action would be considered a "Civil Action"; for all family court matters, check "Special Proceeding Other").
3. Check the appropriate filing type (how you are bringing the matter to this Court - as an appeal, an original matter commenced in this Court, or a request for CPLR 5704 review).
4. Check the box or boxes which describe the nature of the underlying action.
5. If you are taking an appeal, check the box of the paper appealed from (e.g., "Order") and insert the court and county from which the appeal is taken, the date of the paper, when it was entered (if known), the name of the Judge and the index or docket number of the action or proceeding.

For "Stage", if the paper finally determined all issues, check "Final". If made at a preliminary stage, check "Interlocutory"; if made following the final determination, check "Post-Final".

Check whether there was a trial and if yes, whether it was a jury or non-jury trial.

6. If there are any unperfected appeals pending in this case, check yes, indicating whether the appeals will be perfected together, and insert the Appellate Division numbers.
7. If this is an original proceeding commenced in the Appellate Division, omit items (5) and (6). Check the manner in which you are commencing the proceeding, the date the papers were filed and the statute under which you are proceeding (e.g., CPLR Article 78).
8. If this is a proceeding transferred to this Court pursuant to CPLR 7804(g), omit items (5) - (7), state the court and county where the proceeding was commenced, the Judge who issued the transfer order and the date of the order.
9. If this is a request for CPLR 5704 review, omit items (5) - (8) and insert the court and county where the ex parte order was issued, the name of the Judge who issued the order and the date of the order.
10. Describe what this case is about and list the issues you wish to raise.

11. List the names of all parties in the underlying matter in the column designated "Party Name", utilizing one line for each party. In the column marked "Original Status", choose the status of the party in the original court (e.g., Plaintiff or Petitioner; Defendant or Respondent). In the column captioned "Appellate Division Status", choose the status of each party in this court (e.g., Appellant or Respondent). If the party has no status on this appeal, choose "None".
12. List the names of the attorneys or law firms representing the parties listed in item 11 and indicate whom they represent by inserting the appropriate number on the bottom line of each section. If a party represented himself or herself, list that person's name, address, telephone number and email address and check the box marked Pro Se.

Supreme Court of the State of New York

Appellate Division: Judicial Department

Informational Statement (Pursuant to 22 NYCRR 1250.3 [a])

Case Title: Set forth the title of the case as it appears on the summons, notice of petition or order to show cause by which the matter was or is to be commenced, or as amended.		For Court of Original Instance
- against -		Date Notice of Appeal Filed
		For Appellate Division
Case Type	<input type="checkbox"/> Civil Action <input type="checkbox"/> CPLR article 75 Arbitration <input type="checkbox"/> CPLR article 78 Proceeding <input type="checkbox"/> Special Proceeding Other <input type="checkbox"/> Habeas Corpus Proceeding	Filing Type
	<input type="checkbox"/> Appeal <input type="checkbox"/> Original Proceedings <input type="checkbox"/> CPLR Article 78 <input type="checkbox"/> Eminent Domain <input type="checkbox"/> Labor Law 220 or 220-b <input type="checkbox"/> Public Officers Law § 36 <input type="checkbox"/> Real Property Tax Law § 1278	<input type="checkbox"/> Transferred Proceeding <input type="checkbox"/> CPLR Article 78 <input type="checkbox"/> Executive Law § 298 <input type="checkbox"/> CPLR 5704 Review
Nature of Suit: Check up to three of the following categories which best reflect the nature of the case.		
<input type="checkbox"/> Administrative Review	<input type="checkbox"/> Business Relationships	<input type="checkbox"/> Commercial
<input type="checkbox"/> Declaratory Judgment	<input type="checkbox"/> Domestic Relations	<input type="checkbox"/> Election Law
<input type="checkbox"/> Family Court	<input type="checkbox"/> Mortgage Foreclosure	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Real Property (other than foreclosure)	<input type="checkbox"/> Statutory	<input type="checkbox"/> Taxation
		<input type="checkbox"/> Contracts <input type="checkbox"/> Estate Matters <input type="checkbox"/> Prisoner Discipline & Parole <input type="checkbox"/> Torts

Appeal

Paper Appealed From (Check one only):

If an appeal has been taken from more than one order or judgment by the filing of this notice of appeal, please indicate the below information for each such order or judgment appealed from on a separate sheet of paper.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Amended Decree | <input type="checkbox"/> Determination | <input type="checkbox"/> Order | <input type="checkbox"/> Resettled Order |
| <input type="checkbox"/> Amended Judgement | <input type="checkbox"/> Finding | <input type="checkbox"/> Order & Judgment | <input type="checkbox"/> Ruling |
| <input type="checkbox"/> Amended Order | <input type="checkbox"/> Interlocutory Decree | <input type="checkbox"/> Partial Decree | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Decision | <input type="checkbox"/> Interlocutory Judgment | <input type="checkbox"/> Resettled Decree | |
| <input type="checkbox"/> Decree | <input type="checkbox"/> Judgment | <input type="checkbox"/> Resettled Judgment | |

Court: Choose Court

County: Choose County

Dated:

Entered:

Judge (name in full):

Index No.:

Stage: ☐ Interlocutory ☐ Final ☐ Post-FinalTrial: ☐ Yes ☐ No If Yes: ☐ Jury ☐ Non-Jury**Prior Unperfected Appeal and Related Case Information**

Are any appeals arising in the same action or proceeding currently pending in the court? ☐ Yes ☐ No
If Yes, please set forth the Appellate Division Case Number assigned to each such appeal.

Where appropriate, indicate whether there is any related action or proceeding now in any court of this or any other jurisdiction, and if so, the status of the case:

Original ProceedingCommenced by: ☐ Order to Show Cause ☐ Notice of Petition ☐ Writ of Habeas Corpus Date Filed:

Statute authorizing commencement of proceeding in the Appellate Division:

Proceeding Transferred Pursuant to CPLR 7804(g)

Court: Choose Court

County: Choose County

Judge (name in full):

Order of Transfer Date:

CPLR 5704 Review of Ex Parte Order:

Court: Choose Court

County: Choose County

Judge (name in full):

Dated:

Description of Appeal, Proceeding or Application and Statement of Issues

Description: If an appeal, briefly describe the paper appealed from. If the appeal is from an order, specify the relief requested and whether the motion was granted or denied. If an original proceeding commenced in this court or transferred pursuant to CPLR 7804(g), briefly describe the object of proceeding. If an application under CPLR 5704, briefly describe the nature of the ex parte order to be reviewed.

Issues: Specify the issues proposed to be raised on the appeal, proceeding, or application for CPLR 5704 review, the grounds for reversal, or modification to be advanced and the specific relief sought on appeal.

Party Information

Instructions: Fill in the name of each party to the action or proceeding, one name per line. If this form is to be filed for an appeal, indicate the status of the party in the court of original instance and his, her, or its status in this court, if any. If this form is to be filed for a proceeding commenced in this court, fill in only the party's name and his, her, or its status in this court.

No.	Party Name	Original Status	Appellate Division Status
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Attorney Information

Instructions: Fill in the names of the attorneys or firms for the respective parties. If this form is to be filed with the notice of petition or order to show cause by which a special proceeding is to be commenced in the Appellate Division, only the name of the attorney for the petitioner need be provided. In the event that a litigant represents herself or himself, the box marked "Pro Se" must be checked and the appropriate information for that litigant must be supplied in the spaces provided.

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):

Attorney/Firm Name:

Address:

City:

State:

Zip:

Telephone No:

E-mail Address:

Attorney Type: ☐ Retained ☐ Assigned ☐ Government ☐ Pro Se ☐ Pro Hac Vice

Party or Parties Represented (set forth party number(s) from table above):