

**EFFECTIVE JUNE 1, 2011**

**HON. PAUL WOOTEN**, Part 7, General IAS Part, Room 341, 60 Centre Street  
Courtroom Phone: 646-386-3746, Facsimile: 212-374-3282

Principal Law Clerk: Lyssa M. Sampson, Esq. 646-386-3580  
Assistant Law Clerk: Erin M. Gelfand, Esq. 646-386-3256

**Part 7 General Information:**

Only admitted attorneys familiar with the case who have the authority to discuss all discovery issues and participate in a settlement conference may appear on matters before the Court.

**Motions:** Oral argument on motions are at the Court's discretion and are generally scheduled on Wednesdays at 9:30 A.M. and 2:30 P.M.

**Motion Guidelines:**

- **Motions** (except Orders to Show Cause) shall be made returnable to: Motion Submission Part, Room 130, 60 Centre Street, unless directed by the Court.
- There is **no check in** for motions.
- The calendar will be called once, there is no second calendar call. If all parties are not present when the calendar is called, notify the part clerk when all parties are present. Oral argument will only be heard once all parties are present.
- Protruding exhibit tabs shall be used to reference all exhibits
- In the event that a motion has been resolved by withdrawal or settlement of the case, counsel must notify the court **prior to** the Wednesday calendar by promptly calling the Part Clerk and faxing to the Court a letter of withdrawal or a stipulation of settlement and discontinuance.
- In the event that the Note of Issue has been filed prior to a scheduled status conference, no appearance is necessary if counsel has notified the part clerk **prior to** the conference.
- If there is a discrepancy between the relief sought in your Notice of Motion and the relief sought in your supporting motion papers, **the notice of motion is controlling**.
- Courtesy copies shall not be provided, unless directed by the Court.
- A copy of a decision can be obtained from [www.nycourts.gov/supctmanh](http://www.nycourts.gov/supctmanh) under "Case Information," [www.nycourts.gov](http://www.nycourts.gov) under E-courts, or from the County Clerk. Please do not call the Part Clerk or Chambers.

**Discovery Conferences:** Conferences in pre-note cases are generally scheduled Wednesdays at 11:00 A.M and 2:30 P.M., or at such other day and time as the court may direct. Conferences on special proceedings may be directed by the Court.

**Conference Guidelines:**

- There is **no check in** for conferences.
- If appearing for a preliminary conference, use the dates provided in the Judge's Directives which are located on the same table as the blank order forms.
- Once all sides are present, counsel shall confer with each other and draft a preliminary or compliance conference order or stipulation providing for all remaining discovery, to the fullest extent possible. Place the drafted order or stipulation in the basket near the Part Clerk's desk, sit down and wait for your case to be called. Discovery disputes will be resolved at the conference.

- Do not fill in the Note of Issue date, this is to be determined by the Court.
- Discovery orders/stipulations must set forth specific dates for all deadlines.

**Dispositive Motions:** Dispositive motions shall be filed within 60 days of filing the note of issue. The filing of a motion for summary judgment will not stay the discovery process, nor mediation.

**Adjournments:** Adjournment requests for motions and other appearances scheduled in the Courtroom should be made by contacting the Part Clerk no less than two days prior to the scheduled appearance.

**Discovery Issues:** Prior to filing a discovery related motion, if still unable to resolve discovery issues after efforts have been made as required by 22 NYCRR §202.7(a), parties should call the Part Clerk to schedule a conference, if a regularly scheduled conference is not imminent (ie within 30 days).

**Orders to Show Cause:** Orders to Show Cause are returnable to the Part. Opposition papers to an OSC will be accepted on the return date unless otherwise directed by the Court. Reply papers are not permitted, absent court approval. An OSC providing for temporary injunctive relief pending hearing of the OSC shall not be adjourned absent good cause.

**Letters:** Motions made in the form of a letter will not be accepted, unless specifically directed by the Court. If directed by the Court, an affidavit of service of the letter must be attached.

**Facsimile:** The Court does not accept faxes, unless prior permission has been received from the Court. Any fax received without prior Court permission will not be considered.

Re June 27 & 28 2011 - Rubio/Wooten

Note: Nothing about hand delivered letters!

Warren Rubio lied over interstate phones from The Courthouse!