

**Kings County  
Supreme Court  
Uniform Civil Term Rules**

The Judges of the Civil Term Supreme Court, in order to promote the efficient and impartial administration of justice, hereby adopt the following common and uniform rules:

(These rules do not apply to the Matrimonial, Guardianship,, Mental Hygiene or Condemnation departments)

**PC Rules**

1. The filing/purchase of an RJI will automatically prompt the scheduling of a preliminary conference.
2. The attorneys shall in the first instance attempt to reach agreement on all relevant discovery categories outlined in the consent order. Disputed matters will be adjudicated by the court.
3. The parties must be prepared with bills of particular, medical reports and insurance coverage. Rulings as to general preference 325 (C) 325 (D) will be made.
4. Strict compliance with the PC order shall be enforced by the imposition of costs and sanctions when appropriate.
5. Discovery in third party and joint actions will be expedited.

**Motions**

6. Motion papers must be filed with the Motion Support office, Room 227 at 360 Adams Street at least five (5) business days before the return date of the motion; cross-motions must be filed at least two (2) days before the return date of the motion.
7. Motion papers, answering affidavits and reply affidavits must be served on adversaries in accordance with CPLR 2214
8. Motions shall be heard every other week on a designated day, except where indicated.
9. There shall be two (2) calendar calls on motion days; defaults only on second call.
10. All motions require appearances and oral argument.
11. Motions may be adjourned twice, on consent, without appearance, for a period not to exceed sixty (60) days from the initial return date of the motion. Adjournment of motions without appearance may be done by usage of stipulation, affirmation, e-mail, or Motion Calendar Form (S.Ct.Form - MCF-1) submitted no less than the previous work day. Any subsequent adjournment shall be by personal application subject to the discretion of the Court.
12. No courtesy copies of motion papers are required by the Court. In tort cases against the City of New York, courtesy copies shall be supplied to the Corporation Counsel's office in Brooklyn.
13. Post Note of Issue Summary Judgment Motions: In cases where the defendant is the City of New York and they are represented by the Tort Division of the Corporation Counsel's office summary judgment motions may be made

120 days after filing of a note of issue. No motion for summary judgment may be made more than 60 days after filing a Note of Issue in all other cases, except with leave of the Court on good cause shown. See, CPLR 3212(a).

**Note of Issue**

14. The filing requirement for Notes of Issue in Kings county is an original and two copies.

15. Any party objecting to the filing of a Note of Issue may move to strike.

16. Any third party action commenced after filing of a Note of Issue shall be subject to severance.

**APPROPRIATE SANCTIONS MAY BE IMPOSED FOR THE WILLFUL FAILURE OR REFUSAL WITHOUT GOOD CAUSE TO COMPLY WITH THESE RULES.**