

McKINNEY'S®
NEW YORK
RULES OF COURT

VOLUME III – LOCAL CIVIL

2025 EDITION



© 2024 Thomson Reuters

This publication was created to provide you with accurate and authoritative information concerning the subject matter covered; however, this publication was not necessarily prepared by persons licensed to practice law in a particular jurisdiction. The publisher is not engaged in rendering legal or other professional advice and this publication is not a substitute for the advice of an attorney. If you require legal or other expert advice, you should seek the services of a competent attorney or other professional.

ISBN: 978-1-668-70827-9

McKINNEY'S is registered in the U.S. Patent and Trademark Office.

**West's and Westlaw are registered in the U.S. Patent and Trademark Office.
Thomson Reuters Westlaw is a trademark of Thomson Reuters and its affiliates.**

PREFACE

Designed for use in the office or courtroom, this pamphlet contains the New York local civil rules.

WHAT'S NEW

McKinney's New York Rules of Court, Volume III – Local Civil, 2025 provides in convenient form text of court rules governing local civil practice in New York courts in the First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Eleventh, Twelfth, and Thirteenth Judicial Districts, as well as rules for the Commercial Division, Court of Claims, and Housing Courts. Rules for Albany, Bronx, Dutchess, Erie, Kings, Monroe, Nassau, New York, Onondaga, Orange, Putnam, Richmond, Rockland, Queens, Suffolk and Westchester counties are included. This volume is current with amendments received through September 1, 2024.

CONTACT US

For additional information or research assistance, contact the Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889) or by Live Chat: Access via Westlaw. Contact our U.S. legal editorial department directly with your questions and suggestions by e-mail at editors.us-legal@tr.com.

Thank you for subscribing to this product. Should you have any questions regarding this product please contact Customer Service at 1-800-328-4880 or by submitting an online request through our Support center on legal.thomsonreuters.com. If you would like to inquire about related publications, or to place an order, please contact us at 1-888-728-7677 or visit us at legal.thomsonreuters.com.

THE PUBLISHER

October 2024

THOMSON REUTERS PROVIEW™

This title is one of many now available on your tablet as an eBook.

Take your research mobile. Powered by the Thomson Reuters ProView™ app, our eBooks deliver the same trusted content as your print resources, but in a compact, on-the-go format.

ProView eBooks are designed for the way you work. You can add your own notes and highlights to the text, and all of your annotations will transfer electronically to every new edition of your eBook.

You can also instantly verify primary authority with built-in links to Westlaw® and KeyCite®, so you can be confident that you're accessing the most current and accurate information.

To find out more about ProView eBooks and available discounts, call 1-800-328-9352.

TABLE OF CONTENTS

	Page
FIRST JUDICIAL DISTRICT—NEW YORK COUNTY	
New York County	
Courthouse Procedures	3
Rules of the Justices	90
Alternative Dispute Resolution	200
Appellate Term	207
Forms	208
SECOND JUDICIAL DISTRICT—KINGS COUNTY	
Kings County	
Uniform Civil Term Rules	221
E-Filing Rules	243
Alternative Dispute Resolution (ADR)	252
Judges' Rules	260
Matrimonial Forms	319
Foreclosure Forms	323
Summary Jury Trial Program	332
THIRD JUDICIAL DISTRICT—ALBANY, COLUMBIA, GREENE, RENSSELAER, SCHOHARIE, SULLIVAN, ULSTER COUNTIES	
District Rules	
Third Judicial District Rules	335
Judges' Rules	339
Forms	366
Fee Dispute Resolution Program	378
FOURTH JUDICIAL DISTRICT—CLINTON, ESSEX, FRANKLIN, FULTON, HAMIL- TON, MONTGOMERY, ST. LAWRENCE, SARATOGA, SCHENECTADY, WARREN, WASHINGTON COUNTIES	
Judges' Rules	383
ADR Program Rules	431
Fee Dispute Resolution Program	435
FIFTH JUDICIAL DISTRICT—HERKIMER, JEFFERSON, LEWIS, ONEIDA, ONONDAGA, OSWEGO COUNTIES	
District Rules	
Asbestos Case Management Rules	440
Judges' Rules	512
Onondaga County	
General Rules for Jury Trials	522
General Rules for Non Jury Trials	524
E-Filing Rules and Protocol	526
Oneida County	
E-Filing Rules and Protocol	530
SIXTH JUDICIAL DISTRICT—BROOME, CHEMUNG, CHENANGO, CORTLAND, DE- LAWARE, MADISON, OTSEGO, SCHUYLER, TIOGA, TOMPKINS COUNTIES	
Uniform Civil Procedural Rules	535

TABLE OF CONTENTS

	Page
Guidelines and Instructions	537
E-Filing	540
SEVENTH JUDICIAL DISTRICT—CAYUGA, LIVINGSTON, MONROE, ONTARIO, SENECA, STEUBEN, WAYNE, YATES COUNTIES	
District Rules	
Judges' Rules	551
E-Filing	573
Asbestos Litigation	590
Virtual Proceeding Protocols	677
Foreclosure Rules	693
EIGHTH JUDICIAL DISTRICT—ALLEGANY, CATTARAUGUS, CHAUTAUQUA, ERIE, GENESEE, NIAGARA, ORLEANS, WYOMING COUNTIES	
District Rules & Policies	
Judges' Rules	698
Court Roster Parenting Coordination	753
Foreclosure Auction Plan and Rules	759
E-Filing	
Administrative Order	762
Cattaraugus County	784
Chautauqua County	791
Erie County	797
Genesee County	805
Niagara County	812
Wyoming County	819
NINTH JUDICIAL DISTRICT—DUTCHESS, ORANGE, PUTNAM, ROCKLAND, WESTCHESTER COUNTIES	
District Rules	
E-Filing Information	829
Alternative Dispute Resolution	886
Child Victims' Act Part	904
Dutchess County	
Judges' Part Rules	907
Foreclosure Part	958
Orange County	
Judges' Part Rules	960
Putnam County	
Judges' Part Rules	996
Rockland County	
Judges' Part Rules	1023
Westchester County	
Judges' Part Rules	1060
Specialty Parts	1140
TENTH JUDICIAL DISTRICT—NASSAU AND SUFFOLK COUNTIES	
Child Victims' Act Part	1191
Nassau County	
Judges' Part Rules	1194
Matrimonial Court Uniform Part Rules	1304
Matrimonial E-Filing Judgment Protocol	1310
Matrimonial Clerk's Office	1311
Matrimonial Alternative Dispute Resolution Program Rules	1314

TABLE OF CONTENTS

	Page
Foreclosure Rules	1323
Alternative Dispute Resolution Rules	1340
Nassau County Electronic Filing	1349
Suffolk County	
Judges' Part Rules	1351
Guardianship Department	1423
Foreclosure Actions	1424
E-Filing Protocol	1427
Summary Jury Trial	1430
ELEVENTH JUDICIAL DISTRICT—QUEENS COUNTY	
Queens County	
Judges' Part Rules	1434
Alternative Dispute Resolution	1525
Ex Parte	1533
Matrimonial Office	1534
Motion Support	1536
E-Filing	1537
TWELFTH JUDICIAL DISTRICT — BRONX COUNTY	
Bronx County	
Judges' Part Rules	1545
Filing Rules	1606
Filing Rules for E-Filed Motions	1611
Specific Bureaus	1612
Settlement of Claims by Infants/Impaired Persons	1621
THIRTEENTH JUDICIAL DISTRICT — RICHMOND COUNTY	
Richmond County	
Rules for Remote Proceedings	1631
Uniform Civil Term Rules	1633
Settlement Conference Part Rules	1635
Judges' Part Rules	1636
Summary Jury Trial Program	1667
E-Filing	1670
Alternative Dispute Resolution	1674
COMMERCIAL DIVISION RULES	
New York County	
Judges' Rules	1681
Assignment of Cases to the Commercial Division	1780
E-Filing in the Commercial Division	1781
Alternate Dispute Resolution	1782
7th Judicial District	
Commercial Division Local Rules	1795
Operational Information	1809
8th Judicial District	
Judges' Part Rules	1811
Tax Certiorari Proceedings	1814
Request for Judicial Intervention	1815
Alternative Dispute Resolution	1817
Albany County	
Request for Judicial Intervention	1821
Bronx County	
Judges' Rules	1823
Alternative Dispute Resolution	1832
Kings County	
Kings County Rules	1835

TABLE OF CONTENTS

	Page
Judges' Rules	1838
Designation Statement	1842
Case Information Sheet	1843
Transfer Form	1844
Preliminary Conference Form	1845
Nassau County	
Judges' Rules	1852
Rules of the Alternative Dispute Resolution Program	1869
Request for Judicial Intervention Addendum—Commercial Cases	1873
Preliminary Conference Form	1875
ADR Initiation Form	1879
Order of Reference to Commercial Division ADR Program	1881
Guidelines for Discovery of Electronically Stored Information (“ESI”)	1882
Onondaga County	
Request for Judicial Intervention Addendum—Commercial Division	1885
Stipulation and Order	1887
Tax Certiorari Part	1914
Queens County	
Commercial Division ADR Rules	1918
Judges' Part Rules	1922
Suffolk County	
Judges' Part Rules	1933
Request for Judicial Intervention Addendum—Commercial Division	1937
Alternative Dispute Resolution Mediation Program	1939
Mediation Forms	1942
Westchester County	
Judges' Rules	1946
Preliminary Conference Order	1951
Compliance Conference Order	1972
Request for Judicial Intervention	1990
ADR Attorney Certification	1992
COURT OF CLAIMS	
Forms	1994
Filing Rules	2010
Motion Practice	2011
HOUSING COURT RULES	
Nonpayment Proceedings	2014
Holdover Proceedings	2029
HP Cases	2043
Unlawful Eviction	2052
Appeals	2057
Judges' Rules	2060
Court Directory	CD-1