

## INDIVIDUAL PRACTICES OF JUDGE HAIGHT

Unless otherwise ordered by Judge HAIGHT, matters before Judge HAIGHT shall be conducted in accordance with the following practices:

### 1. Communications With Chambers

**A. Letters.** Except as otherwise provided below, communications with chambers shall be by letter, with copies simultaneously delivered to all counsel. Copies of correspondence between counsel shall not be sent to the Court.

**B. Telephone Calls.** Except as provided in Paragraph 1(D) below, telephone calls to chambers are permitted only in emergency situations requiring immediate attention. In such situations only, call chambers at 212-805-0214.

**C. Faxes.** Faxes to chambers are not permitted without prior approval.

**D. Docketing, Scheduling, and Calendar Matters.** For docketing, scheduling and calendar matters, call Corrine A. Szalay at 212-805-0103 between 10:00 A.M. and 5:00 P.M.

**E. Requests for Adjournments or Extensions of Time.** All requests for adjournments or extensions of time must state (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling Order (reflecting only business days) must be attached. If the request is for an adjournment of a court appearance, absent an emergency it shall be made at least 48 hours prior to the scheduled appearance.

### 2. Motions

**A. Pre-Motion Conferences in Civil Cases.** For discovery motions, follow Local Civil Rule 37.2. For motions other than discovery motions, pre-motion conferences are not required.

**B. Courtesy Copies.** Courtesy copies of the documents, marked as such, shall be submitted to Chambers as soon as practicable after filing.

Courtesy copies of all motion papers, marked as such, should be submitted to Chambers at the same time such papers are served on the opposing party.

**C. Memoranda of Law.** Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages. Memoranda of 10 pages or more shall contain a table of contents.

**D. Filing of Motion Papers.** All motion papers should be filed with the Clerk of Court at the time they are served on the opposing party. **Courtesy copies of all motion papers must be submitted to chambers (including motions for default judgment)** at the same time they are served on the opposing party or filed ECF.

**E. Oral Argument on Motions.** Parties may request oral argument by letter at the time their moving or opposing or reply papers are filed. The court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

**F. Submitted Orders, Stipulations and Notices.** Parties are to confirm the issuance of a submitted order, stipulation or notice (i.e., requests for extensions of time, dismissal, etc.) of any kind either by checking the *New York Law Journal* or the docket sheet on the Court's ECF system. Copies will not be mailed to the parties. Please do not call Chambers. Orders which originate from Chambers (i.e., memoranda and orders) will continue to be mailed to the parties as a courtesy or forwarded by means of the Court's ECF system.

**G. Orders to Show Cause.** The Court will not issue a temporary restraining order on an order to show cause if the requesting party's adversaries have not been notified and afforded an opportunity to appear before the Court to oppose the request, unless the requesting party shows good cause why notice should not be given. A party requesting an order to show cause should come to Chambers (Room 1940) immediately. Applications for orders to show cause must be accompanied by a supporting memorandum of law, failing which an application will not be considered.

### **3. Pretrial Procedures**

**A. General.** The Court will send the parties an initial scheduling order approximately two months after a case is filed requiring the submission of a report pursuant to Fed. R. Civ. P. 26(f).

Following submission by the parties of the Rule 26(f) report, the Court will enter a Fed. R. Civ. P. 16(b) scheduling order.

After the deadlines for completion of discovery and motion practice have elapsed, the Court will schedule a final pre-trial conference at which the parties will be issued a Final Pre-Trial Order.

**B. Pre-Trial Order.** Counsel should refer to the Final Pre-Trial Order that will be issued to the parties at the final pre-trial conference.

## **RULES IN CRIMINAL CASES**

Counsel must come to Chambers immediately following their appearance in Part I and the assignment of the case to Judge Haight, at which time an initial pretrial conference will be scheduled.