

JUDGE ERIC KOMITEE
INDIVIDUAL PRACTICES AND RULES
United States District Court, Eastern District of New York
225 Cadman Plaza East
Brooklyn, New York 11201
Courtroom: 6G North
Chambers: (718) 613-2160

Case Manager: Alicia Guy
Telephone: (718) 613-2165

Unless otherwise ordered by Judge Komitee, matters before the Court shall be conducted in accordance with the following practices and rules. Exceptions to these practices and rules will be considered in cases of genuine hardship. Please call chambers to request an exception.

I. COMMUNICATIONS

A. Written Correspondence

1. All communications with chambers shall be in writing and filed on ECF, with copies simultaneously delivered to *pro se* litigants who do not receive automatic notification through ECF. Copies of letters should not be sent to chambers.
2. All correspondence must include the case name, docket number, and initials of the judge(s) assigned to the case.

B. Telephone, Fax and Email

1. For docketing, scheduling, and calendar matters, call Alicia Guy at (718) 613-2165.
2. Please do not call chambers unless otherwise directed by these rules.
3. Please do not fax or email chambers, unless pursuant to a specific exception specified in these rules (*e.g.*, Part II, Section C).

C. Requests for Adjournment or Extension of Time

1. Requests for adjournments or extensions of time must be made at least two business days prior to the scheduled deadline or appearance and must be

filed through ECF, except for *pro se* litigants. All requests must state:

- a. the reason for the request;
 - b. the number of previous requests for adjournment or extension of time, and whether those requests were granted or denied;
 - c. whether the adversary consents and, if not, the reason given by the adversary for refusing to consent; and
 - d. whether the adjournment or extension of time affects any other scheduled dates. If so, the party must provide a proposed Revised Scheduling Order.
2. Please note that the consent of the adverse party is not a sufficient ground for an extension or adjournment.

II. ELECTRONIC CASE FILING (ECF)

A. Mandatory ECF Filing

1. All documents must be filed on ECF, with the sole exception that *pro se* parties are exempt from mandatory ECF filing. Parties represented by counsel must file documents on ECF and serve copies on any *pro se* litigant(s).
2. Orders and other notices from the Court will be posted on ECF. Represented parties not registered on ECF will not receive them. The Court will mail orders to *pro se* litigants.
3. All requests for relief from the Court, including requests for an adjournment or extension of time, shall be designated as a “motion” on ECF. In addition, the ECF entry line must clearly state the subject matter of the letter or motion—e.g., “Letter Motion Requesting Extension of Time to Respond to Interrogatories” or “Joint Letter in Connection with Status Conference.”
4. Parties filing non-text exhibits that are impractical to file electronically should submit an electronic version on a compact disc to the Clerk's Office (labeled “Original”) and to chambers (labeled “Courtesy Copy”). Related papers filed on ECF must clearly indicate how the exhibits were filed.
5. All written submissions and supporting materials, to the extent possible,

must be text-searchable.

6. If your submission requires immediate attention, please call chambers.
7. Chambers staff are unable to assist with filing on ECF.

B. Filing Under Seal or in Redacted Form

1. Sealed documents or documents containing sealed information must be submitted in hard copy and labeled “File Under Seal,” unless the parties have already sought and received leave of court to file sealed papers on ECF.
2. If a party receives permission to file sealed documents on ECF, the documents should comply with the instructions for filing sealed documents on the Eastern District of New York’s website:
<https://img.nyed.uscourts.gov/files/forms/EfilingSealedCV.pdf> (civil);
<https://img.nyed.uscourts.gov/files/forms/EfilingSealedCR.pdf> (criminal).
Unless prior approval to file under seal has already been granted, each submission shall be accompanied by an explanation of why sealing is necessary. The submission must be prominently labeled “Filed Under Seal.”

C. Word-Processing Files of Proposed Orders

1. Proposed orders, jury instructions, and other submissions that a party would like the Court to adopt **should be emailed to chambers in Microsoft Word format and filed on ECF in PDF**. Parties need not submit Word files of stipulations unless specifically requested to do so. Counsel should contact chambers to obtain the email address to which the files may be sent.

D. Courtesy Copies

1. Parties must submit two sets of courtesy copies for all submissions of twenty-five pages or greater (inclusive of any exhibits or attachments). Courtesy copies of all motion papers are required, regardless of length.
2. Parties should not submit courtesy copies of:
 - a. pleadings as defined by Fed. R. Civ. P. 7(a); and
 - b. motions, letters, or other filings directed to the magistrate judge assigned to the matter.
3. Parties are strongly encouraged to use double-sided printing. The courtesy

copy should be a reproduction of the document as filed on ECF, with the ECF numbering appearing at the top of the page and clearly marked “Courtesy Copy.”

4. Do not annex as exhibits copies of pleadings, or other filings that already appear on the docket.
5. On motions for summary judgment, do not attach complete deposition transcripts as exhibits to affidavits or affirmations. Attach only pages containing relevant testimony to which citation is made in the memoranda or affidavits. However, any excerpted submissions must anticipate and comply with Federal Rule of Evidence 106.
6. Parties are encouraged to assemble courtesy copies in a three-ring binder with appropriately labeled tabs. Binder covers and spines must identify the case name, docket number, and the binder’s contents.

E. Habeas Corpus

1. State court records in habeas corpus cases under 28 U.S.C. § 2254 must be divided into discrete documents for ECF filing, with each item appropriately labeled—for example “Exhibit A Suppression Hearing” and not “Exhibit A State Court Record.”
2. The respondent shall file the state court record, with no individual attachment exceeding five megabytes. The respondent shall also supply a hard copy of the state court record to chambers.

III. CIVIL MOTIONS

A. Pre-Motion Conferences

1. Discovery motions shall be addressed to the assigned magistrate judge and made in accordance with that magistrate judge’s individual practices. Parties should also review Local Civil Rules 6.4 and 37.3.
2. Except in the case of habeas corpus/prisoner petitions, Social Security appeals, bankruptcy appeals, and post-trial motions, parties that are represented by counsel must request a pre-motion conference with the Court before making: (i) any motion pursuant to Fed. R. Civ. P. 12 or 56 or (ii) any motion for a change of venue. Parties are not required to request a pre-motion conference before making any other type of motion. For example, letters requesting pre-motion conferences are not required

for motions pursuant to Rule 50, 59, or 60, or for motions to remand.

3. To request a pre-motion conference, the moving party is to file and serve a letter, not to exceed three pages, setting out the bases for the anticipated motion. All parties served are required to serve and file a letter response not to exceed three pages, within five days from service of the moving party's letter, either opposing the motion or advising the Court that it does not intend to oppose the motion.
4. Service of the letter motion within the time requirements of Fed. R. Civ. P. Rules 12 or 56 shall constitute timely service of a motion made pursuant to those provisions.
5. The purpose of the pre-motion letters is to aid the Court by providing a synopsis of the arguments to be set forth in any motion or opposition. Pre-motion letters and responses must contain sufficient legal authority to serve this purpose.
6. In many cases, it will be apparent from the letter motion that a conference will not be a useful expenditure of the parties' time, and a motion schedule will be set without a pre-motion conference. In other cases, the usefulness of a pre-motion conference will be clear based on the request. However, if a party advises the Court in its pre-motion conference request that an attorney with five years' or less experience as a licensed attorney will be representing the party at the conference, the Court may schedule a pre-motion conference anyway.

B. Motion Papers

1. The Court will order briefing schedules for motions requiring requests for pre-motion conferences. Parties should anticipate a schedule that will require the service of their motion within a short time after the pre-motion conference (usually two weeks). Parties may not serve motion papers before the Court enters a briefing schedule. No changes in a briefing schedule may be made without the Court's approval.
2. Parties are encouraged not to file their motion papers and courtesy copies until the motion has been fully briefed, unless doing so might cause a party to miss a statutory deadline. Parties may file their motion papers without full briefing, but the Court may be less likely in such instances to grant requests for adjournments or extensions of deadlines related to the

motion.¹

C. Memoranda of Law

1. Unless prior permission is granted, memoranda in support of and in opposition to motions are limited to twenty-five pages (excluding tables of contents, tables of authorities, exhibits, appendices, or attachments). Reply memoranda are limited to ten pages (excluding tables of contents, tables of authorities, exhibits, appendices, or attachments). Parties must seek leave of the Court before submitting sur-replies.
2. Requests to file memoranda exceeding the page limits set forth herein must be made in writing at least five days prior to the due date, except with respect to reply briefs, in which case the written request must be made in writing at least two days prior to the due date.
3. Memoranda must be double-spaced with one-inch margins. Use Times New Roman, twelve-point font, with footnotes that are at least ten-point font.
4. Memoranda must contain a table of contents and a table of authorities. Memoranda also must have the date of service plainly visible on the front cover.
5. Unless otherwise permitted by the Court, all case citations shall be made to official case reporters and the Westlaw electronic case database.

D. Oral Argument

1. Parties may request oral argument by noting “Oral Argument Requested” in the top right corner of the cover page of either a notice of motion or opposing memorandum.
2. The Court will determine whether to hear oral argument and, if so, will advise the parties of the argument date. The likelihood of oral argument is increased if the Court is advised by letter with the filing of the motion or opposition that the attorney who will argue the motion or opposition has five years or less experience as a licensed attorney.
3. Parties receiving ECF notifications of the Court’s decision on oral argument are responsible for informing *pro se* parties of the Court’s

¹ If any party concludes in good faith that delaying the filing of a motion in order to comply with this or any other aspect of these individual practices will deprive the party of a substantive right, the party may file the motion within the time required by the Federal Rules of Civil, Criminal and/or Appellate Procedure.

decision.

IV. CRIMINAL MOTIONS

A. Scheduling and Filing of Motions

1. Assistant United States Attorneys are responsible for informing chambers by calling the Case Manager Alicia Guy at 718-613-2165 when a new case has been assigned to Judge Komitee. Upon such notification, an initial conference will be scheduled.
2. Counsel shall advise the Court of any motions they want to file at a status conference scheduled by the Court. If no status conference has been scheduled, counsel shall request a pre-motion conference in writing and briefly state the grounds for such motion.
3. The Court will order briefing schedules for motions. Parties may not serve motion papers before the Court enters a briefing schedule. No changes in a briefing schedule may be made without the Court's approval.
4. Section B.2 of the filing rules for civil motions, as described in Part III of these Rules, does not apply to criminal matters.

B. Memoranda of Law

1. Parties shall follow the rules for memoranda of law in civil motions, as set forth in Part III, Section C of these Rules, unless otherwise directed by the Court.

C. Oral Argument on Motions

1. Oral argument on criminal motions will be heard on a date set by the Court.

D. Appeals of Magistrate Judge Order of Release or Order of Detention

1. Any party appealing a magistrate judge's Order of Release or Order of Detention shall include a copy of the transcript before the magistrate judge with their motion, if the transcript is available.

V. PRE-TRIAL PROCEDURES

A. Joint Pre-Trial Orders in Civil Cases

1. Unless otherwise ordered by the Court, the parties in a civil case shall jointly submit a proposed pre-trial order within thirty days from the date

for the completion of discovery (or, if dispositive motions remain pending, within thirty days from the date the Court resolves all such motions). The proposed pre-trial order shall include the following:

- a. Caption: The full caption of the action.
- b. Parties and Counsel: The names, addresses (including firm names), and telephone numbers of trial counsel.
- c. Jurisdiction: A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes and legal doctrines relied on and relevant facts as to citizenship and jurisdictional amount.
- d. Claims and Defenses: A brief summary by each party of the elements of the claims and defenses that party has asserted which remain to be tried, without reciting evidentiary matters but including citations to all statutes relied on.
- e. Damages: A detailed statement regarding damages and other relief sought for each claim.
- f. Jury or Bench Trial: A statement by each party as to whether the case is to be tried with or without a jury, and the number of trial days needed.
- g. Consent to Magistrate Judge: A statement as to whether all parties have consented to trial of the case by a magistrate judge. The statement shall not identify which parties have or have not consented.
- h. Witnesses: A schedule by each party designating names and addresses of fact and expert witnesses whose testimony is to be offered in its case in chief, and potential witnesses whose testimony may be offered only for impeachment or rebuttal purposes, together with a brief narrative statement of the expected testimony of each witness. Only listed witnesses will be permitted to testify except when prompt notice has been given and good cause shown.
- i. Deposition Testimony: A designation by each party of deposition testimony to be offered in its case in chief, together with any cross-

designations and objections by any other party.

- j. Stipulations: Any stipulations or statements of fact or law that have been agreed to by all parties.
- k. Exhibits and Objections: A schedule by each party designating all exhibits to be offered in evidence and, if not admitted by stipulation, the party or parties that will be offering them. The schedule must also include potential exhibits that a party intends to use solely for impeachment and/or rebuttal purposes. Copies of statements proposed to be read to the jury as “learned treatises” under Fed. R. Evid. 803(18) shall be listed as exhibits. Plaintiff’s exhibits shall be identified by numbers, Defendant’s exhibits shall be identified by letters.

The parties will list and briefly describe the basis for any objections that they have to the admissibility of any exhibits to be offered by any other party. The Court strongly encourages the parties to resolve all objections without the Court’s intervention. Parties are expected to resolve before trial all issues of authenticity, chain of custody, and related grounds. Meritless objections based on these grounds may result in the imposition of sanctions. Except for good cause shown, only exhibits listed in the Joint Pre-Trial Order will be received in evidence.

- 1. Motions in Limine: A list of motions *in limine* each party intends to file (pursuant to the deadline set forth in Part V, Section E.2 below), with a brief description of the nature of each such motion.
- 2. The Joint Pre-Trial Order will use the font type and size specified in Part III, Section C. The Pre-Trial Order shall be prepared under the supervision of the assigned magistrate judge in accordance with the schedule set by the magistrate judge. The parties are directed to cooperate with each other in the preparation of the Joint Pre-Trial Order.
- 3. The Court may schedule a pre-trial conference upon the filing of the Joint Pre-Trial Order. Counsel must attend the pre-trial conference and be prepared to stipulate for purposes of narrowing the issues and proof.

B. Filings Prior to Trial in Civil Cases

- 1. Unless otherwise ordered by the Court, each party shall file the following thirty days before the date fixed for commencement of jury selection:
 - a. Motions addressing any evidentiary or other trial-related issues that

should be resolved *in limine*. Responses, if any, are due ten days later unless otherwise ordered. Oral arguments will be scheduled at convenience of the Court.

2. Unless otherwise ordered by the Court, each party shall file the following thirty days before the commencement of trial if such date has been fixed, or thirty days after filing of the final pre-trial order if no trial date has been fixed:
 - a. In non-jury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element.
3. Unless otherwise ordered by the Court, each party shall file the following ten business days before the commencement of trial:
 - a. Requests to charge, proposed verdict sheets and proposed *voir dire* questions in jury cases. Requests to charge should be limited to the elements of the claims, the damages sought, and defenses. General instructions will be prepared by the Court. The parties should endeavor to agree upon the requests to charge, to the extent possible, and must submit a single, joint document setting forth all agreed upon requests to charge and, where no agreement is reached, each party's proposed charge and/or one party's proposed charge with an explanation of the other party's objection to that charge. Word-processing files of proposed charges should be submitted to chambers pursuant to Part II, Section C of these Rules.

C. Filings Prior to Trial in Criminal Cases

1. In a multi-defendant case, all filings must designate the specific defendant or defendants as to whom the filing pertains.
2. Motions *in limine* addressing evidentiary or other trial management issues in dispute must be filed no later than thirty days before the date fixed for commencement of jury selection. Responses, if any, are due ten days later unless otherwise ordered. Oral arguments will be scheduled at convenience of the Court.
3. Proposed *voir dire* questions, lists of all potential witnesses and any other individuals and entities that may be mentioned at trial, requests to charge, and proposed verdict sheets should be submitted no later than ten business days before trial. The parties should follow the rules for civil filings, as

set forth in Part V, Section B.3.a, where applicable.

D. Trial Exhibits

1. All exhibits to be used at trial shall be pre-marked and exchanged with the other parties at least ten days before trial. No later than the first day of trial, all parties are to provide the Court with tabbed binders containing copies of all exhibits.
2. Where counsel anticipates that a witness will refer to documentary evidence in the course of his or her direct testimony, counsel shall have copies of the document(s) available for opposing counsel, the court reporter, and two copies for the Court.

VI. SENTENCING

A. Sentencing Submissions

1. The Government's sentencing submissions, if any, including 5K1.1 letters, are due two weeks prior to sentencing. Defendant's sentencing submissions, if any, including supplemental or supporting memoranda, are due one week prior to sentencing. Sentencing memoranda must be provided to the Probation Department.
2. The Government should advise the Court at least two days in advance if a victim will be making a victim impact statement at sentencing.

B. Objections to Presentence Reports

1. Any objections to presentence reports should be filed under seal on ECF and served upon opposing counsel and the Probation Department at least two weeks before sentencing. Responses must be filed one week before sentencing. Objections and responses must be provided to the Probation Department.

C. Violation of Supervised Release

1. The Court requires at least two days' notice of a guilty plea on a violation of supervised release. The notice must specify the violations as to which

the defendant intends to plead guilty.

VII. WITHDRAWAL OF COUNSEL

- A. Both the withdrawing counsel and replacement counsel must attend any proceedings where the Court is considering a motion pursuant to Local Rule 1.4 to withdraw or substitute counsel.

VIII. TRIAL PROCEDURES

A. *Voir dire*

1. Unless otherwise notified, the Court will conduct all *voir dire*.

B. Use of Electronic Equipment

1. Any party wishing to present marked exhibits to the jury in digital form who has not previously used the Court's electronic equipment is directed to meet with the Court's Case Manager at least ten days prior to the commencement of the trial to review the available equipment for the presentation of digital evidence. Counsel should be accompanied by the audio-visual personnel who will be operating any equipment that will be used at trial. Following such meeting, such party shall file a confirmation in writing on ECF that this meeting has occurred.

C. Sidebars

1. Sidebar conferences should be kept to a minimum. Counsel are expected to anticipate and raise evidentiary issues during breaks in the trial to be respectful of the jurors' time.