

**INDIVIDUAL RULES OF  
SENIOR JUDGE I. LEO GLASSER  
United States District Court  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, NY 11201  
Courtroom 8B South, Chambers Room 921 South  
Telephone: 718-613-2440  
Fax: 718-613-2446  
Case Manager: Stanley Kessler (718-613-2445)  
Hours: 9 a.m. – 5 p.m.**

Unless otherwise ordered by the judge in a specific case, matters before the judge shall be conducted in accordance with the following practices:

**I. Communications With Chambers**

A. *Letters.* Except as provided below, communications with the Court shall be by letter filed on the ECF system. Copies of correspondence between counsel shall not be sent to the Court.

B. *Telephone Calls.* Except as provided in paragraph D below, telephone calls shall be made to chambers only when necessary to obtain information not otherwise available. In such situations only, call chambers at the number listed above.

C. *Faxes.* Faxes to chambers are permitted only if copies are also simultaneously faxed or sent to all counsel. Do not follow with hard copy. The fax number is listed above.

D. *Scheduling and Calendar Matters.* For scheduling and calendar matters, call the Case Manager listed above during the hours specified.

E. *Request for Adjournments or Extensions of Time.* All requests for adjournments or extensions of time must be made by letter to the Court, stating (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 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.

## **II. Electronic Case Filing (ECF)**

A. All documents MUST be filed electronically. Questions regarding ECF should be directed to (718) 613-2312. Instructions for the use of ECF are available from the district court's website: [http://www.nyed.uscourts.gov/forms/all-forms/ecf\\_instructions](http://www.nyed.uscourts.gov/forms/all-forms/ecf_instructions).

B. Parties filing voluminous or non-text exhibits shall file only hard copies with the Clerk of Court where electronic filing is impracticable.

C. Documents sought to be sealed must be clearly marked "TO BE SEALED" and submitted to chambers for an order, together with an explanation, including citation to authority, of why sealing is necessary.

## **III. Courtesy Copies**

Courtesy copies of all motion papers shall be submitted to chambers by the moving party on the date the motion is fully briefed. Those copies should not be spiral bound or velobound. No other courtesy copies of documents filed on ECF are necessary.

## **IV. Civil Motions**

A. All discovery and non-dispositive motions shall be made to the assigned Magistrate Judge.

B. All other motions shall consist of:

1. A notice of motion together with
  - a. supporting submissions;
  - b. memorandum of law;
2. the responsive papers together with
  - a. supporting submissions;
  - b. memorandum of law; and
3. the reply papers, if any, together with
  - a. supporting submissions;
  - b. memorandum of law.

Sur-reply papers shall not be filed.

The parties shall arrange their own briefing schedule and submit it to the Court to be endorsed. Each party shall file its motion papers on the ECF system at the time of service.

C. *Default Judgments.* No default judgment will be considered until the Clerk of Court has entered a notation of default.

D. *Oral Argument on Motions.* Oral argument will be heard only if required by the Court.

V. **Pretrial Procedures**

A. *Joint Pretrial Orders in Civil Cases.* Parties shall submit a joint pretrial order, which shall include the following:

1. The full caption of the action;
2. The names, addresses (including firm names), and telephone and fax numbers of trial counsel;
3. A brief statement by plaintiff as to the basis of subject matter jurisdiction;
4. A brief summary by each party of the claims and defenses which remain to be tried;
5. A statement as to whether the case is to be tried with or without a jury, and the number of trial days needed;
6. Any stipulations or agreed statements of fact or law;
7. A list by each party as to the fact and expert witnesses whose testimony is to be offered in its case in chief, indicating whether such witnesses will testify in person or by deposition. Witnesses other than those listed will be permitted to testify only on good cause shown;
8. A designation by each party of deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party; and
9. A list by each party of exhibits to be offered in its case in chief, with one star indicating exhibits to which no party objects on grounds of authenticity, and two stars indicating exhibits to which no party objects on any ground.

B. *Filings Prior to Trial in Civil Cases.* The following filings prior to trial in civil cases shall be made, unless otherwise ordered by the Court, no later than fourteen (14) days prior to the commencement of trial:

1. A joint pretrial order;
2. In jury cases, requests to charge and proposed *voir dire* questions; and
3. In all cases, motions addressing any evidentiary or other issues which should be resolved *in limine*.

**VI. Promptness**

The Court expects the parties to be prepared to start promptly at each scheduled appearance. If something unforeseen has delayed a party or counsel, call the Case Manager or contact chambers directly as soon as possible.