

INDIVIDUAL MOTION PRACTICES AND RULES OF

JUDGE WILLIAM F. KUNTZ, II

United States District Court for the
Eastern District of New York
225 Cadman Plaza East
Brooklyn, New York 11201

Chambers: 718-613-2200

Fax: 718-613-2206

Case Manager: Gina Ortiz

Telephone: 718-613-2205

I. GENERAL PRACTICES

- A. Appearances of Counsel.** At every appearance before the Court, counsel are required to be fully familiar with the case.
- B. Docketing, Scheduling, and Calendar Matters.** Any inquiries regarding docketing, scheduling, and calendar matters should be addressed to chambers. Docket sheets are available in the Clerk's Office and on the Court website.
- C. Communications with Chambers.**
- 1. Letters.** Communications with chambers shall be in writing and filed on ECF, with copies simultaneously delivered to all counsel. Copies of correspondence between counsel, except where formally annexed to pleadings or motion papers, shall not be sent to the Court.
 - 2. Telephone Calls.** Telephone calls to chambers for general information unrelated to docketing, scheduling, or a calendar matter are not permitted.
 - 3. Faxes.** Faxes to chambers are permitted only for time-sensitive requests and where prior authorization from chambers has been obtained. Any authorized faxes shall be simultaneously faxed or delivered to all counsel. Do not follow with a hard copy, unless otherwise directed by the Court.
 - 4. Request for Adjournment of Court Appearance.** A request for an adjournment of a court appearance shall be made in writing at least forty-eight (48) hours prior to the appearance and in the form applicable to a request for an extension of time. Emergency requests for an adjournment made within forty-eight (48) hours prior to the scheduled court appearance shall be initiated by a phone call to the case manager. The case manager will advise the applicant of any written submission necessary beyond that required by the ordinary rule.
 - 5. Request for Extension of Time Unrelated to a Court Appearance.** All requests for extensions of time to comply with any rule or order must be in writing and state: (1) the original compliance date, (2) the number of previous requests for extension,

- (3) whether those 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 adversary has not consented, requests for extensions will not be considered unless submitted twenty-four (24) hours prior to the scheduled deadline, absent good cause shown. If the requested extension affects any other scheduled dates, a proposed revised scheduling order must be provided, and it must clearly indicate whether the proposed revised dates are on consent or not on consent.
- 6. Notification of Settlement.** Any time a settlement is reached, the parties are required to notify chambers immediately via ECF. As soon as practicable or on or before the date set by the assigned United States Magistrate Judge, the parties shall submit a formally executed stipulation of settlement or discontinuance.

II. ELECTRONIC CASE FILING

- A. Mandatory.** All documents must be filed electronically.
- B. Orders.** Orders will be posted electronically.
- C. Courtesy Copies.** Hard copies of all motion papers and stipulations filed electronically, including any documents attached thereto must be provided to chambers. All such papers must be clearly marked “Courtesy Copy,” “Original Filed by ECF,” and must identify as “Docket Entry Number _____” (the document number the ECF system assigns to the filing). Courtesy Copies of motion papers shall only be submitted at the time of filing pursuant to Rule III(G)(2) *infra*.
- D. Voluminous Filings.** Parties filing voluminous or non-text exhibits must seek permission to file only hard copies of those exhibits when electronic filing is impracticable. If exhibits are not electronically filed, one copy must be clearly marked “Original” and the other marked “Courtesy Copy.” Related papers that are electronically filed must clearly indicate that exhibits have been filed by hard copy.
- E. Pro Se Litigants.** *Pro se* parties are automatically exempt from mandatory electronic filing. However, parties represented by counsel in *pro se* cases must file documents electronically and mail a hard copy of the documents to the *pro se* litigant.
- F. Exemption Requests by Counsel.** Requests by attorneys for exemption to the mandatory policy will be considered only for good-cause hardship reasons and will be reviewed on an individual basis by the assigned United States Magistrate Judge. However, no request will be granted until the attorney has registered for ECF and sought ECF training.
- G. Filing Documents under Seal.** Parties must seek permission to file electronic documents under seal. To obtain permission, the party must file a motion for leave to file under seal with the proposed filing as a sealed attachment. If leave is granted, the original document may be filed in a separate filing under seal in ECF. Parties filing documents containing sensitive information covered by the E-Government Act of 2002

must submit a redacted copy of the filing as the main document and the unredacted document as an attachment limited to case participants.

III. CIVIL MOTIONS

A. Discovery Motions. For discovery motions, follow Local Civil Rules 6.4 and 37.3.

B. Pre-Motion Conferences

1. When Pre-Motion Conference Must Be Requested. A pre-motion conference with the Court must be requested before making any motion:

- (i) pursuant to Federal Rule of Civil Procedure (“FRCP”) 12 or 56;
- (ii) for a change of venue;
- (iii) to compel arbitration;
- (iv) to intervene pursuant to FRCP 24, or
- (v) to amend a pleading pursuant to FRCP 15 where leave of the Court is required.

2. No Pre-Motion Conference Required. No pre-motion conference shall be required for post-trial motions, habeas corpus/prisoner petitions, Social Security appeals, bankruptcy appeals, motions for withdrawal of the reference, objections to a report and recommendation of a magistrate judge, motions to stay, motions to remand to State Court, or where the Court determines that a pre-motion conference is unnecessary.

3. Pre-Motion Conference Letter. To request a pre-motion conference, the moving party shall serve on all other parties and electronically file a letter not to exceed three pages in length stating the basis for the anticipated motion. All parties so served may, but are not required to, serve and file a letter response not to exceed three pages, within five business days from service of the notification letter.

4. Effect of Pre-Motion Conference Letter. For purposes of the timing requirements for motions permitted under FRCP 12, a pre-motion conference letter requesting permission to file a motion under that Rule shall be considered equivalent of the motion itself. For timing purposes under FRCP 15, the plaintiff will be allowed to amend the complaint as a matter of right within twenty-one (21) days of entry of the Order on ECF stating the decision allowing or disallowing the filing of the first Rule 12 motion. In the event the plaintiff desires to amend the complaint beyond that twenty-one (21) day period, plaintiff must seek leave of the Court to file an amended complaint pursuant to FRCP 15(a)(2).

C. Summary Judgment Motions. No motion for summary judgment pursuant to FRCP 56 may be made later than thirty (30) days after discovery has been certified as complete except for good cause shown. Service of a pre-motion letter within that time period will constitute timely service of a motion for summary judgment under that Rule.

D. Motions for Default Judgment.

1. Motions for default judgment shall be made in accordance with Local Civil Rule 55.2. The movant must append to the motion proof of service of the motion for default judgment on the defaulting party.
2. Motions for default judgment will not be considered absent prior issuance of a certificate of default by the Clerk of Court in accordance with Local Civil Rule 55.1.
3. Where service on the defaulting party is made solely on the Secretary of State, counsel must certify that s/he is unaware of any other address where the defaulting party may be found.
4. If the Service Members Civil Relief Act applies to the defaulting party, a complaint non-military affidavit must have been filed.
5. Notwithstanding any other rule, all motions for default judgment shall be noticed after the Clerk of Court has docketed the certificate of default and shall be returnable twenty (20) days after the notice of motion shall have been served.

E. Scheduling of Motions.

1. **Briefing Schedules.** The parties are to set up their own briefing schedule and submit it to the Court for approval. Approval may be given at the pre-motion conference, or, if approval is not given at that time or where no pre-motion conference is required, the briefing schedule shall be set in a scheduling order issued by the Court. No party is to serve any motion paper prior to obtaining court approval for the schedule. No changes to the approved schedule may be made without court order.

F. Memoranda of Law. Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to twenty-five (25) double-spaced pages, using Times New Roman twelve (12) point font, and reply memoranda are limited to ten (10) double-spaced pages using Times New Roman twelve (12) point font. Page limits do not include tables, appendices, or attachments. Memoranda of ten (10) pages or more shall contain tables of contents and authorities. All memoranda must have the date of service plainly visible on the front cover. No letter briefs shall be permitted.

G. Service and Filing of Motions Other Than For Default Judgment.

1. **Filing of Motion Papers.** As a courtesy to the Court, the Court requests that the parties refrain from filing motion papers until the motion has been fully briefed. If the parties elect to file their motion only once it is fully briefed, the notice of motion and all supporting papers are to be served on the other parties along with a cover letter setting forth whom the movant represents and the papers being served. Only a copy of the cover letter shall be electronically filed in advance of the fully briefed motion, and it must be filed as a letter, not as a motion. On the day the motion is fully briefed, each party shall electronically file its moving papers. In addition, the moving party (unless *pro se*) shall furnish chambers with a full set of courtesy copies of the motion papers, together with a letter specifying each document in the package. Courtesy copies should comply with these rules. A copy of the cover letter shall be sent to the assigned magistrate judge and to opposing counsel, and shall also be electronically filed. Parties moving pursuant to

rules Fed. R. Civ. P. 50, 59 and 60, and counsel should be aware that the Court of Appeals will not accept compliance with this rule as an excuse for noncompliance with the time limits set forth in Fed. R. App. P. 4.

2. **Oral Argument on Motions.** The notice of motion shall state “Oral Argument Requested.” Oral argument on motions will be heard at the discretion of the Court and will be scheduled on a date and at a time to be designated by the Court.

IV. CRIMINAL MOTIONS

- A. **Pre-Motion Conferences in Criminal Cases.** Counsel shall advise the Court of any contemplated motion at a status conference scheduled by the Court. If no status conference is scheduled, counsel shall request a pre-motion conference in writing and briefly state the grounds for such motion before filing any motion.
- B. **Filing and Scheduling of Motions.** Except for sentencing motions, follow the rules for civil motions unless otherwise directed by the Court.
- C. **Memoranda of Law.** Unless otherwise directed by the Court, follow the rule for civil motions.
- D. **Oral Argument on Motions.** Oral argument on all criminal motions will be heard on a date set by the Court.
- E. **Sentencing Motions.** Applications regarding sentencing shall be made in writing by defense counsel at least five (5) business days prior to the date of sentencing. The Government’s response, if any, shall be made in writing at least two (2) business days before the date of sentencing.

V. PRE-TRIAL PROCEDURES

- A. **Joint Pre-trial Orders in Civil Cases.** Unless otherwise ordered by the Court, or when permission to file a motion under Rule 56 has been granted, within sixty (60) days from the date discovery in a civil case is certified as complete, the parties shall electronically file a joint pre-trial order for the Court’s approval, 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 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 relied on and to relevant facts as to citizenship and jurisdictional amount in question.
4. A brief summary by each party of the claims and defenses that party has asserted that remain to be tried, without recital of evidentiary matters, but including citations to all statutes relied upon. Such summaries shall identify all claims and defenses previously asserted which are not to be tried.
5. 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.
6. A statement as to whether all parties have consented to trial of the case by the assigned United States Magistrate Judge (without identifying which parties have or have not so consented).
7. Any stipulations or agreed statements of fact or law that have been agreed to by all parties.
8. A list of the names and addresses of all witnesses, including expert witnesses and possible witnesses who will be called only for impeachment or rebuttal purposes and so designated, together with a brief statement of the expected testimony of each witness. Only listed witnesses will be permitted to testify except where prompt notice has been given and good cause shown.
9. A designation by each party for deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party.
10. The parties shall also file:
 - (i) A statement of stipulated facts, if any;
 - (ii) A schedule listing exhibits to be offered in evidence and, if not admitted by stipulation, the party or parties that will be offering them. The schedule will also include possible impeachment documents and/or exhibits, as well as exhibits that will be offered only on rebuttal. 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. Only exhibits listed will be received in evidence except for good cause shown.

B. Filings Prior to Trial in Civil Cases. Unless otherwise ordered by the Court, fifteen (15) days before the date of commencement of the trial, if such a date has been fixed, or thirty (30) days after the filing of the final pre-trial order if no trial date has been fixed, the parties shall file:

1. Motions *in limine* addressing evidentiary or other trial management issues in dispute. Responses, if any, shall be due five (5) days later unless otherwise ordered by the Court. Oral argument, if necessary, shall be scheduled at the convenience of the Court.
2. In jury cases, proposed *voir dire* questions, jury instructions, and a verdict sheet. Requests to charge should be limited to elements of the claims, the damages sought,

and defenses. General instructions will be prepared by the Court. Parties shall submit a hard-copy of such materials and counsel should contact chambers to obtain an e-mail address to send the electronic versions of the documents.

3. A detailed statement regarding damages and other relief sought for each claim.
4. In non-jury cases, a statement of the elements of each claim or defense involving each party, together with a summary of the facts relied upon to establish each element.
5. A pre-trial memorandum in any case where a party believes such would be useful.
6. All exhibits must have pre-marked for the trial and exchanged with the other parties at least ten (10) days before trial. Where exhibits are voluminous, they should be placed in binders with tabs.

C. Filings Prior to Trial in Criminal Cases. Unless otherwise directed by the Court, the following procedures shall be followed:

1. Motions *in limine* addressing evidentiary or other trial management issues in dispute must be filed no later than ten (10) days before the date fixed for commencement of jury selection. Responses, if any shall be due five (5) days later unless otherwise ordered by the Court. Oral argument shall be scheduled at the convenience of the Court.
2. Proposed *voir dire* questions, as well as lists of all potential witnesses and any other individual and entities that may be mentioned as trial, shall be submitted at least seven (7) days before jury selection.
3. Requests to charge shall be submitted at least seven (7) days before trial in hard copy and counsel should contact chambers to obtain an email address to send the electronic versions of the documents.
4. A pretrial memorandum in any case where the party believes such would be useful.

VI. PROCEDURE FOLLOWING NON-JURY TRIAL

- A. Proposed Findings of Fact and Conclusions of Law.** In non-jury trials, parties shall file proposed findings of fact and conclusions of law no later than ten (10) days after the conclusion of trial unless otherwise ordered by the Court. No responses to such submissions shall be permitted.