

**INDIVIDUAL RULES OF PRACTICE
HON. STEPHEN C. ROBINSON
UNITED STATES DISTRICT JUDGE
300 Quarropas Street, Room 633
White Plains, NY 10601-4150
(914) 390-4177**

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

I. 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. Refer to Rule II(F) below for letters concerning discovery disputes. **Letters to chambers should not be electronically filed.**

B. Telephone calls. Except as provided in Rule I(D) below, telephone calls to chambers should be limited to emergency situations requiring immediate attention. In such situations, call chambers at (914) 390-4177. *Ex parte* telephone calls will ordinarily not be accepted; wherever possible, counsel for all affected parties should be on the line when a call to chambers is placed, except to the extent that similarly situated parties have designated a lead counsel to represent them on such a call.

C. Faxes. Faxes to chambers are permitted only if copies are also simultaneously faxed or delivered to all counsel. No document longer than ten pages may be faxed without authorization. **IF FAXING, DO NOT SEND PAPER COPIES BY HAND OR BY MAIL – the fax copy is sufficient. The fax number is (914) 390-4179.**

Please Note: Stipulations may be faxed as a receipt notice for the Court. However, originals (*i.e.*, stipulations, consent orders, etc.) must be filed with the Clerk’s Office to be conformed. Judge Robinson will only “So Order” original settlement documents and partial stipulations of discontinuance.

D. Docketing, Scheduling and Calendar Matters. For docketing, scheduling and calendar matters, call chambers at (914) 390-4177 between 9:00 a.m. and 4:00 p.m.

E. Request for adjournments or extensions of time

1. All requests for adjournments or extensions of time must be in writing with copies to all counsel in the case. Requests for adjournments must state: (i) the original date; (ii) the number of previous requests for adjournment or extension; (iii) whether these previous requests were

- granted or denied; and (iv) whether the adversary consents, and, if not, the adversary's reasons for refusing to consent.
2. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling Order must be attached. If the parties request an adjournment of a court appearance (absent an emergency), such request must be made, in writing, at least 48 hours prior to the scheduled appearance.

II. MOTIONS

A. Pre-motion procedures in civil cases

1. For discovery motions, follow Local Civil Rule 37.2.
2. A pre-motion conference is required for all motions except those listed below in Rules II(A)(3) and II(A)(4). To request a pre-motion conference, the moving party must notify the Court in writing of its request to move. Such requests must be simultaneously served on all counsel. This request must include a brief description of the motion that shall not exceed three pages. The Court will either: (i) set a date for a pre-motion conference, if necessary; or (ii) determine the form (*e.g.*, letter motion) and timeline for the motion if the Court decides that no conference is required.
3. Pre-Answer motions pursuant to Fed. R. Civ. P. 12 and motions to remand a removed action to state court may be filed without a pre-motion conference. The parties must confer and jointly submit a proposed briefing schedule to the Court for review. If the parties cannot agree on a briefing schedule, they must submit a joint letter which sets forth each party's proposed schedule.
4. The following motions do not require any prior communication before filing (it is particularly critical that parties provide the Court with courtesy copies of these motion papers – see Rule II(B) below): applications for temporary restraining orders; motions brought on by order to show cause; motions by incarcerated *pro se* litigants; motions for admission *pro hac vice*; motions for reargument / reconsideration; motions for default judgment; applications for attorneys' fees; motions for reduction of sentences; objections to rulings of Magistrate Judges; petitions to compel arbitration or to confirm or modify awards; motions described in Fed. R. Civ. P. 6(b); and motions described in Fed. R. App. P. 4(a)4(A).

B. Courtesy copies. Courtesy copies of all pleadings (including the Complaint) marked as such, must be submitted to chambers at the time the papers are filed or as soon thereafter as is practicable. Courtesy copies shall be submitted to chambers for both ECF and non-ECF designated cases. Original documents, with proof of service on opposing counsel, must be filed with the Clerk's Office.

C. Memoranda of law. Unless prior permission has been granted, memoranda of law in support of or in opposition to motions are limited to 25 pages, and reply memoranda are limited to 15 pages. All memoranda shall contain a table of contents and a table of authorities.

D. Motion papers

1. Motion papers shall be filed promptly after service. Do not hold motion papers until all papers are complete. Parties must identify and supply the Court with copies of any unpublished cases cited in their papers that are not available on Lexis or Westlaw.
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 request may be made up to two days prior to the due date.
3. On motions for summary judgment, do not attach complete transcripts as exhibits. Attach only pages containing relevant testimony (to which citation is made in the briefs or affidavits).
4. All exhibits must be separately tabbed and indexed.

E. Oral argument. Parties may request oral argument by letter at the time they file their moving, opposing, or reply papers. Whether or not requested, the Court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

III. SETTLEMENT CONFERENCES

A. Settlement letters. The settlement conference will NOT occur unless the Court receives, three business days prior to the settlement conference, a short letter containing the following:

1. A statement of relevant facts;
2. Important legal authorities, if necessary;
3. Details of settlement offers already made (including specific dollar amounts offered); and
4. An opinion as to a reasonable settlement figure – this must be a specific dollar figure or range.

B. *Ex parte*. Parties should submit their settlement letters *ex parte*. The letters will not be docketed or otherwise included in the public record.