

August 24, 2026

INDIVIDUAL PRACTICES IN CIVIL CASES
Nelson S. Román, United States District Judge

Chambers

United States Courthouse
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Unless otherwise ordered by Judge Román, these Individual Practices apply to all civil matters except for civil *pro se* cases (see Rules for *Pro Se* Cases). In cases designated to be part of the Court's pilot programs or plans (e.g., the Section 1983 Plan, the Case Management Plan for Complex Civil Cases, or Initial Discovery Protocols for Employment Cases Alleging Adverse Action), those procedures shall govern to the extent that they are inconsistent with these Individual 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. Unless there is a request to file a letter under seal or a letter contains sensitive or confidential information, all letters shall be filed on ECF. Letters under seal or containing sensitive or confidential information shall be delivered to the Court via email or mail. **Do not email and mail the same letter.** Correspondence between counsel shall **not** be sent to the Court or filed on ECF (except as exhibits to an otherwise properly filed document).
- B. Docketing, Scheduling, and Calendar Matters.** Please call Gina Sicora, Courtroom Deputy Clerk, at (914) 390-4178.
- C. Telephone Calls.** Telephone calls to Chambers are permitted only for **urgent** matters requiring **immediate** attention. In such rare situations, call Chambers (914) 390-4177.
- D. Requests for Adjournments or Extensions of Time.** All requests for adjournment or extension of time shall be filed on ECF and sent to Chambers by email, stating as follows: (1) the original date(s), (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, (4) the reason for the instant request, (5) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent, and (6) if the adversary consents, three mutually agreeable alternate conference dates, which should be on a Thursday or Friday.

Any request for adjournment or extension of time must be made at least 48 hours prior to the original deadline. If the requested adjournment or extension affects any other

scheduled dates, a proposed Revised Scheduling Order must be attached.

Absent extraordinary circumstances, requests for extensions of time will be denied if not made before the expiration of the original deadline.

- E. Proposed Orders and Stipulations.** All proposed orders, and stipulations requiring the Court's signature, must be filed on ECF.
- F. Related Cases.** After an action has been accepted as related to a prior filed action, all future court papers and correspondence must contain the docket number of the new action as well as the docket number of the related case (*e.g.*, 11 Civ. 1234 [rel. 10 Civ. 4321]).
- G. ECF.** All attorneys representing parties before Judge Román are required to register promptly as ECF Filers and must file a notice of appearance. Pertinent instructions are available on the Court website, at <http://www.nysd.uscourts.gov/ecf.php>. Counsel are responsible for updating their contact information on ECF, should it change, and they are responsible for checking the docket sheet regularly, regardless of whether they receive an ECF notification of case activity.

2. Conferences

- A. In General.** Conferences conducted by Judge Román will generally take place telephonically. Conferences conducted by a Magistrate Judge will take place according to the Magistrate's instructions. As a matter of policy, the Court supports the professional development of the next generation of litigators and strongly encourages the participation of relatively inexperienced attorneys in all types of courtroom proceedings, including conferences and trials.
- B. Attendance by Principal Trial Counsel.** The attorney who will serve as principal trial counsel shall appear at all conferences with the Court. However, the Court encourages junior attorneys who have worked on the case to take an active role during conferences. Any attorney appearing before the Court shall enter a Notice of Appearance on ECF.
- C. Initial Case Management Conference, Personal Injury Case.** In any case involving allegations of personal injury - whether physical, psychological, emotional, or otherwise - the plaintiff is to provide the defendant with all necessary medical authorizations at least twenty-one days prior to the initial pretrial conference. If the initial pretrial conference is waived, then the medical authorizations must be provided at least fourteen days prior to the first scheduled conference before the magistrate judge.

3. Pleadings and Motions

- A. Pre-Motion Conferences.** A pre-motion conference with the Court is required before making any other motion, except motions for admission *pro hac vice*, motions *in limine*, and motions for temporary restraining orders. To arrange a pre-motion conference, the moving party shall submit a letter, not to exceed three pages, setting forth the basis for the anticipated motion. The opposing party shall submit a letter, also not to exceed three

pages, setting forth its position within three business days from the service of the moving party's letter. If a pre-motion conference is requested in connection with a proposed motion to dismiss, the request will stay the deadline for the requesting party to move or answer, and a new deadline will be set by the Court.

- B. Memoranda of Law.** The Court encourages and appreciates brevity. 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. All memoranda of law shall be in 12-point font or larger and be double-spaced. Memoranda of 10 pages or more shall contain a table of contents and a table of authorities, neither of which shall count against the page limit. The service and/or filing of any sur-reply memoranda, without prior permission of the Court, will be deemed a nullity. All appendices to memoranda of law must be tabbed and indexed.
- C. Filing of Motion Papers.** Motion papers shall be filed via ECF promptly after reply papers have been served. Discovery disputes are not to be raised by motion unless directed by the Court.
- D. Courtesy Copies.** One courtesy electronic copy of all pleadings shall be submitted via email to Chambers as soon as practicable after filing. One courtesy hard copy of all motion papers shall be submitted via mail to Chambers when served on the other parties. All courtesy copies must be clearly marked as such, bound, and tabbed.
- E. Oral Argument on Motions.** Parties may request oral argument by letter at the time their moving or opposing reply papers are filed. The Court will determine whether argument will be heard and, if so, will advise counsel of the argument date. In keeping with the Court's commitment to providing courtroom opportunities to less experienced attorneys, the Court will make a greater effort to grant argument where a junior attorney will argue the motion.
- F. Motions to Dismiss.** See Rule 3.A., *supra*, concerning pre-motion conferences.
- G. Summary Judgment Motions.**
 - i. See Rule 3.A., *supra*, concerning pre-motion conferences, and Local Civil Rule 56.1 concerning statements of material facts.
 - ii. A party represented by counsel must submit a Rule 56.1 statement of material fact either in support of, or in opposition to a Rule 56 Summary Judgment Motion. See Fed. Rul. Civ. Pro. 56. The Rule 56.1 statement of material fact shall include proper citation(s) in support of the factual contention asserted.
 - iii. Any Rule 56.1 statement in support of a motion for summary judgment is limited to no more than 25 pages, unless leave of the Court to file a longer document is obtained at least one week prior to the due date of such motion for summary judgment.
 - iv. Any party moving for summary judgment shall provide all other parties with an electronic copy, in Microsoft Word format, of the moving party's Statement of Material Facts Pursuant to Local Rule 56.1. Opposing parties shall reproduce

each entry of the moving party's Rule 56.1 Statement and shall set out responses to each entry directly beneath it.

- v. Parties submitting papers in support of or in opposition to a motion for summary judgment shall submit only those exhibits necessary to decide the motion and should not submit, for example, entire deposition transcripts or every exhibit used at a deposition. The Court may strike documents that do not comply with these rules.

H. Motions to Exclude Testimony of Experts. Pursuant to Rules 702–705 of the Federal Rules of Evidence and the *Daubert v. Merrell Dow Pharmaceuticals, Inc.*, 509 U.S. 579 (1993), line of cases, motions to exclude testimony of experts should be treated as motions *in limine*. See *infra* Rule 5.B.

I. Applications for Injunction and/or Temporary Restraining Order. A party seeking a preliminary injunction and/or Temporary Restraining Order must comply with Rule 65. See Fed. Rul. Civ. Pro. 65. All moving parties must confer with their adversary before making an application for a temporary restraining order, unless the requirements of Rule 65(b)(1)(B) are met. When seeking a preliminary injunction and/or temporary restraining order, the moving party must send all their papers (in text-searchable PDF format) to the Court by email, copying counsel for all relevant parties. The email should (1) include the word “URGENT” in the subject line; (2) provide a telephone number at which the party (and any other relevant parties) can be reached; and (3) provide the relevant parties’ availability for a telephone conference. Parties should not hand-deliver any documents without advance permission from the Court. Additionally, parties must file all papers on ECF as they are emailed to Chambers.

J. Default Judgments. A plaintiff seeking a default judgment shall proceed by way of an order to show cause pursuant to the procedure set forth in Attachment A.

K. Proposed Orders. All proposed orders that parties wish the Court to sign should be submitted as attachments or exhibits to an appropriate formal application to the Court seeking the endorsement of such order.

4. **Other Pretrial Guidance**

A. Redacting Personal Information. Regarding document submissions, the parties must comply with the E-Government Act of 2002 and the Southern District’s ECF Rules & Instructions, Section 21, Privacy and Public Access to ECF Cases (“ECF Privacy Policy”). See also *Lugosch v. Pyramid Co. of Onondaga*, 435 F.3d 110 (2d Cir. 2006).

- i. Parties may not, unless necessary, include the five categories of “sensitive information” in their submissions (i.e., social security numbers, names of minor children [use the initials only], dates of birth [use the year only], financial account numbers, and home addresses [use only the City and State]).
- ii. Parties may redact the above five categories of “sensitive information” and the six categories of information requiring caution (i.e., personal identifying number; medical records, treatment and diagnosis; employment history; individual

financial information; proprietary or trade secret information; and information regarding an individual's cooperation with the government) as described in the ECF Privacy Policy, without application to the Court. If any material is redacted from the publicly filed document, only those pages containing the redacted material will be filed under seal.

- iii. If a party redacts information beyond the eleven categories of information identified in the ECF Privacy Policy, an application to do so must be sent to Chambers by email, copying opposing counsel, prior to filing the redacted document on ECF. The application should clearly identify the redaction and explain the reasons for the redaction.

B. Cases Removed from State Court. Counsel for the party or parties which removed the case must, in addition to providing a copy of all process, pleadings, and papers served upon the defendants pursuant to 28 U.S.C. § 1446(a), provide the Court with a courtesy copy of any pleading filed or served while the case remained in State court. All courtesy copies must be clearly marked as such, bound, and tabbed.

Counsel for all parties must file a notice of appearance in this Court promptly upon removal.

C. Bankruptcy Appeals. Briefs must be submitted in accordance with Federal Rules of Bankruptcy Procedure 8009–8010. Counsel may extend the default deadlines by stipulation submitted to the Court no later than two business days before the brief is due. The page limits in Local Rule 7.1(b) must be observed.

5. Trial Procedures

A. Joint Pretrial Orders. Unless otherwise ordered by the Court, within 30 days after the date for completion of discovery, or, if a dispositive motion has been filed, within 30 days after a decision on the motion, the parties should electronically file via ECF a joint pretrial order and provide one courtesy copy to the Court. The joint pretrial order shall include the information required by Federal Rule of Civil Procedure 26(a)(3) and the following:

- i. The full caption of the action;
- ii. The names, law firms, addresses, and telephone of trial counsel;
- iii. 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 upon and relevant facts as to citizenship and jurisdictional amount;
- iv. A summary by each party of the claims and defenses that, according to the party, remain to be tried, without recitation of evidentiary matters but including citations to all statutes relied upon. Such summaries shall also identify all claims and defenses previously asserted which are not to be tried;

- v. A statement as to the number of trial days needed and regarding whether the case is to be tried with or without a jury;
- vi. A statement as to whether or not all parties have consented to trial by a magistrate judge, without identifying which parties do or do not consent;
- vii. Any stipulations or agreed statements of fact or law to which all parties consent;
- viii. A list of all trial witnesses, indicating whether such witnesses will testify in person or by deposition, and a summary of the substance of each witness's testimony. Deposition testimony will only be permitted if allowed by the Federal Rules of Civil Procedure and the Federal Rules of Evidence and if the witness is not otherwise testifying in person;
- ix. A designation by each party of deposition testimony to be offered in its case in chief and any counter-designations and objections by any other party;
- x. A list by each party of exhibits to be offered in its case in chief, with one star indicating an objection by the opposing party based on authenticity. When a party objects to an exhibit on any grounds other than authenticity, the objection should be noted by indicating the Federal Rule of Evidence that is the basis for the objection;
- xi. A statement of the damages claimed, and any other relief sought, including the manner and method used to calculate any claimed damages and a breakdown of the elements of such claimed damages; and
- xii. A statement of whether the parties consent to less than a unanimous verdict;

B. Motions *in limine*. At the pretrial conference, the Court will set a briefing schedule for any motions the parties wish to file addressing evidentiary issues or other matters which should be resolved *in limine*. Parties submitting motions *in limine* should file one consolidated motion to address all evidence they seek to exclude. Each party shall mail to the Court one courtesy copy and email one courtesy copy of all motion papers on the date those papers are filed. All mailed courtesy copies shall be clearly marked as such, bound, and tabbed.

C. Additional Submissions in Jury Cases. At the pretrial conference, the Court will set a schedule for submission of additional materials, including proposed *voir dire* questions, requests to charge, and verdict forms. These submissions, including any oppositions, shall be filed via ECF and sent to Chambers by email, with one courtesy copy of each submitted to Chambers.

The parties proposed *voir dire* should include a paragraph (preferably one agreed upon by the parties and designated as such) for the Court to use during jury selection which provides a brief explanation of the case. If the parties cannot agree to a paragraph after good faith efforts, their respective proposed paragraphs (designated as such) should be set forth in their respective submissions.

Each proposed jury instruction must contain a citation to the source or authority for the proposed instruction, or the request will be disregarded.

D. Trial Exhibits. At the time that the joint pretrial order is filed, each party shall submit to the Court a tabbed and indexed binder containing one copy of each documentary exhibit sought to be admitted. Exhibits need not be electronically filed.

E. Additional Submissions in Non-Jury Cases. At the time the joint pretrial order is filed, each party shall:

- i. Electronically file via ECF proposed findings of fact and conclusions of law and provide one courtesy copy to the Court. The proposed findings of fact should be detailed and should include citations to the proffered trial testimony and exhibits, as there may be no opportunity for post-trial submissions.
- ii. Submit to the Court and serve on opposing counsel, but shall not electronically file, all deposition excerpts which will be offered as substantive evidence, as well as a one-page synopsis of those excerpts for each deposition. Each synopsis shall include page citations to the pertinent pages and lines of the deposition transcripts.
- iii. Submit to the Court and serve on opposing counsel, but shall not electronically file, copies of affidavits constituting the direct testimony of each trial witness, except for the direct testimony of (1) an adverse party, (2) a person whose attendance is compelled by subpoena, or (3) a person for whom the Court has agreed to hear direct testimony live at the trial. Three business days after the submission of such affidavits, counsel for each party shall submit a list of all affiants whom he or she intends to cross-examine at the trial. Only those witnesses who will be cross-examined need to appear at trial. The original signed affidavits shall be brought to trial to be marked as exhibits.

F. Trial Counsel. In accordance with its policy of promoting the professional development of relatively new litigators, the Court welcomes the active participation of junior attorneys who have assisted in the preparation of the case during trial.

G. Trial Schedule. Trials will generally be conducted Monday through Thursday from 9:30 a.m. to 5:00 p.m.

6. Policy on the Use of Electronic Devices

A. Mobile Phones and Personal Electronic Devices. Attorneys' use of mobile phones, and other personal electronic devices within the Courthouse and its environs is governed by Standing Order M10-468.

B. Computers, Tablets (i.e., iPads), Printers, or Other Electronic Equipment. For an attorney to bring any computer, tablet, printer, or other electronic equipment not qualifying as a "personal electronic device" into the Courthouse, prior authorization is required. An Application to Bring an Electronic Device into the Courthouse must be submitted to Chambers at least 10 business days in advance of the relevant trial or

hearing. Upon approval, an order will be issued and must be shown to Court Security Personnel to enter the courthouse with the approved equipment.

7. Policy on the Use of Artificial Intelligence (“AI”)

- A. Every attorney or party who uses an AI tool in preparing any document, including pleadings and/or motion papers submitted to this Court is expected to understand the tool’s capabilities and limitations. Attorneys and parties should understand that AI tools may and have on occasion generated fabricated information, fictitious citations and authority. Any party utilizing an AI tool in drafting a document which is to be submitted to the Court must inform the Court of its use and identify which portion of the document was created or generated with the use of the AI tool. The parties are strongly encouraged to review and ensure any AI generated information is proper, legally supported and sound, and based on relevant law(s).

ATTACHMENT A
DEFAULT JUDGMENT PROCEDURE

1. Prepare an Order to Show Cause for default judgment and make the Order returnable before Judge Román in Courtroom 218. Leave blank the date, time and location of the conference. Judge Román will set the date and time when he signs the Order and will determine whether the conference will be held in-person or telephonically.
2. Prepare the following supporting papers with the Order to Show Cause:
 - A. An attorney's affidavit setting forth:
 - i. The basis for entering a default judgment, including a description of the method and date of service of the summons and complaint;
 - ii. The procedural history beyond service of the summons and complaint, if any;
 - iii. Whether, if the default is applicable to fewer than all of the defendants, the Court may appropriately order a default judgment on the issue of damages prior to resolution of the entire action;
 - iv. The proposed damages and the basis for each element of damages, including interest, attorney's fees, and costs; and
 - v. Legal authority for why an inquest into damages would be unnecessary;
 - vi. Copies of the pleadings and proof of service.
 - B. A proposed default judgment.
 - C. A copy of the affidavit of service of the summons and complaint;
 - D. If failure to answer is the basis for the default, the moving party must obtain a Certificate of Default from the Clerk of Court stating that no answer has been filed. Please review the Southern District of New York's Electronic Case Filing Rules & Instructions, Section 16.1, on obtaining a Clerk's Certificate of Default.¹
3. File the Order to Show Cause, the proposed default judgment order, and all other supporting papers onto ECF in accordance with the Southern District of New York's Electronic Case Filing Rules & Instructions, Section 16.3.²
4. After the Order to Show Cause, the proposed default judgment order, and supporting documentation are filed on ECF, the Clerk of Court will review the filings. Please monitor the docket in case any of the filings are not approved as to form, and make any revisions as indicated by the Clerk of Court.
5. Once the filings are approved by the Clerk of Court as to their form, the Court will issue a

¹ See [ECF Rules 20221101 FINAL.pdf \(uscourts.gov\)](#).

² See *id.*

scheduling order. Please follow any of the Court's directions as indicated on the scheduling order, including serving a copy of the scheduling order onto the opposing party and filings proof of service.