

INDIVIDUAL RULES OF PRACTICE IN CRIMINAL CASES
DENISE COTE, UNITED STATES DISTRICT JUDGE

Chambers

United States District Court
Southern District of New York
500 Pearl Street, Room 1610
New York, New York 10007
(212) 805-0202

Courtroom 15B

500 Pearl Street
Gloria Rojas
Courtroom Deputy Clerk
(212) 805-0097

ECF CASES

1. Counsel are required to register in accordance with the Procedures for Electronic Case Filing within one week following the initial pretrial conference. Counsel can access the Court's web site: www.nysd.uscourts.gov and click on CM/ECF Home Page for complete instructions on how to register.

COMMUNICATIONS

2. Except as provided below, communications with Chambers shall be by letter, which **shall not exceed two pages in length** and shall be e-mailed to the Court as a .pdf attachment to the following address:

CoteNYSDChambers@nysd.uscourts.gov.

A copy shall simultaneously be delivered to all counsel. The subject line of the e-mail shall include only the lead party names and docket number, e.g., "USA v. John – 12 Cr. 999 (DLC)." No text shall be included in the body of the e-mail. When a letter is accompanied by attachments exceeding 10 pages in length, the submitting party shall both email the letter and deliver a hardcopy to Chambers by mail or hand delivery. No e-mailed letter shall be sent to the Court by mail unless it has an attachment greater than ten pages. Copies of correspondence between counsel shall not be sent to the Court.

SUBSTITUTION OF COUNSEL

3. When there is a substitution of defense counsel, counsel of record must contact the Deputy Clerk to schedule a conference. At the conference, the Court will address the application by defense counsel to be relieved. The defendant, replacement counsel and the A.U.S.A. must also attend the conference.

MOTIONS

4. In making discovery motions, counsel are expected to comply with Southern District Local Criminal Rule 16.1. Any discovery motion must contain the Rule 16.1 affidavit.

GUILTY PLEAS

5. Defense counsel are expected to have reviewed any plea, cooperation or other agreement -- if necessary, with the assistance of an interpreter -- with the defendant prior to the time set for the conference with the Court.

SENTENCES

6. Any request for an adjournment of sentence **must be made by letter, e-mailed to the Court as previously described**, as early as possible, but no later than three business days before the date at issue. Such requests should state whether opposing counsel consents.