

Hon. Maureen McHugh Heitner
Court of Claims Judge, AJSC
Part 53, Courtroom 505
88-11 Sutphin Blvd, Jamaica, NY 11435
Courtroom Telephone: 718-298-1110
Courtroom Email: qscpart53@nycourts.gov
Chambers Telephone: 718-298-1751
Law Secretary: Kimberly Tivin
Paralegal and Secretary: Heather Lazarus Molnar

DO NOT CALL CHAMBERS UNLESS INSTRUCTED TO DO SO BY THE COURT

Appearances and Adjournments

Minor children are not permitted in the courtroom, except by permission of the Court.

All parties and counsel participating in virtual conferences shall have working video and audio, unless specifically excused by the Court. All parties must be properly attired and in an appropriate location for participation in virtual appearances. If the appearance is in person, all counsel and parties shall appear in the courtroom, unless specifically excused by the Court.

Counsel must have conferred with one another prior to any appearance, in a good faith attempt to resolve open issues and to narrow the scope of any remaining issues to be addressed by the Court.

Recording of virtual appearances (audio and/or video) is strictly prohibited.

Litigants who are represented by counsel may only communicate with the Court through their counsel.

Counsel and Parties participating in a virtual conference must be familiar with Microsoft Teams, including the “chat” feature.

Counsel/Parties shall email QSCPART53@nycourts.gov immediately if they are experiencing technical difficulties joining a virtual conference.

Upon the discharge of an attorney, counsel must provide a copy of same to Part 53 via email.

Counsel shall notify Part 53 via email immediately upon the filing of a stipulation of settlement.

Counsel/Parties shall notify Part 53, at least 5 business days prior to any appearance that requires court interpretation services.

Counsel/Parties shall seek to obtain consent from the adversary for any adjournment, prior to making a request for an adjournment from the Court. All adjournment requests shall indicate the efforts made to obtain such consent and whether such consent was given or withheld. All adjournment requests are subject to Court approval.

Affirmations of Actual Engagement must be emailed to Part 53 as soon as counsel becomes aware of the conflict.

Except for adjournments as set forth above, the Court will not read ex parte communications or copies of emails or correspondence between or among counsel. The Court urges parties and counsel to refrain from uploading correspondence to NYSCEF as correspondence is not a legal document.

Motions

Emergency Relief: **if a party/counsel is opposed to temporary or up front relief, they must immediately notify QSCPART53@nycourts.gov** upon receipt of the 22 NYCRR 202.7 notice. Failure to oppose any temporary or up front relief, may be deemed as consent to such relief.

Counsel may (not must) request a conference with the Court prior to the commencement of motion practice, except for motions initiating an action. Only counsel with authority to resolve the disputed issue(s) shall participate in the pre-motion conference.

Motions made via Notice of Motion (N/M) shall be returnable Tuesdays at 9:30am unless the Court directs otherwise. **Motions made via Notice of Motion will appear on the submission calendar without oral argument unless the Court directs otherwise.** All orders to show cause (OSC) and notices of motion shall include the email address of all counsel and parties for virtual appearance invitations. Motions notice in error shall be automatically administratively adjourned and calendared for the Part's next available date.

ALL motions (whether via Notice of Motion or Order to Show Cause) shall be fully briefed as per the CPLR (Civil Practice Laws and Rules) or Court order prior to the return date of the motion. Motions unopposed on the return date may be submitted without opposition.

All motion papers, including cross motions, opposition and reply must state the motion sequence number on the first page.

All motions for child/spousal support shall include CSSA calculations.

Upon the settlement of an action, all pending motions will be deemed withdrawn unless explicitly scheduled for submission.

All Statements of New Worth (SNW) shall contain an annual income and a total of monthly expenses.

Preliminary Conferences (PC's)

Please refer to the Matrimonial Preliminary Conference Part Rules:

https://www.nycourts.gov/LegacyPDFS/COURTS/11jd/supreme/civilterm/mat_pc_part.pdf

Compliance Conferences (CC's)

Compliance Conferences shall be held on Wednesdays unless otherwise directed by the Court. Counsel/Parties must be fully familiar with the case and authorized to settle, stipulate, resolve or dispose of any issues.

Pre-Trial Conferences

Following the certification conference, at which a trial date shall be assigned, counsel/parties shall comply with 22 NYCRR 202.21 (Note of Issue and Certificate of Readiness) and 22 NYCRR 202.16(h) (Statement of Proposed Disposition). A Note of Issue and Certificate of Readiness must be at least 21 days prior to trial or inquest.

Trials

Two days prior to trial, the attorneys shall send to QSCPART53@nycourts.gov a list of all witnesses, as well as a list of all evidence to be admitted upon consent. The evidence list shall be marked as Plaintiff Exhibit 1,2,3 and Defendant Exhibit A,B,C.

Alternative Dispute Resolution (ADR)

Parties and Counsel are encouraged to avail themselves of the ADR program. The initial 90 minute session is free of charge.

[Alternative Dispute Resolution \(ADR\) | NYCOURTS.GOV](#)

Orders of Protection

Counsel/Parties shall notify the Court of any orders of protections issued by another court with the date of issuance and expiration.

Any application for an Ex Parte (application without notice to the adversary) Order of Protection shall be heard on the same day it is filed, to the extent possible.