



Supreme Court of the State of New York  
Justice's Chambers  
1 Court Street  
Riverhead, New York 11901  
(631) 852-2670  
[sufhackeling@nycourts.gov](mailto:sufhackeling@nycourts.gov)

Hon. C. Stephen Hackeling  
Justice

Randy J. Schaefer, Esq.  
Principal Law Clerk

Unless otherwise directed by the Court, the following rules shall govern practice in Part 12:

1. **MOTIONS**

Motions made *before* filing a Note of Issue in IAS Part 12 will be held in person in Courtroom A-260 located on the second floor of the Supreme Court, 1 Court Street, Riverhead, New York and shall be noticed and oral argument(s) held on **Wednesdays at 10:00 a.m.**, unless otherwise ordered by the Court. The moving party shall serve and electronically file a proposed order for the relief requested with the moving papers.

Motions made *after* filing a Note of Issue in IAS Part 12 will be on submission and no appearance or oral argument is required unless notified by the Court.

Motions regarding foreclosure matters require oral argument regardless of the filing of a Note of Issue.

Adjournments of motions are permitted if all parties consent to the adjournment and a stipulation or letter indicating that all parties consent to the adjournment is electronically filed before the originally scheduled return date.

2. **EARLY SETTLEMENT ("ESC") and FORECLOSURE STATUS CONFERENCES**

Early Settlement Conferences and Foreclosure Status Conferences will be held in person in Courtroom A-260 on **Tuesdays at 10:00 a.m.**

3. **PRELIMINARY CONFERENCES and COMPLIANCE CONFERENCES**

If an agreed Preliminary Conference Stipulation and Order ("PC Order") (§§ 202.2 and 202.12 of the Uniform Rules) is completed and executed by all parties and same is electronically filed *before* the Preliminary Conference date, then no appearance is required. If the PC Order is not completed and electronically filed before the Preliminary Conference date, then the parties must appear in person in Courtroom A-260.

Compliance Conferences will be held in person in Courtroom A-260 on **Mondays at 10:00 a.m.**

**4. NON-ELECTRONICALLY FILED MOTIONS**

The moving party is responsible for providing the Court with copies of all submissions regarding all motions. If working copies are not provided the motion(s) will be administratively adjourned to a new date. If copies have not been supplied by the new date, then the motion(s) will be dismissed. It is strongly suggested that all non-electronically filed matters where all parties are represented by counsel be converted to electronic filing.

**5. WORKING COPIES**

Working/courtesy copies of electronically filed motions are not required in efiled cases unless otherwise ordered by the Court.

**6. COMMUNICATING WITH CHAMBERS**

When communicating with Chambers, kindly remember to reference the index number and include all parties/attorneys on the telephone/email.

Revised 12/12/2023

At an IAS Term, Part 12 of the Supreme  
Court of the State of New York,  
held in and for the County of Suffolk  
at One Court Street, Riverhead, New York  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

PRESENT: C. STEPHEN HACKELING, J.S.C.

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF SUFFOLK

-----X

MOTION SEQ. NO. \_\_\_\_  
INDEX NO.:

Plaintiff,

-against-

**ORDER**

Defendant.

-----X

Dated: Riverhead, New York  
\_\_\_\_\_, 2023

Enter:

\_\_\_\_\_  
Hon. C. Stephen Hackeling, J.S.C.