



Supreme Court of the State of New York
Justice's Chambers
1 Court Street
Riverhead, New York 11901
(631) 852-2670
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 and shall be noticed and oral argument(s) held promptly on **Wednesdays at 10:00 a.m.**, unless otherwise ordered by the Court. The moving party (or cross-moving party) shall electronically file (or serve in a non-electronically filed case) a proposed order for the relief requested with the moving papers. A form order is attached hereto for reference. If for some reason a proposed order is not uploaded with the motion, then a proposed order must be electronically filed within 5 days after the hearing. Failure to timely upload a proposed order may result in the motion being denied for failure to prosecute.

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

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

2. **EARLY SETTLEMENT CONFERENCES ("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. A form PC Order is attached hereto.

Similarly, if an agreed Compliance Conference Order (with cert) is executed by all parties and same is electronically filed before the Compliance Conference date, then no appearance is required. If the Compliance Conference Order (with cert) is not completed and electronically

filed before the Compliance Conference, then the parties must appear in person in Courtroom A-260. The form Compliance Conference Order (with cert) is attached hereto.

Preliminary Conferences and Compliance Conferences will be held in person in Courtroom A-260 promptly 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 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.

7. **ADJOURNMENTS**

Adjournment requests can be made by first obtaining consent of all parties to the action. Second the parties should electronically file a letter on NYSCEF under “letter to judge” requesting the adjournment. A response to the request will be sent by Chambers through NYSCEF. There is no need to email Chambers.

Adjournment requests should be made at least one business day prior to the court date you are seeking to adjourn. Adjournment requests made on the same day as the court date will not be entertained.

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

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MOTION SEQ. NO. ____
INDEX NO.:

Plaintiff,

-against-

ORDER

Defendant.

-----X

_____ having moved this Court pursuant to a Notice of Motion dated _____ seeking an Order _____; and _____ having filed opposition thereto; and _____ having filed a Reply; and oral argument having been held on _____ before the Hon. C. Stephen Hackeling, J.S.C., and upon all of the prior proceedings and after due deliberation, it is

ORDERED that the motion is _____; and it is further

ORDERED _____; and it is further

ORDERED _____.

Dated: Riverhead, New York
_____, 2024

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