



State of New York  
UNIFIED COURT SYSTEM  
SUFFOLK COUNTY  
SUPREME COURT  
1 Court Street  
Riverhead, NY 11901  
Telephone (631) 852-1695  
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HON. S. BETSY HECKMAN TORRES  
Justice of the Supreme Court

CYNTHIA C. DARRELL, ESQ.  
Principal Law Clerk

MEAGHAN EPIFANE  
Secretary to Judge

## IAS Part 18- Rules

### Return Dates/Submissions:

All motions assigned to Justice Torres shall be made returnable on a **Tuesday** and will be on submission only. No appearance required unless otherwise directed by the Court. All motions made returnable on any other day than a Tuesday shall be administratively adjourned until the Court's next available Tuesday admission date.

### Working Copies:

Working copies are not required for matters filed on the New York State Courts Electronic Filing System (NYSCEF).

**All communications and correspondence to Chambers shall be through NYSCEF, unless stated herein, and for any non-e-filed cases, to [SuffHeckmanTorres@nycourts.gov](mailto:SuffHeckmanTorres@nycourts.gov).**

### Adjournment of Motions:

- **All** adjournment requests **must** be made in writing through NYSCEF and **must be filed by 12 p.m. at least one day before the motion return date to be considered by the Court.**
- Adjournments on consent must be uploaded to NYSCEF via a fully executed stipulation by the parties and in accordance with the above rules and shall be effective unless the Court otherwise directs.
- Adjournment requests not on consent will be informed in writing if approved.

**Adjournment of Conferences:**

- All requests to adjourn conferences and hearings, whether on consent or over objection of the opposing party, shall be uploaded to NYSCEF at least **THREE DAYS PRIOR TO THE CONFERENCE OR HEARING DATE.** Adjournments on consent shall be via a fully executed stipulation by the parties and shall be effective (if timely) unless the Court otherwise directs. Adjournments not on consent require court approval and the parties will be informed through NYSCEF as to whether an adjournment has been granted.

**NOTE:** All appearances are in-person in Courtroom A-301.