

Hon. Sherry Klein Heitler  
IAS Part 30  
60 Centre Street, New York, NY 10007  
Part Clerk's Phone: 646-386-3160  
Chambers Phone: 212-428-2130

Law Clerks: Steven Helfont, Esq., [shelfont@nycourts.gov](mailto:shelfont@nycourts.gov); Ralph Wolf, Esq. [rlwolf@nycourts.gov](mailto:rlwolf@nycourts.gov)  
Part Clerk: Ken Notto, [knotto@nycourts.gov](mailto:knotto@nycourts.gov)  
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Chambers: 60 Centre Street, Room 620, New York, NY 10007

Motion/Conference Calendar - Mondays on a staggered schedule, starting at 9:30AM.

#### General Part Rules

1. Parties may contact the Part 30 Clerk at 646-386-3160 regarding scheduling and requests for adjournments. If the Part 30 Clerk is not available, call or email Mr. Helfont at 212-428-2130 / [shelfont@nycourts.gov](mailto:shelfont@nycourts.gov).
2. All adjournments must be consented to by the court.
3. All correspondence must be on notice and should be directed to Judge Heitler at 25 Beaver Street, Room 1128, New York, NY 10004. In the case of matters requiring the court's immediate attention, letters should be emailed to Mr. Helfont. Parties may also email/call Mr. Notto with any questions.
4. Please notify the Part 30 Clerk as soon as a case is settled, to schedule a settlement conference, or to seek an adjournment.
5. The court will not consider any communications unless all parties participate.

#### Conferences

1. Conferences are held on Mondays beginning at 9:30AM. Conference times will be staggered.
2. All counsel must be familiar with the case and have the authority to enter into stipulations and settlements.
3. Relevant documents, including but not limited to prior conference orders and stipulations, must be brought to each conference.
4. Preliminary and compliance conference orders must contain firm cut-off dates such as "on or before June 3, 2020" as opposed to "within 45 days".
5. The court may request that clients attend settlement conferences.

#### Motions

1. Oral argument is generally required on all motions.
2. Part 30 is an E-filing Part. However, the court does require working copies of motion papers.
3. Any request to withdraw or adjourn a motion while it is in the Submissions Part should be made in accordance with the Submissions Part's rules. Requests to adjourn a motion after it leaves the Submissions Part should be made on notice to the Part 30 Clerk.
4. Any questions regarding the procedure for E-filing proposed Orders to Show Cause should be directed to the Ex-Parte Clerk at 646-386-3125.