

**Hon. Ariel D. Chesler**  
**Supreme Court, New York County**  
**PART 51, Matrimonial Division**  
**71 Thomas Street, Courtroom 311**  
**New York, NY 10013**

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**Virtual Part 51 Appearance Teams Links:**

- Part 51 Hearings and Trial link:
  - <https://notify.nycourts.gov/meet/0ap2fb>
  - Dial in Number: 1 (347) 378 - 4143
  - Conference ID: 425 509 055#
- Part 51 Conference links:
  - Conference link A:
    - <https://notify.nycourts.gov/meet/0aps0p>
    - Dial in Number: 1 (347) 378 - 4143
    - Conference ID: 539 148 365#
  - Conference link B:
    - <https://notify.nycourts.gov/meet/0a7s25>
    - Dial in Number: 1 (347) 378 - 4143
    - Conference ID: 685 479 350#
- All Court appearances, excluding hearings and trials, are conducted via Microsoft TEAMS on the links provided above. Counsel must ensure that they and their clients are familiar with the Microsoft TEAMS technology and appear on video via the Teams Links. Any questions concerning virtual court appearances can be answered at: <https://portal.nycourts.gov>
- You will **not** receive an individualized calendar invitation for each appearance scheduled with the Court. Counsel is responsible to keep track of the Virtual Part 51 links for either a conference or a hearing/trial.
- Please download and store these links for your ready access to make your appearances.
- Only contact chambers if you are waiting in the virtual lobby in excess of 10 minutes.
- ***You are prohibited from recording video or audio, or taking photos or screenshots (22 NYCRR Parts 29, 131).***

## Calendar

- **Conferences and Motions: Tuesdays, Wednesdays and Thursdays**
- **Trials: Mondays, Thursdays, Fridays**

## General Part Rules

1. All court appearances shall be assigned a time certain, unless impracticable under the circumstances. Counsel and their clients are expected to adhere strictly to that schedule. Unless otherwise directed by the Court, both counsel and their client shall be present for any calendared court appearance.
2. Per Uniform Civil Rule 202, counsel for all parties shall consult prior to a preliminary or compliance conference about (i) resolution of the case, in whole or in part; (ii) discovery, including discovery of electronically stored information, and any other issues to be discussed at the conference, (iii) the use of alternate dispute resolution to resolve all or some issues in the litigation; and (iv) any voluntary and informal exchange of information that the parties agree would help aid early settlement of the case. Counsel shall make a good faith effort to reach agreement on these matters in advance of the conference.
3. In newly filed divorce actions, a **preliminary conference** shall take place on the return date of the first motion or appearance, unless otherwise directed by the court.
  - a. At or before the preliminary conference, parties must provide the court with copies of Statements of Net Worth. Parties shall also submit a child support worksheet and proposed parenting plan when applicable. Parties and counsel should be prepared to discuss all substantive issues in the case, including settlement, to the extent possible.
4. All attorneys and self-represented litigants must provide their contact information, including email address and telephone number, to Room 119 at 60 Centre Street, N.Y., N.Y. 10007.
5. **Consent To Change Counsel:** If any represented litigant decides to represent themselves, counsel shall file an Order to Show Cause to be relieved. A Consent to Change Form is only permitted when the party is moving from one attorney to another attorney.
6. **Matrimonial Mediation and Neutral Evaluation Program:** Part 51 is a matrimonial mediation part, which means that eligible cases may, at the Court's discretion, be referred to mediation or the neutral evaluation program.

## Adjournments

7. Adjournment requests require Court approval and must be made at least two days prior to the scheduled appearance. Direct all adjournment requests to the Part 51 Clerk, David Fernandez, by e-mail at [SFC-Part51-Clerk@nycourts.gov](mailto:SFC-Part51-Clerk@nycourts.gov)
8. **Consent adjournments:** Where there is consent to an adjournment, an e-mail should be sent to the Part Clerk, copying all attorneys and self-represented litigants, briefly advising of the reason for the adjournment, and providing three mutually agreed upon dates (on Tuesdays, Wednesdays and/or Thursdays) and times for the adjournment. The Court will adjourn the matter to one of the proposed dates and times and will notify counsel and self-represented litigants accordingly.
9. **Disputed adjournments:** Where there is no consent to the adjournment, an e-mail should be sent to both Law Clerks, copying all attorneys and self-represented litigants (if any), requesting a conference to resolve the issue.

## Communications

10. Counsel and/or the parties may not submit *ex parte* correspondence, including e-mails, to the Court regarding any pending matter. They are prohibited and will not receive a response.
11. Correspondence, including e-mails, between counsel or between the parties shall not be copied to chambers. Do not include the Court on lengthy or substantive e-mails, unless expressly invited to do so. The Court does not permit litigation by e-mail.
12. If an issue regarding a pending matter arises, a brief e-mail may be sent to the Law Clerks requesting a conference.

## Motions

13. To eliminate the expense and delay caused by excessive motion practice, counsel shall request a conference (as indicated above) prior to filing motion papers to allow the opportunity to resolve the matter. Pendente lite issues may be resolved at the preliminary conference.
14. Discovery motions are strongly discouraged. Prior to making any motion, counsel must consult one another in a good faith effort to resolve any discovery disputes and, in the absence of resolution, request a conference with the court prior to filing any motion.
15. **ALL MOTIONS SHALL BE BY ORDER TO SHOW CAUSE.** All motion papers, including orders to show cause or cross-motion, opposition or reply, memoranda of law, exhibits, affirmations or affidavits, and proposed orders of settlement, must indicate the motion sequence number on the first page. Affidavits, affirmations, and memoranda of law (exclusive of table of contents and table of authorities) shall not exceed 25 pages each, double-spaced. The court will not accept sur-reply papers without prior court approval.
16. Oral argument is required on all Orders to Show Cause unless otherwise directed by the Court.
17. For all emergency applications, the movant is strongly encouraged to first contact the Part to ascertain a convenient date/time to have the application heard.
18. Do not file CDs, DVDs, or flash drives as part of any motion. A party may, pursuant to evidentiary rules, play a video or audio at a trial or hearing on their own laptop for the court, but we cannot accept such files as part of a motion, nor scan into scanned paper files with the County Clerk or NYSCEF when a motion is resolved or decided.
19. **For all non-NYSCEF cases**, papers requiring filing must be filed with either Ex Parte office, Matrimonial Office, County Clerk, or Part 51 clerk (as appropriate) at 60 Centre Street, N.Y., N.Y. 10007, with a courtesy pdf email to Principal Law Clerk, copying all sides.

## Trials

20. Cases scheduled for trial, hearing or fact-finding, will be in-person unless otherwise directed.
21. All cases scheduled for trial in Part 51 will be scheduled for a pre-trial conference.
22. Two weeks prior to the pre-trial conference, counsel or the parties shall file and exchange the following documents:
  - a. A statement of proposed disposition, a child support worksheet (if applicable), updated net worth statements, and most recently filed tax returns.
  - b. A witness list, with meaningful offer of proof for each witness.
  - c. A list of documents which counsel may stipulate into evidence. The documents to be pre-marked as exhibits.

- d. Any expert reports not previously exchanged.
  - e. Marked pleadings and any pre-trial memoranda.
  - f. Proof of filing of the note of issue.
23. Counsel may, where necessary, make *motions in limine* and shall be prepared to discuss any evidentiary issues at the pre-trial conference.
24. **Prepared Direct Examination of Witnesses by Affidavit:** The court has a protocol for the use of prepared direct examination of witnesses by affidavit. Counsel should be prepared to discuss use of this protocol at the pre-trial conference. Please note that direct examination by affidavit is only permitted for financial issues and no longer permitted for issues related to custody and/or visitation.
25. Subpoenas shall not direct a party to appear for trial unless specifically arranged by the Court. Instead, subpoenas may direct the production of documents and certified records and production of a witness must be directed/permitted by the Court.

### **E-filing**

26. New contested matrimonial cases in Part 51 are encouraged to be e-filed through the New York State E-Filing System (NYSCEF). The form to convert a paper case to e-filing is at <https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/stipulation.and.consent.pdf>
27. Please note that only documents filed after the conversion are accessible through NYSCEF, so early conversions (including before a preliminary conference) are encouraged.
28. Any questions regarding the e-filing system should be addressed to the NYSCEF Resource Center at [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov).
29. Any questions regarding the procedure for e-filing proposed orders to show cause should be directed to the Ex Parte Office at (646) 386-3125.

### **Decorum for Remote Virtual Appearances**

30. The Court expects everyone to dress and conduct themselves with the same level of civility and professionalism as if they were in the actual courtroom.
31. All counsel and parties shall download the Microsoft Teams Program and any other necessary electronic software well in advance of court appearances and test their microphones and cameras, also in advance, to ensure that they are able to participate in the court conference.
32. Video appearances are required whenever possible and the telephone dial-in numbers are to be used as a backup option and/or where absolutely necessary due to technological issues.
33. All parties and counsel are to stay connected for the entire appearance.
34. When entering a conference all parties and counsel should have their camera on and remain muted, unless addressed or directed otherwise. During the conference, counsel and parties are to mute their microphones when not speaking.
35. Only one person may speak at a time. Counsel and parties will have an opportunity to speak in the normal course and are prohibited from interrupting or speaking over one another.
36. Objections must be made audibly, and counsel should also use the “raise hand” feature of Teams.
37. Counsel may request that a proceeding be paused to privately consult with a client.
38. Parties should be alone, in an appropriate and quiet location for the conference without any background noise or distractions, and shall remain seated and in the same location for the duration

of the conference. Parties appearing in virtual court must take reasonable steps to ensure that their child(ren) are not present in the room or within hearing range of the proceedings.

39. Counsel is to ensure that a remote witness is in a suitable location and able to fully utilize Microsoft Teams. Counsel must ensure that a remote witness is not being coached, assisted and/or signaled in any way.
40. Witnesses should not read from notes and witnesses are to be advised that during testimony any communications, via electronic means or otherwise, between a witness, party and/or counsel are prohibited. Witnesses are not permitted to read or refer to anything other than what is provided to them by counsel in the course of direct or cross-examination. There shall be no documents or information available to or used by the witness out of sight of the court.
41. No other individual may be present, either physically or electronically, in the same room as the testifying witness unless that person is needed to assist the witness with technology or medical issues; these issues must be raised in advance of the witness's testimony at the pre-trial conference.
42. Non-participants and potential witnesses shall not join any proceeding unless and until directed to do so by the Court.