

**INDIVIDUAL RULES OF  
JUDGE CHARLES P. SIFTON  
United States District Court  
225 Cadman Plaza East  
Brooklyn, New York 11201  
Telephone: (718) 260-2300  
Fax: (718) 260-2299  
Fax Page Limit: None Listed  
Contact: Stanley Kessler  
Telephone: (718) 260-2306  
Hours: None Listed**

*Motions Returnable:* Any day at 4:30 p.m.

Unless otherwise ordered by the judge in a specific case, matters before the judge shall be conducted in accordance with the following practices:

1. *Communications With Chambers*

A. *Letters.* Except as provided below, communications with chambers shall be by letter, with copies simultaneously delivered to all counsel. Copies of correspondence between counsel shall not be sent to the Court.

B. *Telephone Calls.* Except as provided in Paragraph 1(D) below, telephone calls to chambers are permitted only in emergency situations requiring immediate attention. In such situations only, call chambers at the number listed above.

C. *Faxes.* Faxes to chambers are not permitted unless prior authorization is obtained.

D. *Docketing Scheduling and Calendar Matters.* For docketing, scheduling and calendar matters, call the contact listed above during the hours specified.

E. *Request for Adjournments or Extension of Time.* All requests for adjournments or extensions of time must state (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling order must be attached. If the request is for an adjournment of a court appearance, absent an emergency it shall be made at least 48 hours prior to the scheduled appearance.

2. *Motions*

A. *Pre-Motion Conferences in Civil Cases.* For discovery motions, follow Local Civil Rules 37.3 and 6.4. for motions other than discovery motions, pre-motion conferences are not required.

B. *Courtesy Copies.* Courtesy copies of all motion papers, marked as such, should be submitted for chambers.

C. *Memoranda of Law.* The court expects counsel to exercise their professional judgment as to the length of briefs and may impose limits if that expectation is not met.

D. *Filing of Motion Papers.* Motion papers shall be filed promptly after service.

E. *Oral Argument on Motions.* Where the parties are represented by counsel, oral argument will be held on all motions.

3. *Pretrial Procedures.* Pretrial orders are not required unless specifically directed by the court in a particular case.