



STATE OF NEW YORK
UNIFIED COURT SYSTEM
FIRST JUDICIAL DISTRICT
SUPREME COURT, CIVIL BRANCH
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A. GAIL PRUDENTI
Chief Administrative Judge

SHERRY KLEIN HEITLER
Administrative Judge for Civil Matters
First Judicial District

FERN A. FISHER
Deputy Chief Administrative Judge
New York City Courts

MEMO

To: All Counsel

From: Steven Helfont, Esq.
Law Clerk to the Hon. Sherry Klein Heitler

Date: February 6, 2012

Re: Adequacy Orders

All proposed adequacy orders should be sent to the part clerk, Mr. Tom Schiel, at the Supreme Court, New York County, 60 Centre Street, New York, NY 10007, Room 412.