
Plaintiff(s),
-against-

Defendant(s).

**PRELIMINARY CONFERENCE
STIPULATION AND ORDER**
(22 NYCRR §§202.8 and 202.12)

INDEX NO.

RJI NO.

Presiding: HON. MARTIN D. AUFFREDOU

*Print Actual Date (not "in
30 days" etc.) or "N/A" if
Not Applicable*

It is hereby Stipulated and Ordered that disclosure shall proceed as follows:

(1) Electronic Discovery (*see* NYCRR §202.12[c][3])

Check either box

- (a) There is no Electronic Discovery required; or
- (b) The parties have prepared and attached a separate Electronic Discovery Stipulation and Order establishing the method and scope of any electronic discovery pursuant to 22 NYCRR §202.12(c)(3).

(2) Insurance Coverage (CPLR 3101[f]), if not already provided, shall be furnished on or before _____.

(3) Demands for Bill of Particulars shall be served on or before _____.

(4) Bills of Particulars shall be served on or before _____.

(5) Medical reports and authorizations shall be served on or before _____.

(6) Physical Examination of _____ shall be completed on or before _____.

A copy of the physician's report shall be furnished to Plaintiff(s) within _____ days of the examination.

Print Actual Date (not "in 30 days" etc.) or "N/A" if Not Applicable

(7) Check either box (a) or (b):

(a) Depositions shall be held as follows:

Deponent	Date and Time	Place
_____	_____	_____
_____	_____	_____
_____	_____	_____

or

(b) The parties shall set a schedule for Depositions, which are to be held no later than _____.

The parties shall provide the Court with the schedule.

(Check box below if it applies)

If one deposition fails to take place as scheduled, the remaining parties' depositions shall nonetheless proceed as scheduled, except that the priorities between the plaintiffs and defendants shall be preserved.

(8) All parties shall exchange names and addresses of all eyewitnesses and notice witnesses, statements of opposing parties and photographs or, if none, provide an affirmation to that effect, on or before _____.

(9) Authorizations for Plaintiff(s)'s employment records for the period _____ to _____ shall be furnished on or before _____.

(10) Demands for Discovery and Inspection and Interrogatories shall be served on or before _____.

The items sought shall be produced to the extent not objected to and objections, if any, shall be stated on or before _____.

(11) Accident reports prepared in the regular course of business shall be exchanged pursuant to CPLR 3101(g) on or before _____.

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- (12) Plaintiff(s) shall provide authorizations for the following collateral source providers pursuant to CPLR 4545 as follows:

_____ on or before _____
_____ on or before _____
_____ on or before _____
_____ on or before _____.

- (13) Motion(s) to amend pleadings or to add party(ies) shall be filed with the Court on or before _____.

- (14) END DATE FOR ALL DISCLOSURE, other than expert disclosure [must be within 12 months of the date of the preliminary conference]: _____.

- (15) Plaintiff(s) shall provide expert disclosure no later than 60 days before trial.
Defendant(s) shall provide expert disclosure no later than 30 days before trial.

- (16) A Compliance Conference shall be held on _____
at _____
(To be filled in by Court)

If all of the terms of this Preliminary Conference Stipulation and Order have been complied with and each attorney submits a letter to that effect, to be received by the Court before the scheduled conference date, no appearances will be necessary.

- (17) _____ shall file a Note of Issue and Certificate of Readiness on or before _____ *(must be within thirty [30] days of the end date for all disclosure)*. A copy of this Preliminary Conference Stipulation and Order, an affirmation stating that the terms of this Stipulation and Order have been complied with, and an affidavit of service of the affirmation and Note of Issue shall be served and filed with the Note of Issue on or before said date.

- (18) Any dispositive motion(s) pursuant to CPLR 3211 or 3212 shall be filed with the Court no later than _____ *(must be within ninety [90] days of the date for filing of the trial Note of Issue)*.

Print Actual Date (not "in 30 days" etc.) or "N/A" if Not Applicable

- (19) Should any discovery disputes arise, prior to making a motion pursuant to CPLR 3042, 3124 and/or 3126, the parties shall (a) comply with the good faith requirements of the Uniform Rules of Trial Courts (22NYCRR) §202.7; and (b) contact the Court's Principal Law Clerk, Jill E. O'Sullivan, Esq., to schedule a conference with her in an attempt to resolve the issues.
- (20) Extensions of the deadlines set forth herein shall be granted only upon good cause shown.
- (21) Failure to comply with the directives of this Stipulation and Order may result in the imposition of costs or sanctions, or other action authorized by law.
- (22) If the case settles, the parties shall ensure that a Stipulation of Discontinuance is promptly filed prior to the next appearance before the Court. A copy of the filed Stipulation of Discontinuance shall be provided to Chambers.
- (23) The original of this Stipulation and Order shall be filed by the Court.
- (24) Additional Directives: _____

Attorney for Plaintiff(s)

Attorney for Defendant(s)

Attorney for Defendant(s)

Dated: _____

SO ORDERED:

HON. MARTIN D. AUFFREDOU
JUSTICE OF THE SUPREME COURT