

Parties may avoid an appearance by completing and submitting this form 3 business days before the scheduled preliminary conference date. This form must be uploaded to NYSCEF. **Upload as NYSCEF Document: "Preliminary Conference Order (Proposed)."** In non-NYSCEF matters, or where a party has opted out of NYSCEF, this form must be sent by email to BxSupCiv-IA7@nycourts.gov. Pursuant to 22 NYCRR §202.19, all disclosure must be completed within 8, 12 or 15 months in expedited, standard and complex cases, respectively.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF BRONX: PART 7

-----X

Plaintiff(s),

-against-

Defendant(s).

-----X

PRELIMINARY CONFERENCE ORDER

Index No. _____

Date RJI Filed: _____

APPEARANCES:

Plaintiff: _____
Attorney: _____
Firm: _____

Defendant 1: _____
Attorney: _____
Firm: _____
Coverage/Excess: _____

Defendant 2: _____
Attorney: _____
Firm: _____
Coverage/Excess: _____

Defendant 3: _____
Attorney: _____
Firm: _____
Coverage/Excess: _____

***Third Party Defendant(s):** _____

DCM track: Standard (12 months) complex (15 months) Expedited (8 months)

I. INSURANCE INFORMATION

If not already provided, the existence and contents of any insurance agreement, both primary and excess, as described in CPLR § 3101(f), shall be provided within thirty (30) days.

II. BILLS OF PARTICULARS

(a) Demand(s) for a Bill of Particulars shall be served on or before _____.

(b) Plaintiff shall serve a Verified Bill of Particulars within thirty (30) days after receipt of a demand.

(c) Defendant(s) shall serve upon the Plaintiff a Verified Bill of Particulars as to any affirmative defenses and/or counterclaims in the Answer(s) within twenty (20) days after receipt of such demand.

III. MEDICAL AUTHORIZATIONS

HIPAA compliant medical authorizations shall be furnished to Defendant(s) within twenty (20) days for all medical providers who have treated Plaintiff for the alleged injuries including:

_____	_____
_____	_____
_____	_____

IV. OTHER DISCLOSURE

(a) All parties shall exchange the names and addresses of all witnesses, opposing parties' statements, if any, photographs, and videos within twenty (20) days. If none exist, counsel shall provide an affirmation, filed on NYSCEF, so indicating.

(b) Plaintiff shall provide to Defendant(s) within twenty (20) days authorizations for:

- ___ IRS/Income Records (W-2s, 1099s, tax returns, as applicable)
- ___ Employment records

V. PHYSICAL EXAMINATION

(a) Examination of Plaintiff shall be held on or before _____.

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

VI. EXAMINATIONS BEFORE TRIAL

(a) Plaintiff's deposition shall be conducted on or before _____.

(b) Defendant(s) deposition shall be held on or before _____. If a party seeks a deposition of a corporation, a partnership, an association, a governmental agency, or any other corporate entity, the party seeking such deposition shall serve a deposition notice ten days' prior to the deposition setting forth with reasonable particularity the matters for examination.

(c) All depositions shall be completed on or before _____.

VII. Impleader shall be completed on or before _____.

VIII. DISCOVERY MOTIONS

(a) Discovery motions may not be filed until the parties have (i) conferred to attempt to resolve the dispute pursuant to 22 NYCRR § 202.7(a)(2), and (ii) participated in a conference with the Court.

(b) DISCOVERY MOTIONS MAY NOT BE FILED WITHOUT LEAVE OF COURT.

(c) If, after making a good faith effort to resolve any discovery dispute, intervention of the Court is necessary, the parties shall file a letter to NYSCEF requesting a discovery conference containing a brief description of the issue. Discovery conferences are held in-person, on Friday afternoons in Courtroom 624.

IX. ADDITIONAL DIRECTIVES

X. NOTE OF ISSUE

The Note of Issue and Certificate of Readiness shall be filed on or before _____.

XI. SUMMARY JUDGMENT/DISPOSITIVE MOTIONS

All motions for summary judgment must be filed no later than sixty (60) days after the filing of the Note of Issue.

ALL DISCLOSURE SHALL BE COMPLETED ON OR BEFORE _____.

[To be filled in by the Court]

COUNSEL FOR ALL PARTIES SHALL APPEAR FOR IN IN-PERSON COMPLIANCE CONFERENCE IN PART 7, COURTROOM 624, ON _____, AT _____ P.M. / A.M., or on such adjourned date as the Court may direct.

It is hereby ORDERED that no adjournments of any time directive above shall be permitted without the permission of the Court.

SO STIPULATED:

Plaintiff: _____

Defendant #1: _____

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Defendant #2: _____

Defendant #3: _____

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

***Third Party Defendant(s):** _____

Dated: _____

SO ORDERED this _____ day of _____, 2024:

HON. WILMA GUZMAN, J.S.C.