

SUPREME COURT OF THE STATE OF NEW YORK
 COUNTY OF _____

HON. AMY N. QUINN, A.J.S.C.

)) <i>Plaintiff(s),</i>)) -- against --))) <i>Defendant(s).</i>)))	Index No: RJI No:
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PRELIMINARY CONFERENCE STIPULATION & ORDER

APPEARANCES:	Plaintiff	Attorney
	Defendant	Attorney

1. **Alternate Dispute Resolution (ADR):** The parties agree to engage and participate in the following ADR options (check appropriate box[es]):
 - Compulsory Arbitration;
 - Mediation with a Court Attorney-Referee;
 - Mediation with a Neutral from the Court's Roster;
 - Mediation with a privately retained Neutral (upon approval by the Court);
 - Neutral Evaluation by a Neutral from the Court's Roster;
 - Settlement conferencing with the Assigned Judge;
 - Settlement conferencing with a JHO or a member of the court's legal staff;
 - Summary Jury Trial; and

The ADR timetable (first ADR session must occur no later than 12-16 weeks from date of this order) is as follows: _____

The following discovery is to aid the ADR process and is to be furnished at least ten (10) days prior to the first ADR session:

2. **Insurance Coverage:** If not already provided, shall be furnished on or before _____.

3. **Bill of Particulars:**

(a) Demand(s) for a bill of particulars shall be served on or before _____.

(b) Bill(s) of particulars shall be served on or before _____.

(c) Any supplemental bill(s) of particulars shall be served on or before _____.

4. **Medical Reports and Authorizations:** If not already provided, shall be served as follows: _____.

5. **Physical Examination:** Examination of _____ shall be held on or before _____. A copy of the physician's report shall be furnished to plaintiff within _____ days of the examination report being issued.

6. **Depositions:** Depositions of Plaintiff(s) Defendant(s) All Parties shall be held no later than _____.

7. Other Disclosure:

(a) All parties, on or before _____, 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.

(b) Authorization for plaintiff's(s') employment records for the period _____ shall be furnished on or before _____.

(c) Demand(s) for discovery and inspection shall be served on or before _____. To the extent not objected to, the items sought shall be produced shall be provided within twenty (20) days of service of a demand. Objections, if any, shall be stated within fourteen days of service of a demand.

(d) Other [interrogatories, etc.]

_____.

8. End Date for All Disclosure: _____.

9. Impleader: Shall be completed on or before _____.

10. Compliance Conference (Court to select date): Shall be held on _____.

11. Motions: Any dispositive motion(s) shall be made on or before _____.

12. Note of Issue (Court to select date): Plaintiff(s) shall file a note of issue/certificate of readiness on or before _____. A copy of this order, an affirmation stating that the terms of the 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.

FAILURE TO COMPLY WITH ANY OF THESE DIRECTIVES MAY RESULT IN THE IMPOSITION OF COSTS OR SANCTIONS OR OTHER ACTION AUTHORIZED BY LAW. DATES SET FORTH HEREIN MAY NOT BE ADJOURNED EXCEPT WITH ADVANCE APPROVAL OF THE COURT.

The parties and attorneys above-named hereby stipulate and agree to the foregoing provisions:

Dated:

Attorney for Plaintiff(s)

Attorney for Defendant(s)

Attorney for Plaintiff(s)

Attorney for Defendant(s)

Plaintiff(s), pro se

Defendant(s), pro se

Dated:

SO ORDERED:

HON. AMY N. QUINN, A.J.S.C.

ADDITIONAL COURT DIRECTIVES

In addition to the stipulations and directives set forth above, it is further ORDERED as follows:

Dated:

SO ORDERED:

HON. AMY N. QUINN, A.J.S.C.