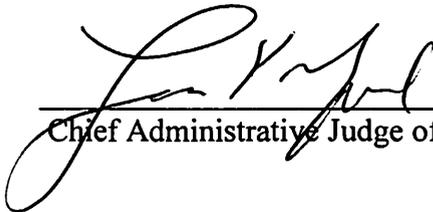


**ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, and with the advice and consent of the Administrative Board of the Courts, I hereby prescribe the model form attached hereto as Exh. A (“Model Status Conference Order”), for optional use in the Commercial Division of the Supreme Court, effective December 1, 2015.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: October 19, 2015

AO/162/15

**EXHIBIT A**

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff(s)

- against -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant(s)

-----X

Present: Hon. \_\_\_\_\_

Part: \_\_\_\_\_

Index No.: \_\_\_\_\_

RJI Filing Date: \_\_\_\_\_

**MODEL STATUS  
CONFERENCE ORDER**

This Status Conference Order presupposes that the parties have conducted the discovery needed in their case in a diligent, effective manner. The purpose of this Status Conference Order is to identify the final discovery matters that need to be completed before the Note of Issue is filed.

**I. HISTORY OF THE CASE**

Please indicate the following:

- (a) The date the Preliminary Conference Order was signed: \_\_\_\_\_
- (b) The date the Compliance Conference Order was signed: \_\_\_\_\_
- (c) Has there been a Status Conference Order(s)?     YES     NO

If YES, when \_\_\_\_\_

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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(d) Was the original Complaint amended? \_\_\_ YES \_\_\_ NO

If YES, please indicate the date that each amended Complaint was filed:

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Please briefly describe what changes were made to the original Complaint in the amendments:

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(e) Have the parties served a third-party summons and complaint?

\_\_\_ YES \_\_\_ NO

If YES, please answer the following questions:

(i) Has there been motion practice concerning the third-party complaint?

\_\_\_ YES \_\_\_ NO

(ii) If YES, please indicate the motion sequence number; which party made the motion; the relief requested in the motion; the decision, if any; whether there is an appeal pending and/or whether the motion is *sub judice*, the date it was submitted and/or the date it is scheduled to be argued.

Mot. Seq. \_\_\_:

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Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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Mot. Seq. \_\_\_\_:

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**Please use additional sheets, if necessary.**

(iii) Has document discovery concerning the third-party action been completed?

\_\_\_\_ YES \_\_\_\_ NO

If NO, please indicate when it will be completed:

\_\_\_\_\_

(iv) Have depositions concerning the third-party action been completed?

\_\_\_\_ YES \_\_\_\_ NO

If NO, please indicate when the depositions will be completed:

\_\_\_\_\_

(f) In the main action, are there previously decided and/or pending motions?

\_\_\_\_ YES \_\_\_\_ NO

If YES, please indicate the motion sequence number; which party made the motion; the relief requested in the motion; the decision, if any; whether there is an appeal pending and/or whether the motion is *sub judice*, the date it was submitted and/or the date it is scheduled to be argued

Mot. Seq. \_\_\_\_:

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Mot. Seq. \_\_\_\_:

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**Please use additional sheets, if necessary.**

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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**II. CURRENT STATUS OF THE CASE**

**(a) DOCUMENT DISCOVERY**

Has Document Discovery been completed? \_\_\_\_ YES \_\_\_\_ NO

If NO, please explain:

(i) Why has Document Discovery NOT been completed?

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(ii) What remains to be done?

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(iii) Original date Document Discovery was to be completed:

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Date that Document Discovery WILL BE completed:

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**(b) DEPOSITIONS**

Have Depositions been completed? \_\_\_\_ YES \_\_\_\_ NO

If NO, please explain why depositions have not been completed:

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Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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Please state the name, the relationship of that person to the case and the date and place that the person's deposition will be taken:

Name and that person's relationship to the case:

Date and place where that person's deposition will be taken:

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_

**Please use additional sheets, if necessary.**

**(c) ELECTRONIC DISCOVERY:**

Have the parties conducted Electronic Discovery? \_\_\_ YES \_\_\_ NO

If YES, please answer the following questions:

(i) Has Electronic Discovery been completed? \_\_\_ YES \_\_\_ NO

(ii) If NO, please indicate the current status of Electronic Discovery:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(iii) Please describe what problems and issues the parties have encountered relating to Electronic Discovery:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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- (iv) What, if anything, can this Court do to facilitate the successful completion of Electronic Discovery?

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- (v) When will Electronic Discovery be completed?

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**(d) END DATE FOR FACT DISCLOSURE:**

- (i) What is the current end date for Fact Disclosure?

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- (ii) What is the proposed NEW End Date for Fact Disclosure?

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- (iii) The Court \_\_\_\_\_ **ACCEPTS THIS NEW END DATE FOR FACT DISCLOSURE**  
\_\_\_\_\_ **DOES NOT ACCEPT THIS NEW END DATE FOR FACT DISCLOSURE**

- (iv) The Court sets \_\_\_\_\_ as the Final End Date for Fact Disclosure.

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

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**Status Conference Order**  
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**(e) EXPERT DISCOVERY (if any):**

Has there, or will there be Expert Discovery? \_\_\_\_ YES \_\_\_\_ NO

If YES, please answer the following questions:

(i) Has Expert Discovery begun? \_\_\_\_ YES \_\_\_\_ NO

If NO, please indicate when Expert Discovery will begin:

\_\_\_\_\_

(ii) Have the parties exchanged Expert Reports? \_\_\_\_ YES \_\_\_\_ NO

If NO, when do the parties anticipate exchanging the reports?

\_\_\_\_\_

(iii) Have the parties commenced Expert Depositions?

\_\_\_\_ YES \_\_\_\_ NO

(iv) Have the parties finished Expert Depositions?

\_\_\_\_ YES \_\_\_\_ NO

(v) If NO, when will Expert Depositions be completed?

\_\_\_\_\_

(vi) (1) What is the current end date for Expert Discovery?

\_\_\_\_\_

(2) What is the proposed NEW end date for Expert Discovery?

\_\_\_\_\_

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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(3) The Court \_\_\_\_\_ **ACCEPTS THIS NEW END DATE FOR EXPERT DISCOVERY**  
\_\_\_\_\_ **DOES NOT ACCEPT THIS NEW END DATE FOR EXPERT DISCOVERY**

(4) The Court sets \_\_\_\_\_ as the new **END DATE** for Expert Discovery.

**(g) END DATE FOR ALL DISCOVERY:**

(i) What is the current end date for All Discovery?  
\_\_\_\_\_

(ii) What is the proposed NEW end date for All Discovery?  
\_\_\_\_\_

(iii) The Court \_\_\_\_\_ **ACCEPTS THIS NEW END DATE FOR ALL DISCOVERY**

\_\_\_\_\_ **DOES NOT ACCEPT THIS NEW END DATE FOR ALL DISCOVERY**

(iv) The Court sets \_\_\_\_\_ as the new **END DATE** for ALL Discovery.

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

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**Status Conference Order**  
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**III. FINAL DIRECTIVES**

**(a) NOTE OF ISSUE**

(i) What is the current Note of Issue deadline?

\_\_\_\_\_

(ii) What is the proposed NEW Note of Issue deadline?

\_\_\_\_\_

(iii) The Court \_\_\_\_\_ **ACCEPTS THIS NEW NOTE OF  
ISSUE DEADLINE**

\_\_\_\_\_ **DOES NOT ACCEPT THIS NEW  
NOTE OF ISSUE DEADLINE**

(iv) The Court sets \_\_\_\_\_ as the new  
**DEADLINE** for filing the NOTE OF ISSUE.

**(b) DISPOSITIVE MOTIONS**

All dispositive motions shall be made on or before \_\_\_\_\_  
or within \_\_\_\_\_ days after filing the Note of Issue.

The Court encourages the parties to confer and agree on the dates by which  
the opposition and reply papers will be exchanged and e-filed.

**(c) STATUS CONFERENCE**

Parties or their representative with knowledge of the case and all previous  
conference and discovery orders shall appear for any and all subsequent  
Status Conference(s).

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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**IV. ALTERNATIVE DISPUTE RESOLUTION**

The Judges in the Commercial Division encourage all parties to work towards a proper and just resolution of the issues in the case. The Judges in the Commercial Division believe that the earlier a proper and just resolution can be reached, the better off the parties will be. To that end, the Judges ask the litigants in this case to consider any and all mechanisms to resolve the issues before them.

In the previous conference orders the parties stated that they would be using one of the following alternative dispute resolution mechanisms in this case: (i) a settlement conference; (ii) participation in the Commercial Division's Alternative Dispute Resolution Program (if applicable); and/or (iii) retention of a private mediator. Counsel for the parties stated they planned to use the following alternative dispute resolution mechanisms in this case:

\_\_\_\_\_  
\_\_\_\_\_

(a) Has the alternative dispute resolution mechanism commenced?

\_\_\_ YES \_\_\_ NO

(b) If NO, when is it scheduled to commence?

\_\_\_\_\_

(c) If NO, please explain *why* the alternative dispute resolution has not commenced?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \*

Plaintiff \_\_\_\_\_  
v. Defendant \_\_\_\_\_

Index Number: \_\_\_\_\_  
**Status Conference Order**  
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The parties are to return for **another STATUS CONFERENCE** on

\_\_\_\_\_ at \_\_\_\_\_.

\* \* \*

**THE DATES SET FORTH HEREIN MAY NOT BE ADJOURNED  
EXCEPT WITH THE APPROVAL OF THE COURT.**

**THE PARTIES MUST BRING COPIES OF ALL DISCLOSURE  
ORDERS TO ALL CONFERENCES.**

So Ordered

Date: \_\_\_\_\_

\_\_\_\_\_  
J.S.C.