

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF WESTCHESTER

PRESENT: HON.

Justice

Plaintiff

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

- against -

Defendant

ORDER OF REFERENCE  
GENERAL CIVIL  
MEDIATION PROGRAM

---

1. On consent of the parties the following ISSUES are hereby referred to the ADR Program for General Civil Cases (“General Civil Mediation Program” or “Program”) and shall be conducted in accordance with the Program’s Statement of Procedures:

---

---

2. Within (5) business days of receipt of this Order, the Parties shall designate a Mediator from the Court’s Roster of Neutrals by completing a Mediation Initiation Form and forwarding same together with a copy of this Order of Reference to the Mediator selected and to the Program Coordinator at [GeneralCivilMediationWestchester@NYCourts.gov](mailto:GeneralCivilMediationWestchester@NYCourts.gov)

3. The parties shall initiate a conference call with the Mediator to confirm the Mediator’s acceptance of this case, select a meeting date for the initial session and make arrangements for any submissions to be forwarded to the Mediator.

4. The initial session must be held within thirty (30) days of the date the Mediator confirms acceptance of the case and the Mediation shall be completed within forty-five (45) days of that date.

5. The Parties shall notify the Program Coordinator of the date the Mediator accepted this case

and the date of scheduled for the initial session.

7. Please indicate whether there are in this case:

Motions *sub judice*: Yes \_\_\_ No\_\_\_ Appeals: Yes \_\_\_ No \_\_\_ Order(s) of protection: Yes \_\_\_ No\_\_\_

**8. By signing below, the parties and/or their counsel, agree that they shall comply with the Rules for the General Civil Mediation Program, including those provisions regarding confidentiality and immunity. Parties and/or their counsel further understand and agree that no attorney-client relationship exists between the Mediator and the parties, and that the Mediator may not provide legal advice to the parties.**

8. The attorneys for the parties herein are as follows:

For Plaintiff: \_\_\_\_\_

For Defendant: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Plaintiff

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Signature of Counsel for Plaintiff

\_\_\_\_\_  
Signature of Counsel for Defendant

**SO ORDERED:**

Dated: White Plains, New York  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
JSC or Court-Attorney Referee