

**SUPREME COURT, CIVIL BRANCH, NEW YORK COUNTY
COMMERCIAL DIVISION ADR PROGRAM
MANDATORY MEDIATION PILOT PROJECT**

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Part _____

Plaintiff,

Index No. _____

- against -

Date RJI Filed: _____

Defendant.

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NOTICE OF REFERRAL OF CASE TO MANDATORY MEDIATION

PLEASE TAKE NOTICE that the action identified above is, pursuant to Administrative Order of Hon. Sherry Klein Heitler, Administrative Judge, dated June 23, 2014, and Rule 15 of the Rules and Procedures of the Alternative Dispute Resolution Program of the Commercial Division (“the ADR Program”) (both of which are accessible at the following address: www.nycourts.gov/courts/comdiv/ADR_overview.shtml), referred to mediation in the Mandatory Mediation Pilot Project of the ADR Program. An attorney who receives this message and is aware that counsel for a party has not yet appeared in this matter or that another attorney in the case will not receive this message through the New York State Courts Electronic Filing System (“NYSCEF”) shall inform the other attorney of this notice as soon as possible.

The parties shall proceed to mediation as provided in Rule 15. Pursuant thereto, within 120 days from the filing of the Request for Judicial Intervention in this case, the parties jointly must either (i) select a mediator from the neutrals listed on the Panel of the ADR Program or other mediator and inform the ADR Coordinator of that choice, or, if unable to agree upon such a person, (ii) submit to the Coordinator a request for the assignment of a mediator by the Coordinator as provided in Rule 15.

The deadlines for the ADR proceeding and other applicable procedures are set forth in the Rules and Procedures. Communications with the ADR Coordinator shall be made as follows (not through the NYSCEF System):

Simone Abrams, ADR Coordinator
Commercial Division ADR Program
Supreme Court, Civil Branch, New York County
60 Centre Street, Room 148
New York, New York 10007
Phone: 212-256-7986
E-Mail Address: sabrams@nycourts.gov
Fax: 212-952-3772

Dated: _____

JOHN F. WERNER
Chief Clerk and Executive Officer

To: All Counsel