

**SUPREME COURT: THE STATE OF NEW YORK
COUNTY OF NASSAU**

-----X

Index No. _____

Plaintiff(s),
- against -

**CIVIL CASE ADR PROGRAM
ASSIGNMENT FORM**

Defendant(s).

-----X

If you have been referred by order of the Court or consent to participation, counsel shall complete this form and file all three pages (1) with NYSCEF & copy to ymarin@nycourts.gov or (2) with room 186.

1.

Party Name:		Party Name:	
Attorney Name and Firm:		Attorney Name and Firm:	
Phone:		Phone:	
Email:		Email:	
Party Name:		Party Name:	
Attorney Name and Firm:		Attorney Name and Firm:	
Phone:		Phone:	
Email:		Email:	

2.

Case Type	
Summary Judgment History Check if none <input type="checkbox"/>	<input type="checkbox"/> pending <input type="checkbox"/> decided on _____. Motion for:
Insurance	Carrier: _____ Policy limits: _____
Damages sought/ Injuries	
Prior demand/offers	

3. [OPTIONAL] Pursuant to Program Rule 3(d), the parties *may* select their own mediator, whether they are on the Court’s Roster or not, or may choose to use a private ADR provider to facilitate resolution of their case. The parties may negotiate a fee with their selected neutral. The party-selected neutral is not required to, but may, provide the initial ADR session without compensation.

Local Private ADR Providers who may facilitate dispute resolution include:

- JAMS - (212) 751-2700; <https://www.jamsadr.com/>
- The Jansen Group - (516) 433-3474; <https://www.jansenadr.com/>
- Nassau County Bar Association ADR Panels - (516) 747-4070; <https://www.nassaubar.org/>
- NAM (National Arbitration and Mediation)- (800) 358-2550; (516) 794-8518; <https://www.namadr.com/>
- Resolute Systems, LLC - (800) 776-2060; (516) 222-0688; <https://resolutesystems.com/>
- SSAM (Settlement Systems Arbitration & Mediation) – (516) 741-0100 <https://ssamadr.com/>

Some of these providers may offer an initial session at a reduced rate for court ordered ADR. This list is for convenience only; the Court does not favor these providers over any other private ADR Neutral or Provider and you are free choose any private ADR entity.

The parties have elected to use the following Party-Selected neutral under this option:

Name: _____

Telephone: _____ Email: _____

Date of initial session: _____

If the parties do not opt to select their own neutral, the Court will assign a Part 146 qualified Neutral from the Nassau County Civil Case ADR Program Roster who will provide a free 90-minute initial session.

By signing below, the parties and their counsel agree that they shall comply with the Civil Case ADR Program Rules, including the provisions regarding confidentiality and immunity [<https://ww2.nycourts.gov/courts/10jd/nassau/ADR.shtml>]. Parties and/or counsel further understand and agree that no attorney-client relationship exists between the assigned Neutral and the parties, and that the Neutral may not provide legal advice to the parties. The Parties understand that mediation is voluntary and agree to participate in the initial session *in good faith*. The parties understand that any issues not resolved in mediation can and will be returned to the Court for further proceedings.

Signature: _____

Print Name: _____

Date: _____

Signature: _____

Print Name: _____

Date: _____

**Civil Case ADR Program
COURT ASSIGNMENT OF NEUTRAL**

To be completed by the parties:

CAPTION: _____

INDEX NUMBER: _____

NOTE OF ISSUE FILED ON _____

To be completed by the Court:

Date: _____

The Court hereby assigns the following Neutral(s) from the Civil Case ADR Program Roster to serve on the above case:

	<input type="checkbox"/> co-mediator / <input type="checkbox"/> substitute neutral
--	--

Within five (5) days of receipt, the parties shall jointly contact the Neutral(s) assigned herein to schedule the initial session. Counsel shall provide the neutral with the Order of Reference and Assignment Form. Please immediately notify the ADR Coordinator if the assigned Neutral is unable to serve due to a conflict of interest or otherwise.

Yvonne R. Marin, Esq.
ADR Coordinator, 10th JD Nassau County
(516) 493-3330
ymarin@nycourts.gov