

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

Present: HON. _____, J.S.C.
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Index No. _____

Plaintiff,
- against -

**ORDER OF REFERENCE
CIVIL CASE
ADR PROGRAM**

Defendant.

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1. **REFERRAL.** Following a conference before the Court or on consent of the parties, the Court hereby refers all issues to the Civil Case ADR Program (the "Program") for mandatory mediation and/or neutral evaluation to be conducted in accordance with the Program's Rules <https://ww2.nycourts.gov/courts/10jd/nassau/ADR.shtml>.
2. **ASSIGNMENT PROCESS.** Within five (5) business days of receipt of this Order, Counsel for the parties shall complete and submit a "Civil ADR Program Assignment Form" to the District ADR Coordinator, together with a copy of this order (see website). Unless the parties elect otherwise, the Court will assign the Neutral from the Court's Program Roster and will provide the parties with a Court Assignment of Neutral form. Within five (5) business days of receipt of the Court Assignment of Neutral, Counsel shall jointly contact the Court-assigned Neutral to schedule the initial ADR session.
3. **PARTICIPATION.** The parties shall appear at the initial ADR session within forty-five (45) calendar days of this Order. Counsel participating in ADR must be authorized to negotiate a settlement. If an insurance carrier is involved, a representative with full authority to negotiate a settlement must appear or be available by phone at the time of any ADR session. Cases should be fully reviewed by the defendant or defendant's carrier prior to the initial ADR session. The assigned neutral's request, if any, for the appearance of the named parties at the ADR session shall be complied with in good faith.
4. **PRE-MEDIATION STATEMENT.** In accordance with the Program's Rule 3(i), at least seven (7) business days before the initial ADR session, counsel shall submit directly to the assigned neutral a concise pre-ADR Statement setting forth the issues presented, relevant facts and injuries, assessment of value and applicable law, if any. Counsel must reasonably comply with any requests from the neutral for documents directly relevant to the issues of liability and damages (see Program Rule 3[j]).
5. The parties shall appear for a status conference before the Court on _____ at _____
 AM PM, to be held virtually / in-person.
6. Participation in the Program will not stay the court proceedings in any way.

Dated: _____
Mineola, New York

ENTER:

, J.S.C.