

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

Present: HON. _____
Justice

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Index No. _____

Plaintiff,
- against -

**ORDER OF REFERENCE
MATRIMONIAL SPECIAL
MASTER/NEUTRAL
EVALUATION PROGRAM**

Defendant.

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1. By Order of this Court and/or on consent of the parties, all financial issues are hereby referred to the Matrimonial Special Master/Neutral Evaluation Program (the "Program") for neutral evaluation to be conducted in accordance with the Program's Procedures.
2. Counsel for the parties shall complete this form and, once it has been so-ordered, the court shall send it to Cathy Reidy, (the "Program Coordinator"), who can be reached at (516) 493-3424 or via e-mail at cshrenke@nycourts.gov
3. The Program Coordinator shall forward to counsel for the parties a Notice of Confirmation with a list of three randomly selected Special Masters/Neutral Evaluators ("Neutrals"), from which counsel shall jointly select one in accordance with the Program's Statement of Procedures. If counsel for the parties cannot agree, each side shall have the right within five (5) business days to object to one of the Neutrals listed in the Notice of Confirmation. The remaining Neutral shall serve as the Neutral. Within five (5) business days, Counsel shall notify the Program Coordinator of the name of the Neutral selected and, within 72 hours thereafter, shall together contact the Neutral selected to schedule the first session. The Parties shall provide the selected Neutral with a copy of this Order of Reference.
4. The parties shall appear at the initial session within forty-five (45) days of receiving a Notice of Confirmation.
5. At least five (5) business days before the neutral evaluation session, counsel shall simultaneously exchange and submit to the Neutral a concise, two-page summary of the issues presented, relevant facts and applicable law, if any. Counsel shall also submit (and exchange if not yet exchanged) a copy of his/her client's sworn statement of net worth.

6. Within five (5) business days after the conclusion of the neutral evaluation session, the Neutral shall email the “Report of ADR Neutral” form to the Coordinator and to counsel for the parties.
7. By signing below, the parties and their counsel agree that they shall comply with the Program's Procedures, including the provisions regarding confidentiality and immunity. Parties and/or counsel further understand and agree that no attorney-client relationship exists between the Neutral and the parties, and that the Neutral may not provide legal advice to the parties. Program Statement of Procedures and forms are available on the 10th JD – Nassau County’s ADR Webpage (<https://ww2.nycourts.gov/courts/10jd/nassau/ADR.shtml>).
8. The attorneys for the parties herein are as follows:

For Plaintiff:	For Defendant:
Address:	Address:
Phone:	Phone:
Email:	Email:

For Child:
Address:
Phone:
Email:

9. The parties shall appear for a _____ before the Court on _____ at _____ AM PM.

10. Participation in the Program will not stay the court proceedings in any way.

Signature of Plaintiff

Signature of Defendant

Signature of Counsel for Plaintiff

Signature of Counsel for Defendant

Date: _____
Mineola, New York

SO ORDERED:

J.S.C.