

**ADMINISTRATIVE ORDER OF THE
ADMINISTRATIVE JUDGE OF SUFFOLK COUNTY**

ORDER NO. 25-12

Pursuant to 22 NYCRR § 202.26, as Suffolk County District Administrative Judge, in consultation with the Honorable Paul J. Baisley, Jr., J.S.C., presiding Justice of the Supreme Court Calendar Control Part, I hereby order the following rules be promulgated in the Suffolk County Supreme Court Calendar Control Part ("CCP") effective May 14, 2012-

(1) The first appearance on the trial calendar, previously referred to as the "Reserve Calendar" is herewith replaced by a Pre-Trial Calendar.

(2) There will be no adjournments of Pre-Trial Calendar appearances without prior order of the court except as required by 22 NYCRR § 202.3.2 and Part 125.

(3) All counsel must appear at the Pre-Trial calendar. Failure to appear may result in the imposition of sanctions pursuant to 22 NYCRR § 202.27.

(4) Only attorneys fully familiar with the action and authorized to make binding stipulations on behalf of their clients, or accompanied by a person empowered to act on behalf of his or her client, shall appear at the Pre-Trial calendar (22 NYCRR § 202.26(e)).

(5) Prior to the conference, counsel and parties shall complete a Pre-Trial Conference form.

(6) Thereafter, a mandatory settlement conference will be held before the Court or a Court-Attorney Referee. At that time, plaintiff's Counsel must provide copies of marked pleadings and bills of particulars. If the matter is not settled at the conference, the CCP Justice will take appropriate measures to set the matter down for trial in an expeditious manner.

C RANDALL HINRICHS
District Administrative Judge
Suffolk County

DATED May 9, 2012
 Central Islip, New York