

NEW YORK COUNTY SUPREME COURT - SPECIAL REFEREE CALENDAR (PART SRP)
INFORMATION SHEET

Title of Action: _____ Index No.: _____

Issues Referred: _____

IMPORTANT: IN ORDER THAT THIS MATTER MAY BE ASSIGNED EFFICIENTLY TO A JUDICIAL HEARING OFFICER/SPECIAL REFEREE, ALL COUNSEL MUST CONSULT ONE ANOTHER AND PROVIDE THE FOLLOWING ESSENTIAL INFORMATION AS ACCURATELY AS POSSIBLE:

Estimated Time Needed for Entire Hearing: _____

Number of Witnesses to be Called by All Counsel: _____

Is an interpreter of a language other than Spanish required ? ___ No ___ Yes (Language _____)

If a matrimonial case, has custody been resolved? : ___ Yes ___ No ___ Not Applicable

If a matrimonial case, has there ever been, or is there now, an order of protection in effect ? :
___ Yes ___ No ___ Not Applicable If yes, date of expiration: _____

Attorney for Plaintiff/Petitioner: _____

Address: _____
_____ (City) _____ (State) _____ (Zip)

Phone: _____ E-Mail: _____

Fax: _____

Attorney for Defendant/Respondent _____

Address: _____
_____ (City) _____ (State) _____ (Zip)

Phone: _____ E-Mail: _____

Fax: _____

Please submit this form (with additional pages if needed to identify other counsel), with a copy of the Order of Reference, as soon as possible after issuance of that Order and in any event within 15 days of the date thereof, to the Special Referee Clerk by fax ((212) 401-9186) or e-mail (spref@nycourts.gov). You will be notified of the date and time of the hearing or, if the court has ordered such, the prehearing conference.

Cases are assigned to a Judicial Hearing Officer/Special Referee on the original appearance date in Part SRP and the hearing or, if the Order of Reference directs a prehearing conference, the conference will commence on that date. Except where a prehearing conference is directed, counsel must appear with witnesses and evidence, and be prepared to proceed with the hearing, on the original date. If a conference is ordered, the hearing date will be fixed at the conference. See the Rules of the Special Referees Part for information about adjournments (which are limited) and other relevant matters. See also the Uniform Rules of the Judicial Hearing Officers and Special Referees. Please direct all inquiries to the Special Referee Clerk by phone (646-386-3028) or e-mail (address above).