

d. Defendant(s) Claims and Defenses:

e. Amount Demanded:

(2) Insurance Coverage:

If not yet provided, _____
shall disclose in writing the existence and contents of any insurance agreement as described in
CPLR §3101(f) on or before _____.

N/A Previously provided

(3) Bill of Particulars:

a. A Demand for a Bill of Particulars shall be served by _____
on or before _____.

b. A Bill of Particulars shall be served by _____
on or before _____.

c. A Supplemental Bill of Particulars shall be served by _____
as to items _____
on or before _____.

(4) Medical Records and authorizations:

On or before _____, duly executed written authorizations shall be furnished
by _____ for the following:

___ Physician, and/or hospital, and/or autopsy records;

___ Employment records for the period _____;

___ No-fault file;

___ Other (specify) _____

(5) Physical Examinations:

a. Examination of _____ shall be held on or before
_____.

b. Pursuant to 22 NYCRR §202.17(b), at least 20 days before such examination,
_____ shall serve upon all other parties copies of the medical reports of those
physicians who have previously treated or examined him/her.

c. A copy of the examining physician's report shall be furnished to all parties

on _____ by _____
within _____ days of the examination.

(6) Depositions:

a. Examinations before trial shall be conducted as follows (priority shall be in accordance with CPLR§3106 unless otherwise agreed or ordered):

Plaintiff(s) shall appear for examination before trial at _____,
on _____, at _____ a.m./p.m. and shall produce all relevant books, papers, records, and other material for use at the deposition,
including _____.

Defendant(s) shall appear for examination before trial at _____,
on _____, at _____ a.m./p.m. and shall produce all relevant books, papers, records, and other material for use at the deposition,
including _____.

b. Attorneys seeking rulings on objections or making application for any other relief pertaining to the depositions shall communicate with the Preliminary Conference Part by telephone conference call for a determination and shall make no motion without prior consent of the Court.

c. Once begun, a deposition shall continue until completed and shall not be adjourned without further order of the Court.

d. The transcript of an examination before trial shall be delivered to the party deposed within thirty (30) days of the deposition, and shall be returned, duly executed, within twenty (20) days thereafter.

e. Subpoenas for the examination before trial of any non-party witness shall be served no later than forty-five (45) days after the completion of party depositions.

f. Depositions of all parties shall be completed on or before _____.

g. Depositions of all non-party witnesses shall be completed on or before _____.

h. Depositions of non-party witnesses shall not be noticed until the conclusion of all party depositions unless otherwise agreed by all parties or ordered by the Court.

H. Unless otherwise agreed or ordered, if a party fails or refuses to be deposed, he/she may not utilize the deposition of the adverse party(ies) at trial in addition to such other sanctions as may be available (CPLR§3126).

(7) Other Disclosure:

a. On or before _____, all parties shall exchange names and addresses of all witnesses, and shall exchange statements of opposing parties and photographs, or if none, shall provide an affirmation to that effect.

b. On or before _____, all parties shall exchange information relating to expert witnesses in compliance with CPLR §3101. Expert disclosure provided after this date without good cause will be precluded from use at trial.

c. Demands for discovery and inspection (CPLR §3120) shall be served on or before _____.

d. All responses to Discovery and Inspection demands shall be served no later than _____ after receipt of the opposing party's demands.

e. Within twenty (20) days after service of a notice, a party who objects to the disclosure, inspection or examination, shall serve a response which shall state with reasonable particularity

the reasons for each objection.

f. All demands for production of books, documents, records and other writings relevant to the issues in this case shall be deemed to include a demand for production of any photograph, audiotape, videotape, computer disk or program and e-mail.

g. Interrogatories (CPLR §§ 3130-3133) Each party shall serve no more than ____ interrogatories, inclusive of subdivisions and subparts on or before _____.

h. Demands to admit shall be served on or before: _____.

(8) Additional Disclosure issues: With respect to additional disclosure issues, the parties shall comply with the following agreement: _____

_____.

(9) Impleaders: All third-party actions shall be commenced on or before _____.

Joinder of a third-party action beyond this date without leave of Court may result in a severance.

(10) Confidentiality/Non-Disclosure Agreement:

a. In the event that there is a need for a Confidentiality/Non-Disclosure Agreement prior to disclosure, the part(y) demanding same shall prepare and circulate the proposed agreement. If the parties cannot agree as to same, they shall promptly notify the Court. The failure to promptly seek a confidentiality agreement may result in a waiver of same (22 NYCRR §216.1).

b. _____ anticipates the need for a Confidentiality Agreement and will prepare and circulate same on or before _____ as to the following issues: _____.

(10) COMPLETION OF DISCLOSURE:

ALL DISCLOSURE SHALL BE COMPLETED ON OR BEFORE _____.

[To be filled in by Court]

Compliance Conference: Counsel for all parties shall appear at a compliance conference which shall be held in the Compliance Part on _____.

Pursuant to 22 NYCRR §202.28, the attorney for plaintiff is directed to file a stipulation or statement of discontinuance with the Court within 20 days of such discontinuance.

The failure of any party to perform any of the requirements contained in this Order shall not excuse any other party from performing any other requirement contained herein. Failure to comply with any provision of this order may result in the imposition of costs, or sanctions, or other action authorized by law, including but not limited to contempt, dismissal and the striking of pleadings.

No adjournments of any time directive above shall be permitted without the permission of the Court. This stipulation and order supercedes the statutory stay in CPLR §3214 for dispositive motions made pursuant to CPLR §§3211, 3212, or 3213.

The contents and provisions of the foregoing proposed stipulation and order are agreed to, and receipt of a copy thereof is acknowledged:

Dated: _____

Attorneys for Plaintiff:
(Print Name) _____
(Signature) _____

Attorneys for Defendant:
(Print Name) _____
(Signature) _____

Mailing Address:

Mailing Address:

Phone/Facsimile Number:

Phone/Facsimile Number:

E-mail Address:

E-mail Address:

Attorneys for _____
(Print Name) _____
(Signature) _____

Attorneys for _____
(Print Name) _____
(Signature) _____

Mailing Address:

Mailing Address:

Phone/Facsimile Number:

Phone/Facsimile Number:

E-mail Address:

E-mail Address:

Preliminary Conference Stipulation
Index Number: _____

Plaintiff (unrepresented):
(Print Name) _____
(Signature) _____

Mailing Address:

Phone/Facsimile Number:

E-mail Address:

Defendant (unrepresented):
(Print Name) _____
(Signature) _____

Mailing Address:

Phone/Facsimile Number:

E-mail Address:

SO ORDERED:

Hon.