

APPENDIX D (1)

SUPREME COURT, COUNTY OF \_\_\_\_\_  
INDIVIDUAL ASSIGNMENT PART [OR JUSTICE] \_\_\_\_\_

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INDEX NO. \_\_\_\_\_

Plaintiff(s),  
-against-  
Defendant (s).

PRELIMINARY CONFERENCE  
STIPULATION AND ORDER  
(Sections 202.8 and  
202.12 of the Uniform Rules)

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[All items on the form must be completed unless inapplicable.]

It is hereby STIPULATED and ORDERED that disclosure shall proceed as follows:

(1) Insurance Coverage (CPLR 3101 (f)): If not already provided, shall be furnished by \_\_\_\_\_ on or before \_\_\_\_\_.

(2) Bill of Particulars:

(a) Demand for a bill of particulars shall be served by \_\_\_\_\_ on or before \_\_\_\_\_.

(b) Bill of particulars shall be served by \_\_\_\_\_ on or before \_\_\_\_\_.

(3) Medical Reports and Authorizations:

Shall be served as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Physical Examination:

(a) Examination of \_\_\_\_\_ shall be held

\_\_\_\_\_  
\_\_\_\_\_.

(b) A copy of the physician's report shall be furnished to plaintiff(s) within \_\_\_\_\_ days of the examination.

(5) Depositions: Choose (a) or (b)

(a)

<u>Deponent</u>	<u>Date and Time</u>	<u>Place</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Attach additional sheet if necessary]

(b) The parties shall set a schedule for depositions to be held no later than \_\_\_\_\_ and shall provide the court with the schedule.

Optional:

/\_\_\_/ If one deposition fails to take place as scheduled, the remaining parties' depositions shall nonetheless proceed as scheduled, except that priorities between defendants and plaintiffs shall be preserved.

(6) Other Disclosure:

(a) All parties, on or before \_\_\_\_\_, shall exchange names and addresses of all eyewitnesses and notice witnesses, statements of opposing parties and photographs, or, if none, provide an affirmation to that effect.

(b) Authorizations for plaintiff(s)' employment records for the period \_\_\_\_\_ shall be furnished on or before \_\_\_\_\_.

(c) Demand for discovery and inspection shall be served by \_\_\_\_\_ on or before \_\_\_\_\_. The items sought shall be produced to the extent not objected to, and objections, if any, shall be stated on or before \_\_\_\_\_.

(d) Accident reports prepared in the regular course of business shall be exchanged pursuant to CPLR 3101 (g) by \_\_\_\_\_.

(e) Other (interrogatories (CPLR 3130), etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

All such disclosure, unless otherwise noted herein, shall be completed by \_\_\_\_\_.

(f) Plaintiff shall provide authorizations for the following collateral source providers (CPLR 4545) within \_\_\_\_\_ days:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(7) Impleader; Motion(s) to amend the pleadings, or to add parties: Shall be completed on or before \_\_\_\_\_.

(8) Compliance conference: Shall be held on \_\_\_\_\_.

(9) End Date for All Disclosure, other than expert disclosure [must be within 12 months, or 15 months for a complex case]: \_\_\_\_\_.

(10) Expert Disclosure:

Plaintiff(s) shall provide expert disclosure by \_\_\_\_\_.

Defendant(s) shall provide expert disclosure by \_\_\_\_\_.

(11) Motions: Any dispositive motion(s) (CPLR 3211 and 3212) shall be made on or before \_\_\_\_\_.

(12) Note of Issue: \_\_\_\_\_ shall file a note of issue/certificate of readiness on or before \_\_\_\_\_. A copy of the stipulation and order, an affirmation stating that the terms of the stipulation and

order have been complied with, and an affidavit of service of the affirmation and note of issue shall be served and filed with the note of issue on or before said date.

- (13) The parties shall ensure that a stipulation of discontinuance shall be promptly filed if the case settles before the next meeting with the Court.

Failure to comply with any of these directions may result in the imposition of costs or sanctions or other action authorized by law.

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Attorney for Plaintiff(s)

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Attorney for Defendant(s)

Dated:

SO ORDERED:

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J. S. C.



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J. S. C.