

Preliminary Conferences Announcement and Instructions

Please be advised that there is a change in Preliminary Conference procedures effective November 1, 2023:

An automatically generated **Preliminary Conference Order** will be issued for cases scheduled for a Preliminary Conference pursuant to the filing of a Request for Judicial Intervention and a Request for a Preliminary Conference, or the Court having acted upon its own initiative pursuant to 22 NYCRR §202.12(j). All parties will receive a Court Notice scheduling the PC along with the following instructions:

A completed DEPOSITION SCHEDULE RIDER, which is available on the Nassau County Supreme Court website, **MUST** be provided to the Preliminary Conference Department within **14 DAYS** of the Court Notice. The rider shall indicate mutually agreed upon deposition dates/times and location within 120 days of the scheduled Preliminary Conference date. **Said dates MUST be Date and Time specific - on or before dates are not acceptable.** If a specific time is not provided, the Court will direct a default time of 10:00 am. In all actions alleging personal injuries, the Deposition Schedule Rider shall specify the nature of the injuries. **The rider must be uploaded to NYSCEF under document type “Deposition Schedule Rider”.**

All counsel must upload a signed copy of the “**Attorney Good Faith ADR Certificate**” (see attached) to NYSCEF under document type “Affirmation” with comment “ADR Certification” at least one day prior to the scheduled preliminary conference date. Self-represented parties need not submit the certification.

The automatically generated Preliminary Conference Order will have assigned Compliance/Certification and Settlement Conference dates along with discovery deadlines and will be presented to the assigned Justice for signature. Once signed the part clerk will upload the Preliminary Conference Order to NYSCEF.

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

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Plaintiff,

Part: _____

Index No.: _____

-against-

**ATTORNEY GOOD FAITH
ADR CERTIFICATION
(22 NYCRR §202.11)**

Defendant(s).

----- X

Pursuant to the requirements of **22 NYCRR §202.11**, the undersigned certifies that he/she has conferred with opposing counsel about

- (1) resolution of this case, in whole or in part,
- (2) discovery, including discovery of electronically stored information, and any other issues to be discussed at the conference,
- (3) the use of alternate dispute resolution (“ADR”) to resolve all or some issues in the litigation, and
- (4) any voluntary and informal exchange of information that the parties agree would help aid early settlement of the case.

The undersigned is aware of his/her obligation to confer about the above matters *prior to* the preliminary and compliance conferences. Any agreements will be incorporated into the proposed preliminary and/or compliance conference orders.

The undersigned has discussed with his/her client ADR options available through the 10th Judicial District and those offered by private entities, such as mediation, neutral evaluation, and arbitration.

Dated: _____

Signature: _____

Print Name: _____

Attorney For: _____