

PRELIMINARY CONFERENCE ORDER(Proposed)

Use of this form and method of uploading a Preliminary Conference Order (Proposed) are for parties who have conferred and agree on the discovery related issues. Prior to filing a (Proposed) PC Order, parties must have received an E-file notice from the Clerk's office scheduling and calendaring the Preliminary Conference. Parties have up to the day prior to the scheduled preliminary conference date to upload the Preliminary Conference Order (Proposed) and Stipulation to the NYSCEF system. If you cannot agree on any discovery issue, you must contact the chambers of the assigned Justice to schedule a virtual or in person conference before the court prior to the PC date.

Tips on how to complete the fillable PC Order and Stipulation, numbers 1-7, 15 and I, Affirmation of Injuries section:

Enter the assigned Justice name on top.

Enter the index number of the case.

Check the box of the discovery track all parties are requesting:

- A. **Expedited** if you expect to complete discovery and file a Note of Issue in 8 months.
- B. **Standard** if you expect to complete discovery and file a Note of Issue in 12 months.
- C. **Complex** if you expect to complete discovery and file a Note of Issue in 15 months.

The EBT dates shall be no later than 4 months from the date of this stipulation.

In section **I** fill in most serious injury if applicable or remark N/A.

Numbers 8-13 will be filled out by the court only. Any dates entered here may be changed.

Signature Lines- under paragraph 15-The preparer will obtain verbal permission to type the name of the attorney/party, firm name and email address. Checking the box will represent, to the court, that authority was given at the conference to enter the names of the parties as consent to the stipulation and be considered the signature of said attorney or party

Self-Represented Litigants can participate in this method of completing a discovery stipulation.

Please be advised the Preliminary Conference Stipulation and Order will be reviewed by the court. If any date changes are required by the court, you will be notified by a clerk of those changes. In addition, parties can view the signed Preliminary Conference stipulation and order on the NYSCEF System.