

## ***Preliminary Conference Part Rules***

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Referee Maria Bradley  
PC Hearing Room  
Phone: (718) 298-1046

### **Please be advised that all Preliminary Conferences are held at:**

Jamaica Courthouse located at  
88-11 Sutphin Blvd, Room 314  
Jamaica, NY 11435 ***regardless of which building the assigned judge sits in.***

A preliminary conference shall be held within 45 days of the RJL date.

Preliminary conference calendars will be held on Monday, Tuesday, Wednesday and Thursday of each week.

One short adjournment may be granted for good cause on the first appearance only. Thereafter, any requested adjournments must have approval from the part.

Calendars are scheduled at 9:30 a.m. or 11:30 a.m. based upon on the assigned part. Please see the PC schedule below for each part. Prompt attention is required.

There will not be an actual "call of the calendar" and as such all parties are required to check in with the part clerks upon arrival.

A Bill of Particulars must be served **PRIOR** to the Preliminary Conference, in response to a timely served demand therefor. The Bill of Particulars section must be filled in. If the Bills of Particular have already been served, such service should be indicated in the B/P section. If a Bill of Particulars is not sought, the waiver thereof should also be indicated.

Counsel **MUST** appear, be familiar with the case and fully authorized to enter into an agreement on both substantive and procedural matters on behalf of their client.

At the conference, inquiry may be made regarding any of the following matters where appropriate:

- Simplification and limitation of factual and legal issues
- Establishment of timetable for the completion of all disclosure proceedings - Addition of other necessary parties - Settlement of the action.

Modification of the court PC form may be included where it will create greater specificity. Modifications creating greater ambiguity, such as the term "if applicable" or "any and all" may be stricken.

Provisions for service of Discovery and Inspection and Demand therefore, where applicable, should be inserted into the court form. Unless the court form provides otherwise, all discovery must be scheduled for a specific month and day.

**Failure to appear may result in the issuance of a court prepared Preliminary Conference order including a discovery schedule, which must be complied with under penalty of sanction pursuant to CPLR 3124, 3216.**

**All discovery must be scheduled PRIOR to the date of the Compliance Conference.**

**Preliminary Conference Schedule 88-11 Sutphin  
Blvd., Room #314**

	9:30 a.m.	11:30 a.m.
<b>Mon.</b>	J. Weiss (Part 2) J. Gavrin (Part 27) J. Sampson (Part 31) J. Caloras (Part 36) J. Hom (Part 43)	J. Grays (Part 4) J. Greco (Part 32)
<b>Tues.</b>	J. Dufficy (Part 35) J. O'Donoghue (MDP) J. Livote (Part 33) J. Schulman (Part 29) J. Latin (Part 40)	J. Taylor (Part 15) J. J. Healy (Part 13) J. Gibbons (Part 20)
<b>Weds.</b>	J. Esposito (Part 6) J. Elliot (Part 14) J. Buggs (Part 30) J. McDonald (Part 34)	J. Kerrigan (Part 10 - City Cases) J. Ventura (Part 37) J. Muir (Part 42)
<b>Thur.</b>	J. Butler (Part 12) J. Velasquez (Part 38) J. Purificacion (Part 39) J. Golia (Part 21)	J. Jackman Brown (Part 19) J. Risi (Part 3 - NYCTA cases) J. Leverett (Part 41) Referee PC Calendar