

**PRELIMINARY CONFERENCE ORDER**

Pursuant to Part 202 of the Uniform Civil  
Rules for the Supreme Court

Plaintiff(s),

- against -

Defendant(s),

**HON. JULIA I. RODRIGUEZ, J.S.C.**  
**Preliminary Conference Part**  
**Index Number** \_\_\_\_\_  
**Conference Date** \_\_\_\_\_

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**APPEARANCES:** *Plaintiff:* \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 By Attorneys \_\_\_\_\_ Phone: \_\_\_\_\_  
 Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

*Defendant 1:* \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 By Attorneys \_\_\_\_\_ Phone: \_\_\_\_\_  
 Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

*Defendant 2:* \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 By Attorneys \_\_\_\_\_ Phone: \_\_\_\_\_  
 Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

*Defendant 3:* \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 By Attorneys \_\_\_\_\_ Phone: \_\_\_\_\_  
 Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

**I INSURANCE COVERAGE:**  To be furnished within \_\_\_\_\_ days.

**II BILL OF PARTICULARS:**

1. Not submitted: Bill of Particulars to be served by \_\_\_\_\_

2. Served: 2(a). Satisfactory 2(b). Unsatisfactory

3. Supplemental bill of particulars to be served \_\_\_\_\_

4. Bill of particulars for affirmative defenses to be served \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III MEDICAL REPORTS AND HOSPITAL AUTHORIZATIONS:**

1. Furnished (Except: \_\_\_\_\_)

2. Medical reports or authorizations for records to be served

3. Hospital authorizations to be served \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV PHYSICAL EXAMINATION:**

1(a). Held 1(b). Waived

1(c). Examination of \_\_\_\_\_  
 To be held \_\_\_\_\_  
 Defendant to designate physician(s) within 21 days of plaintiffs EBT

2(a). Physician's report furnished

2(b). Copy of physician's report to be furnished to plaintiff  
 within \_\_\_\_\_ days of examination.

V EXAMINATION BEFORE TRIAL: 1.  Plaintiff  Defendants  All parties  
2. To be held at \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
3. Held (Except: \_\_\_\_\_) DWaived

VI OTHER DISCLOSURE: 1. None  
2. All parties to exchange names and addresses of all witnesses, opposing parties' statements, and photographs. If none, an affirmation to that effect shall be exchanged.  
3. Authorizations for plaintiffs employment records (IRS) including W-2 for period \_\_\_\_\_  
4. \_\_\_\_\_  
\_\_\_\_\_

5. To be completed within \_\_\_\_\_

VII IMPLADER ACTIONS: 1(a). None 1(b). To be commenced \_\_\_ days after all EBT's.

VIII DESIGNATED FOR TRANSFER: 1(a). CPLR 325 (c)  
1(b). CPLR 325 (d)

IX ADDITIONAL DIRECTIVES:  See attached page for additional directives

X ALL PARTIES: Are directed to complete discovery on or before \_\_\_\_\_,  
and appear for a compliance conf. on: t/b/d \_\_\_\_\_  
Request compliance conference via email: \_\_\_\_\_  
BxSupCiv-IA11@nycourts.gov

**Pendency of motions pursuant to CPLR 3211, 3212 and 3213 stay discovery pursuant to CPLR R 3414(b).**

**Counsel will be required to justify, at the Compliance Conference, failure to adhere to the discovery schedule set forth herein.**

**In the event of non-compliance, costs or other sanctions may be imposed; and it is ORDERED that Plaintiff is granted leave to file the Note of Issue on or before \_\_\_\_\_, when discovery is complete.**

Dated: \_\_\_\_\_ Enter: \_\_\_\_\_  
Hon. Julia I. Rodriguez, J.S.C.