

TODAY'S CAL.# \_\_\_\_\_

RJI DATE \_\_\_/\_\_\_/\_\_\_

INTAKE PART

**PRELIMINARY CONFERENCE ORDER  
PURSUANT TO PART 202 OF THE UNIFORM CIVIL RULES  
FOR THE SUPREME COURT KINGS COUNTY**

HON. \_\_\_\_\_

DATE: \_\_\_/\_\_\_/20\_\_\_

Index# \_\_\_\_\_/\_\_\_\_\_

Plaintiff(s)

- against -

Defendant(s)

Compliance Conference shall be held in  
IAS Part CCP on \_\_\_\_\_, 20\_\_\_  
at 9:30 a.m.

**FAILURE OF COUNSEL TO ATTEND THE  
COMPLIANCE CONFERENCE MAY RESULT  
IN THE IMPOSITION OF SANCTIONS**

**PRINT ALL INFORMATION CLEARLY**

Consent to  
E-FILE?

YES NO

ATTORNEY FIRM _____	by _____	FOR PLAINTIFF	_____	_____
ATTORNEY FIRM _____	by _____	FOR DEFENDANT	_____	_____
ATTORNEY FIRM _____	by _____	FOR DEFENDANT	_____	_____
ATTORNEY FIRM _____	by _____	FOR DEFENDANT	_____	_____

**DEFAULTS: DEFENDANT \_\_\_\_\_  
HAS NOT BEEN SERVED/ HAS BEEN SERVED, NOT ANSWERED, AND TIME TO DO SO HAS EXPIRED.  
DEFAULT JUDGMENT GRANTED / PENDING**

**THE DISCOVERY END DATE/ NOTE OF ISSUE DUE DATE IS \_\_\_/\_\_\_/20\_\_\_**

**IT IS HEREBY ORDERED THAT THIS ACTION IS ASSIGNED TO THE:**

**\_\_\_\_\_ EXPEDITED \_\_\_\_\_ STANDARD \_\_\_\_\_ COMPLEX TRACK  
AND DISCLOSURE SHALL PROCEED AS FOLLOWS:**

- I. WRITE PLAINTIFF'S MOST SEVERE INJURY: \_\_\_\_\_
- II. TYPE OF CASE:
  - \_\_\_\_\_ MOTOR VEHICLE
  - \_\_\_\_\_ PREMISES LIABILITY
  - \_\_\_\_\_ PROFESSIONAL MALPRACTICE (MED. MAL. ETC.)
  - \_\_\_\_\_ OTHER. BRIEFLY DESCRIBE: \_\_\_\_\_
  - \_\_\_\_\_ CONTRACT
  - \_\_\_\_\_ LABOR LAW
- III.  CPLR 325 (D) eligible, upon further order.
- IV. INSURANCE COVERAGE (INCLUDING EXCESS AND/ OR UMBRELLA COVERAGE)  
 DEFENDANT \_\_\_\_\_ DEFENDANT \_\_\_\_\_  
 IF NOT FURNISHED, PLAINTIFF TO BE ADVISED IN WRITING BY \_\_\_/\_\_\_/20\_\_\_  
**IF NO EXCESS COVERAGE, PROVIDE AFFIDAVIT TO THAT EFFECT BY \_\_\_/\_\_\_/20\_\_\_**

**PRELIMINARY CONFERENCE ORDER**

V. BILL OF PARTICULARS:

- 1A. SUBMITTED..... 1B. NOT SUBMITTED - TO BE SERVED BY \_\_\_\_\_
- 2. SUPPLEMENT/ AMEND BILL OF PARTICULARS TO BE SERVED BY \_\_\_\_\_
- 3. DEFENDANT \_\_\_\_\_ TO PROVIDE A VERIFIED BILL OF PARTICULARS AS TO AFFIRMATIVE DEFENSES WITHIN \_\_\_\_\_ DAYS.

VI. MEDICAL AND HOSPITAL AUTHORIZATIONS TO THE EXTENT NOT PREVIOUSLY PROVIDED:

- 1. FURNISHED
- 2. HIPAA COMPLIANT MEDICAL AUTHORIZATIONS FOR RECORDS AND HOSPITAL AUTHORIZATIONS TO BE SERVED BY \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_
- 3. PLAINTIFF(S) SHALL PROVIDE AUTHORIZATIONS TO OBTAIN COPIES OF THE ACTUAL RECORDS OF ALL TREATING AND EXAMINING HEALTH CARE PROVIDERS, INCLUDING DIAGNOSTIC TESTS, X-RAYS, MRIs, EMGs, CT SCANS, FOR INJURIES SPECIFIED IN THE BILL OF PARTICULARS WITHIN \_\_\_\_\_ DAYS.
- 4. PLAINTIFF(S), WITHIN 60 DAYS AFTER FILING NOTE OF ISSUE, MUST SERVE DEFENDANT (S) WITH FRESH HIPAA COMPLIANT AUTHORIZATIONS FOR ALL KNOWN HEALTH CARE PROVIDERS.

VII. PHYSICAL EXAMINATION:

- 1A. HELD  1B. WAIVED  1C. EXAM OF THE PLAINTIFF TO BE HELD WITHIN \_\_\_\_\_ DAYS FOLLOWING THE CONCLUSION OF PLAINTIFF'S EBT.
- 2A. PHYSICIANS' REPORTS FURNISHED
- 2B. COPY OF PHYSICIANS' REPORTS TO BE FURNISHED TO PLAINTIFF WITHIN \_\_\_\_\_ DAYS OF EXAMINATION.

VIII. EXAMINATIONS BEFORE TRIAL:

- PLAINTIFF(S)  DEFENDANT(S)  INFANT(S)
- INFANT'S DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- TO BE HELD ON \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_
- AT  COURT REPORTER \_\_\_\_\_
- AT  OFFICE OF \_\_\_\_\_
- AT  A LOCATION TO BE AGREED UPON LATER
- HELD (EXCEPT: \_\_\_\_\_)
- WAIVED
- EXCEPT INFANT AT THIS TIME

**DEPOSITIONS TO COMMENCE WITHIN 30 DAYS OF JUDICIAL DETERMINATION OF INFANT PLAINTIFF'S COMPETENCE TO TESTIFY AT A "SWEAR-ABILITY" HEARING.**

IX. OTHER DISCLOSURE:

- 1. NONE
  - 2. ALL PARTIES TO EXCHANGE NAMES AND ADDRESSES OF ALL WITNESSES, OPPOSING PARTIES' STATEMENTS, PHOTOGRAPHS, SURVEILLANCE TAPES, AND ACCIDENT REPORTS PREPARED IN THE ORDINARY COURSE OF BUSINESS. IF NONE, AN AFFIRMATION TO THAT EFFECT SHALL BE PROVIDED.
  - 3. AUTHORIZATION FOR PLAINTIFF(S) FOR YEAR BEFORE, YEAR OF, AND YEAR AFTER:
    - EMPLOYMENT ATTENDANCE RECORDS
    - IRS, IF SELF EMPLOYED OR W-2
  - 4. PLAINTIFF TO PROVIDE NO-FAULT/ COLLATERAL SOURCE AUTHORIZATIONS.
- ABOVE TO BE COMPLETED WITHIN \_\_\_\_\_ DAYS.**
- 5. ALL PARTIES SHALL SUPPLY EXPERT WITNESS DISCLOSURE PURSUANT TO CPLR.

**PRELIMINARY CONFERENCE ORDER**

6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- X. IMPLAIDER ACTIONS:  1. NONE  
 2. ALREADY COMMENCED  
 3. TO BE COMMENCED WITHIN \_\_\_\_\_ DAYS AFTER COMPLETION OF EBTs.

XI. ADDITIONAL DIRECTIVES: SEE ATTACHED PAGE FOR ADDITIONAL DIRECTIVES.

**IN THE EVENT OF UNJUSTIFIED NON-COMPLIANCE WITH THE TERMS OF THIS ORDER, COSTS OR OTHER SANCTIONS MAY BE IMPOSED.**

**NOTWITHSTANDING ANY DIRECTIVE CONTAINED HEREIN, ALL PARTIES ARE REQUIRED TO ABIDE BY THE JUSTICE'S INDIVIDUAL PART RULES LOCATED AT: [HTTP://WWW.NYCOURTS.GOV/COURTS/2JD/KINGS/CIVIL/JUDGESRULES.SHTML](http://www.nycourts.gov/courts/2jd/kings/civil/judgesrules.shtml)**

**ALL DATES CONTAINED HEREIN RELATING TO THE COMPLETION OF ITEMS IN THIS PRELIMINARY CONFERENCE ORDER MUST BE ADHERED TO.**

THE PARTIES HAVING APPEARED FOR A PRELIMINARY CONFERENCE ON THIS DATE HAVE REVIEWED THE TERMS AND/ OR CONDITIONS OF THIS ORDER AND HEREBY CONSENT TO SAME.

ATTORNEY: \_\_\_\_\_ FOR PLAINTIFF: \_\_\_\_\_  
*(Attorney's signature)*

ATTORNEY: \_\_\_\_\_ FOR DEFENDANT: \_\_\_\_\_  
*(Attorney's signature)*

ATTORNEY: \_\_\_\_\_ FOR DEFENDANT: \_\_\_\_\_  
*(Attorney's signature)*

ATTORNEY: \_\_\_\_\_ FOR DEFENDANT: \_\_\_\_\_  
*(Attorney's signature)*

COURT ATTORNEY: \_\_\_\_\_

**THIS CONSTITUTES THE DECISION AND ORDER OF THE COURT.**

DATED: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ ENTER: \_\_\_\_\_  
*J.S.C. / J.H.O.*