

**In-Person Request Form for Oral argument on
Discovery Motions and Compliance Conferences**

- 1. You may only use this form if you have a scheduled CCP Motion or CCP Conference appearance pending.**
- 2. For Motions: You must efile this form at least 5 days before the scheduled appearance date. Any request received less than 5 days before the return date will not be entertained.**
- 3. For Compliance Conferences: You must efile this form anytime before or within 3 weeks after the scheduled CC date.**
- 4. Any party can request an In-Person appearance. DOES NOT HAVE TO BE ON CONSENT.**
- 5. Must e-file this form using the efile drop down menu "Letter/Correspondence to Judge"**

This form will not be accepted any other way. MUST BE E-FILED ON NYSCEF

Circle and indicate all that apply:

Type of discovery appearance(s) pending; date(s) of all discovery appearance(s) and all pending discovery motion sequence number(s), if any:

Motion Relief Sought: _____

CCP Motion Date: _____

CCP conference Date: _____

Index No: _____

Caption: _____

Must indicate which party is making the request

Atty Firm: _____ for Plaintiff(s) _____

Atty Firm: _____ for Defendant(s) _____

For Court Help: <http://nycourts.gov/courthelp>