

VIRTUAL CONFERENCE REQUEST FORM
(ALL PARTIES ARE REPRESENTED BY COUNSEL)

1. Use this form only if ALL parties are represented by counsel. Use the *Pro Se Virtual Request Form* if at least one party is not represented by counsel.
2. This form must be submitted on the consent of all parties and must be fully executed by all parties.
3. Do NOT use this form if you have e-filed or will e-file an “on consent” proposed discovery order on or before the scheduled appearance date.
4. You may only use this form if you have a scheduled FCP appearance pending.
5. The Court will select the date and time of the virtual appearance.
6. The Court shall schedule virtual appearances via the court’s UCMS (case scheduling system). Highlight and right click the link provided in “comments” which will take you to the virtual Teams appearance. It is the obligation of each individual party to check their dates and to sign up for alerts.
7. ***If a party has an e-file exemption, it is the burden of the plaintiff to notify the excluded parties***
8. In preparation and in advance of the virtual conference, the parties must complete a proposed order in accordance with court mandates outlined in the virtual rules. Include in the order all agreed upon discovery, so that only the court ruling will need to be added. The proposed order must be submitted upon the request of the Court Attorney or Referee.
9. Any party may file this form using the e-file system under the “Letter/Correspondence” drop down tab.

The parties must fill in all that apply:

Date of FCP appearance: _____

Index No: _____

Caption: _____

Pending Motions: _____

Joint Trial: _____

Briefly identify issue necessitating the need for a conference (do not discuss merits):

ON CONSENT:

Attorney Firm	by	email	for Plaintiff(s)
Attorney Firm	by	email	for Defendant(s)
Attorney Firm	by	email	for Defendant (s)
Attorney Firm	by	email	for Defendant (s)
Attorney Firm	by	email	for Defendant (s)