

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

1. Use this form only if ALL parties are represented by counsel. Use *Pro Se FCP Virtual Request Form* if at least one party is not represented by counsel.
2. This form must be submitted on consent of all parties and must be fully executed by all parties
3. Do NOT use this form if you have efiled or will efile 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, FDP, City/TA Discovery appearance pending.
5. You must submit this form on or before the scheduled appearance date. Any request form received after the scheduled appearance date will not be entertained.
6. The Court will select the date and time of the virtual appearance (requests for same cannot be accommodated)
7. The parties will be notified of the virtual appearance via the efile “court notice” system. It is the obligation of each individual party to ensure that their efile information is correct and up to date. All corrections and updates must be addressed with the efile clerk only. Do NOT indicate any corrections or updates on this form.
8. \*\*\*If a party has an e-file exemption, it is the burden of the plaintiff to notify the excluded parties\*\*\*
9. All pending discovery motions must be fully briefed pursuant to CPLR.
10. 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 will be submitted at the virtual appearance upon the request of the court attorney or referee.
11. PLAINTIFF must file this form using the efile down menu “Correspondence to judge

**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:**

CCP conference/motion(s) \_\_\_\_\_

City/TA Discovery conference/motion(s) \_\_\_\_\_

FCP conference \_\_\_\_\_

**Index No:** \_\_\_\_\_

**Caption:** \_\_\_\_\_

**On consent:**

Attorney Firm _____	by _____	tel. _____	email _____	for Plaintiff(s) _____
Attorney Firm _____	by _____	tel. _____	email _____	for Plaintiff(s) _____
Attorney Firm _____	by _____	tel. _____	email _____	for Plaintiff(s) _____
Attorney Firm _____	by _____	tel. _____	email _____	for Plaintiff(s) _____

\*Please provide an immediately reachable telephone number (cellular number or direct dial)