

VIRTUAL VIDEO COMPLIANCE CONFERENCE REQUEST FORM

1. Use this form only if ALL parties are represented by counsel. Use Pro Se Virtual Request Form if at least one party is not represented by counsel.
2. Do **NOT** use this form if you have e-filed or will e-file a “consent” proposed discovery order on or before the scheduled appearance date. You may only use this form if you have a scheduled compliance conference appearance pending.
3. This form must be submitted with the printed names of the attorneys of record, the participating attorneys at the conference and their emails, and the names of the party or parties each attorney represents.
4. The form must include the full caption of the action.
5. Parties must specify the index numbers of any cases joined for trial. Each case will require a separate compliance conference order.
6. You must submit this form on or up to two weeks after the originally scheduled CCP appearance date. Any form not received within this timeframe will receive a court generated order on default.
7. The court will select the date and time of the virtual appearance (requests for same cannot be accommodated)
8. The parties will be notified of the virtual appearance via Microsoft Teams and the e-file “court notice” system. It is the obligation of each individual party to ensure that their e-file information is correct and up to date. All corrections and updates must be addressed with the county clerk only. DO NOT indicate any corrections or updates on this form.
9. ***If a party has an e-file exemption, it is the burden of the plaintiff to notify the excluded parties***
10. Parties must indicate any pending motions.
11. ALL PENDING MOTIONS IN THE CENTRAL COMPLIANCE PART ARE ADDRESSED BY SUBMISSION ONLY AND WILL NOT BE ADDRESSES AT THIS CONFERENCE.
12. 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 request of the Court Attorney, Referee or the Judge.
13. Plaintiff must file this form using the e-file system under the “Letter/Correspondence” drop down tab.

Index No: _____

Caption: _____

Compliance Conference Date: _____

Indicate all that apply:

Pending Motions: _____

Joint Trial: _____

*Please print and use all space necessary for emails

Attorney Firm _____ by _____ email _____ for plaintiff(s) _____

Attorney Firm _____ by _____ email _____ for plaintiff(s) _____

Attorney Firm _____ by _____ email _____ for plaintiff(s) _____

Attorney Firm _____ by _____ email _____ for plaintiff(s) _____