

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU**

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Index No. _____

Plaintiff(s),

**COMMERCIAL DIVISION
ADR INITIATION FORM**

- against -

Defendant(s).

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- 1) This case was referred to ADR through the Nassau County Commercial Division's ADR Program (order of Justice _____ dated _____).
- 2) Pursuant to Rule 3 of the Nassau County Commercial Division ADR Program's Rules, located at <http://www.nycourts.gov/courts/comdiv/nassau.shtml>, the parties have conferred and have (CHECK APPROPRIATE BOX BELOW):

Selected the following to serve as neutral.

Name _____
Address _____
Phone _____
Email _____

Are unable to agree on a neutral and submit the following four (4) names from which the Court may assign a neutral.

Name	Name
Phone	Phone
Email	Email

Name	Name
Phone	Phone
Email	Email

- 3) For the neutral to run the required conflicts check, counsel for any corporate party must list here or on an attached sheet the names of all corporate parents, subsidiaries or affiliates:

- 4) Please indicate whether there are
Motions sub judice: Yes No Appeals: Yes No

If you indicated yes to either of the foregoing, please contact the Court immediately.

- 5) The attorneys for the parties herein are as follows:

Plaintiff Name		Defendant Name	
Attorney		Attorney	
Phone		Phone	
E-Mail		E-Mail	
Defendant Name		Defendant Name	
Attorney		Attorney	
Phone		Phone	
E-Mail		E-Mail	

- 6) This form shall be completed and returned to the Court and the selected neutral **within 5 business days** from receipt of the Order of Reference. This deadline will not be extended. **The initial ADR session must be conducted within 45 days** from the date of the Order of Reference (see Rule 3 [e]). At least one week before the initial session, each party shall deliver to the neutral a memorandum of not more than three pages (see Rule 3[f]).
- 7) By signing below, the parties and their Counsel, certify that they have read and will comply with the ADR Program Rules of the Nassau County Commercial Division. The parties and their Counsel further understand and agree that the ADR process is confidential and that the neutral shall be immune from suit by any of the parties or other participants in this case because of or based upon the neutral's activities as such in this matter to the extent permitted by law. Parties agree that no attorney-client relationship exists between the neutral and the parties, and the neutral shall not provide legal services to the parties during the process.

 Counsel for Plaintiff

 Counsel for Defendant

 Counsel for Defendant

Date: _____

 Counsel for Defendant