

**SUFFOLK COUNTY SUPREME COURT**

**CIVIL TERM**

**\*\*PROCEDURES FOR PRELIMINARY CONFERENCE\*\***

Unless otherwise instructed by the Court, preliminary conferences within the Differentiated Case Management Part ("DCM") will be conducted virtually. Prior to the scheduled conference date, counsel or parties, if unrepresented, are required to confer and complete the proposed Preliminary Conference Stipulation and Order, which can be found on the court's official website:

[Preliminary Conference Stipulation and Order Form]

([https://www.nycourts.gov/LegacyPDFS/courts/10jd/suffolk/PDF/20200630\\_PC\\_Stip\\_and\\_Order%20form.pdf](https://www.nycourts.gov/LegacyPDFS/courts/10jd/suffolk/PDF/20200630_PC_Stip_and_Order%20form.pdf)).

Counsel must upload a proposed Preliminary Conference Stipulation and Order, duly signed by all counsel or parties, if self-represented, to New York State Courts Electronic Filing ("NYSCEF") no later than one business day before the scheduled conference. If the parties are unable to reach an agreement on the terms of the Proposed Preliminary Conference Stipulation and Order, they are required to contact DCM at 631-852-2894 on the morning of the scheduled conference to request a telephonic conference with a Court Attorney Referee.

Please note that upon filing a request for a preliminary conference, all cases will undergo evaluation by a Court Attorney Referee for potential referral to the Alternative Dispute Resolution Part (referred to as "ADR") for an early settlement conference. If a case is referred to the ADR part, an ADR Referral Order will be issued, and a preliminary conference will not be scheduled.

Final

9/10/24