

**RULES FOR VIRTUAL SETTLEMENT CONFERENCES IN THE
TRIAL READY PART (TRP)**

1. The court holds virtual settlement conferences five (5) days a week upon the referral of the case by a Supreme Court Justice. Counsel will receive an MS Teams conference invitation by e-mail to the email address provided by the participating attorneys to the New York State Electronic Filing System.
2. Plaintiff's counsel must complete and submit a "Confidential Settlement Conference Worksheet" available at <https://www.nycourts.gov/LegacyPDFS/courts/13jd/rules/SCP-Confidential%20Worksheet-fillable.pdf> and prepare a digital copy of all relevant portions of that evidence necessary to prove liability and damages in a PDF format. Plaintiff shall share, with the court, these PDF documents using commercially available cloud shared storage drive (I.e. Google Docs, Dropbox, OneDrive)
3. Plaintiff must have access to their client(s) during the conference.
4. Defendants shall be prepared to present their defenses through contradictory evidence provided in PDF format. Defendant shall share, with the court, digital documents using commercially available cloud shared storage drive (e.g. Google Docs, Dropbox, OneDrive).
5. Defendant shall have access to their adjuster to allow virtual participation in the conference.
6. Parties must provide the material required in these rules to Court Attorney Referee Annette Scarano (ascarano@nycourts.gov) seven (7) days before the scheduled virtual conference date.
7. Failure to properly engage in settlement discussions and comply with these rules shall result in the matter being remanded to Administrative Judge Desmond Green.
8. The Uniform Rules for Trial Courts remain in full effect including (22 NYCRR 202.26[e], "may order parties, representatives of parties, representatives of insurance carriers or persons having an interest in any settlement, including those holding liens on any settlement or verdict, to also attend in person or telephonically at the settlement conferences".¹

¹ SCMP will not operate with in-person appearances.