

AS OF NOVEMBER 15, 2023

PART RULES FOR THE SETTLEMENT CONFERENCE PART (SCP)

IN PERSON SETTLEMENT CONFERENCES – EVERY TUES - 10:00A.M.

1. For those cases in which a Note of Issue has been filed, a Settlement Conference will be scheduled within 120 days upon filing the Note of Issue (NOI).

Requests for adjournments must be made to SCP-Richmond@nycourts.gov.

3. In person appearance by counsels for both parties must complete and submit to the court at the settlement conference a “*Confidential Settlement Conference Worksheet*” which can be found at the following link: [Confidential/Settlement Work Sheet](#). The completed work sheet shall be e-mailed to Court Attorney Referee Annette Scarano, ascarano@nycourts.gov, **at least five (5) days BEFORE the scheduled conference date.**

4. Each attorney attending the settlement conference **must** bring hard copies of all documents relevant to the issues of liability including, but not limited to photographs of the defect; damage to motor vehicles; Big Apple map, if applicable, police report; MV 104; expert witness report and synopsis of depositions as well as all documents relevant to the issue of damages, including, but not limited to E/R record; hospital records; P/T records; doctor report(s); photographs of injuries; expert medical reports; diagnostic test report(s) and be fully familiar with every aspect of the case and be fully authorized to engage in meaningful settlement negotiations.

No appearances will be permitted by an attorney who has not completed a Confidential Settlement Worksheet; are not fully prepared and authorized to engage in settlement negotiations and/or not fully prepared for trial. Failure to meet the above criteria, the matter will NOT be conferenced and immediately referred to the Administrative Judge for further directives which may include sanctions, dismissal, default etc.

5. The Court may order 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 conference and the matter may also be immediately referred to the Administrative Justice

6. Where a Note of Issue and Certificate of Readiness has been filed, the Administrative Judge has the discretion to send the case for **immediate** jury selection

and trial; and **will do so if settlement negotiations are not expeditiously conducted in good faith.**

VIRTUAL SETTLEMENT CONFERENCE – EVERY THURS – 10:00 A.M.

1. To request a Virtual Settlement Conference **kindly contact Stacey Bacenet, sbacenet@nycourts.gov**. The e-mail subject line should clearly indicate **Virtual Settlement Conference Request**. Both counsels' consent is required before requesting same.
2. For a virtual settlement conference counsels for both parties must complete and submit to the court a “*Confidential Settlement Conference Worksheet*” which can be found at the following link: [Confidential/Settlement Work Sheet](#) **at least five (5) days BEFORE the scheduled virtual settlement conferences.**
3. The submission of a completed Confidential Settlement Worksheet must include copies of all documents relevant to the issues of liability including, but not limited to photographs of the defect; damage to motor vehicles; Big Apple map, if applicable, police report; MV 104; expert witness report and synopsis of depositions as well as all documents relevant to the issue of damages, including, but not limited to E/R record; hospital records; P/T records; doctor report(s); photographs of injuries; expert medical reports; diagnostic test report(s) etc. Submissions are to be sent to Court Attorney Referee, Annette Scarano, ascarano@nycourts.gov and **must be submitted to the Court at least five (5) days BEFORE the virtual conference date.**

No appearances will be permitted by an attorney who has not completed and submitted a Confidential Settlement Worksheet and/or has not submitted the above referenced documents and/or are not fully prepared and authorized to engage in settlement negotiations. Failure to meet the above criteria, the matter will NOT be conferenced and immediately referred to the Administrative Judge for further directives.

For queries concerning the SCP, kindly contact SCP-Richmond@nycourts.gov.