

\_\_\_\_\_ COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

Plaintiff/Petitioner

Index No. \_\_\_\_\_

- against -

**ORDER OF REFERENCE  
TO ROSTER NEUTRAL FOR  
MEDIATION**

Defendant/Respondent  
\_\_\_\_\_

1. On Consent of the Parties \_\_\_\_\_ Order of the Court \_\_\_\_\_ (Check One) the above-captioned proceeding qualifies for referral to Mediation which shall be conducted in accordance with the 3rd JD ADR Program Rules [Alternative Dispute Resolution for the 3rd JD | NYCOURTS.GOV](http://www.nycourts.gov/3rdjdadr).
2. The Neutral selected is \_\_\_\_\_.
3. The following party(s) are exempt from the fee component of mediation based on indigent status pursuant to CPLR §1101: \_\_\_\_\_.
4. The Neutral shall initiate contact with the Parties to confirm the Neutral's acceptance of this case, select a meeting date for the initial session and make arrangements for any submissions to be forwarded to the Neutral.
5. The initial session should be held within thirty (30) days of the date the Neutral confirms acceptance of the case and the ADR process shall be completed within sixty (60) days of the date of this Order, unless otherwise permitted by the Court or Part.
6. Upon completion of the ADR process, the parties and counsel shall submit a Neutral evaluation form to

Carmelo M. Laquidara, the District ADR Coordinator at [claquida@nycourts.gov](mailto:claquida@nycourts.gov)

7. The parties and counsel shall return to court on\_\_\_\_\_.

8. The attorneys for the parties herein are as follows:

For Plaintiff:\_\_\_\_\_

For Defendant:\_\_\_\_\_

Address:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone:\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail:\_\_\_\_\_

E-Mail: \_\_\_\_\_

**SO ORDERED:**

Dated: \_\_\_\_\_, New York  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
JSC