

SETTLEMENT CONFERENCE PART  
HON. JOAN B. LEFKOWITZ  
 Supreme Court, Westchester County  
 Courtroom 1600

FILED BY:      PLAINTIFF  
                      DEFENDANT

|   |                                      |
|---|--------------------------------------|
| <b>INDEX NO:</b>  | <b>CONFERENCE DATE:</b> _____ , 20__ |
| <b>FULL CAPTION:</b>  |                                      |
| <b>PLAINTIFF'S ATTORNEY<br/>FIRM NAME, PHONE/MOBILE #:</b>            |                                      |
| <b>DEFENDANT'S ATTORNEY<br/>FIRM NAME, PHONE/MOBILE #:</b>            |                                      |
| <b>TYPE OF ACTION:</b>  |                                      |
| <b>DECISIONS ON SUBSTANTIVE<br/>MOTIONS (CPLR 3212 &amp; 3211):</b>   |                                      |
| <b>CONTENTIONS:</b>   |                                      |
| <b>DESCRIPTION OF<br/>INJURIES /DAMAGES:</b>                          |                                      |
| <b>DEMAND:</b>  | \$                                   |
| <b>OFFER:</b>   | \$                                   |
| <b>INSURANCE INFORMATION<br/>INSURANCE COMPANY,<br/>POLICY LIMITS</b> |                                      |
| <b>LIEN(S):</b>   |                                      |

|                        |                                     |
|------------------------|-------------------------------------|
| <b>COURT USE ONLY:</b> | <b>STANDARDS &amp; GOALS:</b> _____ |
|------------------------|-------------------------------------|

THE SETTLEMENT CONFERENCE PART \*\*\*REQUIRES\*\*\* THE FILING OF THIS FORM WITH A BILL OF PARTICULARS AT LEAST TWO WEEKS IN ADVANCE OF THE CONFERENCE VIA NYSCEF OR FOR NON-EFILED CASES BY E-MAIL TO [SettlementConferenceWestchester@nycourts.gov](mailto:SettlementConferenceWestchester@nycourts.gov)  
 FAILURE TO TIMELY FILE THIS FORM MAY RESULT IN THE SCHEDULING OF A TRIAL DATE