

Index No(s): _____

Plaintiff(s)/Petitioner(s)

-against-

Track: _____

Defendant(s)/Respondent(s)

Preliminary Conference Order

Appearances:

Counsel for Plaintiff(s)/Petitioner(s): _____

Counsel for Defendant(s)/Respondent(s) _____

It is ORDERED that disclosure shall proceed, pursuant to the Rules of the Commercial Division (CD) and the Rules of Commercial Division Part 49 (Part Rules), as follows:

(1) BILL OF PARTICULARS (see CPLR 3130 [1]) and/or Interrogatories (CD Rule 11-a):

(a) Demand for a bill of particulars and/or interrogatories shall be served by _____ on or before _____;

(b) A responsive bill of particulars and/or answers to interrogatories shall be served by _____ on or before _____, with any production with privilege logs, on a rolling basis, completed no later than _____.

(2) DOCUMENT PRODUCTION (See CD Rule 11-e):

(a) Demand for discovery and inspection shall be served by _____ on or before _____;

(b) Responses to demands shall be served by _____ on or before _____, with any production with privilege logs, conducted on a rolling basis, completed no later than _____.

(3) EXCHANGE OF ELECTRONICALLY-STORED INFORMATION (ESI) (CD Rule 11-c):

The parties will execute a stipulation reflecting their agreement as to exchanging ESI by _____ or, if there is no agreement or only partial agreement, the parties shall notify the court and the matter will be addressed at the compliance conference.

(4) DEPOSITION ON ORAL QUESTIONS:

(a) All party depositions noticed or agreed to by stipulation on or before _____;

- (b) Plaintiff(s)/Petitioner(s) deposition(s) shall be held on or completed by _____;
- (c) Defendant(s)/Respondent(s) deposition(s) shall be held on or completed by _____;
- (d) Non-Party Depositions, if any, and all fact depositions completed by _____.

(5) OTHER DISCLOSURE AND/OR EXPERT DISCOVERY:

(6) If any dispute over discovery arises, the parties shall immediately consult and comply with the Part Rules.

(7) IMPLAIDER: Shall be completed on or before:

(8) END DATE FOR ALL DISCLOSURE: _____.

(9) MOTIONS: Any dispositive motion(s) shall be made within 60 days of the deadline to file the Note of Issue and/or as directed by the Part Rules or further order of this court.

(10) NOTE OF ISSUE: The note of issue/certificate of readiness shall be filed by _____ with a copy of this order.

(11) Compliance Conference shall be held _____.

The dates in this order are final and may not be adjourned absent further order of the court.

SO ORDERED:

DATE: _____

ENTER:

Hon. Margaret Chan, J.S.C.

ADDITIONAL DIRECTIVES

In addition to the above schedule, it is further ORDERED that:

DATE: _____

ENTER: _____

Hon. Margaret Chan, J.S.C.