

**PLEASE CONTACT THE ADR COORDINATOR AND SUBMIT THIS FORM TO THE ADR OFFICE BY E-MAIL WITHIN 4 BUSINESS DAYS AFTER THE PRELIMINARY CONFERENCE**

**SUPREME COURT, CIVIL BRANCH, NEW YORK COUNTY  
NON-DIVISION COMMERCIAL ADR PROGRAM**

-----X

**Part: PMP**

\_\_\_\_\_

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

**Plaintiff,**  
**- against -**

**ADR INITIATION FORM**

\_\_\_\_\_

**Defendant.**

**Assigned Justice:** \_\_\_\_\_

-----X

**Prel. Conf. Date:** \_\_\_\_\_

1. This case was referred to the Commercial Division Alternative Dispute Resolution Program ([Administrative Order](#) of Justice Deborah A. Kaplan dated January 22, 2019).

2. The attorneys for all parties herein are as follows:

For Plaintiff:

For Defendant:

\_\_\_\_\_, Esq.

\_\_\_\_\_, Esq.

\_\_\_\_\_ [Firm]

\_\_\_\_\_ [Firm]

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

For Others (Attach an additional sheet if necessary):

\_\_\_\_\_, Esq.

\_\_\_\_\_, Esq.

\_\_\_\_\_ [Firm]

\_\_\_\_\_ [Firm]

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Attorney for:

Attorney for:

\_\_\_\_\_

\_\_\_\_\_

3. Please briefly describe this case, including, if possible, the damages claimed:

\_\_\_\_\_  
\_\_\_\_\_

4. In order that a proposed mediator may run a conflict check as required, counsel for any corporate party must list here or on an attached sheet the names of all corporate parents, subsidiaries, or affiliates:

\_\_\_\_\_  
\_\_\_\_\_

5. This case shall be mediated unless otherwise agreed.

6. Please indicate whether there are in this case:

Motions *sub judice*: Yes \_\_\_\_ No \_\_\_\_\_ Appeals: Yes \_\_\_\_ No \_\_\_\_\_

If you indicated "Yes" to either of the foregoing, please contact the ADR Office immediately.

7. By signing below, counsel, on behalf of their clients, certify that they have read and will comply with the [Rules and Procedures of the Commercial Division Alternative Dispute Resolution Program.](#)

Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

\_\_\_\_\_

\_\_\_\_\_

For further information, consult the [New York County Supreme Court ADR website](#) or contact the ADR Office at 212-256-7986 or [ADR-1JD@nycourts.gov](mailto:ADR-1JD@nycourts.gov)

Do not use the E-Filing Program to communicate with the Coordinator.