

Centralized Rules for Preliminary Conference Part Orders

General Rules:

1. The caption, index number, RJI filing date and attorney appearances must be completed.
2. If there is more than one plaintiff and/or defendant in the action, any section which applies to a particular party must specify to which party that section applies.
3. All sections which are inapplicable or NOT completed must be stricken. A notation of N/A is acceptable.
4. Failure to appear at a preliminary conference may result in an ex parte or default order. An adjournment of a P.C. is a courtesy not a right.
5. All sections which require a date by which to comply must be filled in. You must use a specific date certain. Time lines are not acceptable. If you do not fill them in the court may fill in what it deems appropriate
6. The order must be dated and signed by all appearing parties.
7. Writing on the P.C. order must be legible.

Responses to Sections:

Question # 1 Insurance Coverage: If this section applies to more than one defendant, specify the applicable defendant(s).

Question # 2 Bill Of Particulars: Parties must specify which party must serve BP demands and which party must serve a BP.

Question # 3 Medical Records and Authorizations: If employment records or school authorizations are requested, the relevant period must be specified.

Question # 4 Physical Examinations: If an independent Medical Examination has already been held, indicate same.

Question # 5 Depositions: Make sure the date selected is a weekday. If deposition has already been held please indicate same.

Question # 6 Other Disclosure: The date to comply by must be specified for questions "A", "C", and "D" (DO NOT WRITE "PER C.P.L.R")

Question # 7 and # 8 Additional Disclosure Issues: If a demand for is made for compliance with a previously served discovery demand, the provision must indicate: (a) The date of the demand to be complied with, (b) The party to which the discovery demand refers and the specific outstanding items which have not been furnished.

(DO NOT WRITE PLAINTIFF/ DEFENDANT TO COMPLY WITH ANY/ALL OUTSTANDING DISCOVERY DEMANDS)

Question #9 Completion Of Disclosure: Insert a date on or before the compliance conference date.

The Attorneys MUST check the court file for the " So Ordered " PC for any changes to the order which the court may have made.