

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF NEW YORK**

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Present: Hon. \_\_\_\_\_

Justice

Plaintiff(s),

IAS PART \_\_\_\_\_

- against-

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

DCM Track: \_\_\_\_\_

Defendant(s).

**PRELIMINARY CONFERENCE  
ORDER**

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**APPEARANCES:**

Plaintiff(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Defendant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

It is hereby ORDERED that disclosure shall proceed as follows:

(1) INSURANCE COVERAGE: If not already provided, shall be furnished by \_\_\_\_\_ on or before \_\_\_\_\_.

(2) BILL OF PARTICULARS [See CPLR 3130(1)]:

(a) Demand for a bill of particulars shall be served by \_\_\_\_\_ on or before \_\_\_\_\_.

(b) Bill of particulars shall be served by \_\_\_\_\_ on or before \_\_\_\_\_.

(c) A supplemental bill of particulars shall be served by \_\_\_\_\_ as to Items \_\_\_\_\_ on or before \_\_\_\_\_.

(3) MEDICAL REPORTS AND AUTHORIZATIONS:

Shall be served as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(4) PHYSICAL EXAMINATION:

(a) Examination of \_\_\_\_\_ shall be held \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(b) A copy of the physician's report shall be furnished to plaintiff within \_\_\_\_\_ days of the examination.

(5) DEPOSITIONS: Depositions of [ ] Plaintiff(s) [ ] Defendant(s) [ ] All Parties

shall be held \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(6) OTHER DISCLOSURE:

(a) All parties, on or before \_\_\_\_\_, shall exchange names and addresses of eyewitnesses and notice witnesses, statements of opposing parties and photographs, or, if none, provide an affirmation to that effect.

(b) Authorization for plaintiff(s)' employment records for the period \_\_\_\_\_ shall be furnished on or before \_\_\_\_\_.

(c) Demand for discovery and inspection shall be served by \_\_\_\_\_ on or before \_\_\_\_\_  
\_\_\_\_\_. The items sought shall be produced to the extent not objected to, and objections, if any, shall be stated on or before \_\_\_\_\_.

(d) Other [interrogatories, etc.] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(7) COMPLIANCE CONFERENCE [See Uniform Rule 202.19]: Shall be held on \_\_\_\_\_.

(8) IMPLAIDER: Shall be completed on or before \_\_\_\_\_.

(9) END DATE FOR ALL DISCLOSURE [See Uniform Rule 202.19]: \_\_\_\_\_.

(10) MOTIONS: Any dispositive motion(s) shall be made on or before \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(11) NOTE OF ISSUE: \_\_\_\_\_ shall file a note of issue/certificate of readiness on or before \_\_\_\_\_  
\_\_\_\_\_.

A copy of this order shall be served and filed with the note of issue/certificate of readiness, together with an affirmation or affidavit, with proof of service, showing compliance with this order. Uniform Rule 202.12 (f).

DATES SET FORTH HEREIN MAY NOT BE ADJOURNED EXCEPT WITH ADVANCE APPROVAL OF THE COURT.

SO ORDERED:

Dated: \_\_\_\_\_, J.S.C.

ADDITIONAL DIRECTIVES

In addition to the directives set forth above, it is further ORDERED as follows:

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\_\_\_\_\_

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SO ORDERED:

Dated: \_\_\_\_\_, J.S.C.