

PLEASE CONTACT THE ADR COORDINATOR AND COMPLETE AND SUBMIT THIS FORM (TYPEWRITTEN) TO THE ADR OFFICE BY HAND, FAX, OR E-MAIL WITHIN 4 BUSINESS DAYS AFTER THE PRELIMINARY CONFERENCE

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

-----X

Part PC-CND

Plaintiff,
- against -

Index No.

ADR INITIATION FORM

Defendant.

[FULL CAPTION OR ATTACH COPY]

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1. This case was referred to the Commercial Division Alternative Dispute Resolution Program (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:

E-mail:

*

E-mail:

*

Fax:

Fax:

For Others (Attach an additional sheet if necessary):

, Esq.

, Esq.

[Firm]

[Firm]

Phone:

Phone:

E-mail:

*

E-mail:

*

Fax:

Fax:

Attorney for

Attorney for

* Required

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

4. In order that a proposed mediator may run a conflicts 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 an ADR Coordinator immediately.

7. Please indicate whether an observer may be present at the mediation. Yes No

8. By signing below, counsel, on behalf of their clients, certify that they have read and will comply with the ADR Rules of the Commercial Division (<http://www.nycourts.gov/courts/ComDiv/NY/PDFs/ADR-Rules.pdf>).

(Signature)

(Signature)

Esq.

, Esq.

For further information, consult the web page at http://www.nycourts.gov/courts/ComDiv/NY/ADR_overview.shtml or contact the ADR Program (Simone Abrams, ADR Coordinator) at 212-256-7986 or sabrams@nycourts.gov
The fax number is 212-952-3772.

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