

**SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF NEW YORK
INDIVIDUAL ASSIGNMENT PART [OR JUSTICE]**

- against -

Plaintiff(s),

Defendant(s).

IAS Part: _____
Index No.: _____
DCM Track: _____
Appearance no: _____

**PRELIMINARY CONFERENCE
ORDER**

(202.8, 202.12 and 202.19 of the Uniform Rules)

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:**

- (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 all eye witnesses and notice witnesses, statements of opposing parties, and photographs, or, if none, provide an affirmation to that effect.
- (b) Authorization for plaintiff s(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) **End Date for All Disclosure:**

(8) **Impleader:** Shall be completed on or before _____

(9) **Compliance Conference:** Shall be held on _____

(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, an affirmation stating that the terms of the order have been complied with, and affidavit of service of the affirmation and note of issue shall be served and filed with the note of issue on or before said date.

FAILURE TO COMPLY WITH ANY OF THESE DIRECTIVES MAY RESULT IN THE IMPOSITION OF COSTS OR SANCTIONS OR OTHER ACTION AUTHORIZED BY LAW. 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:

SO ORDERED:

Dated: _____, J.S.C.