

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

\_\_\_\_\_  
*Plaintiff(s),*  
  
- against -  
  
\_\_\_\_\_  
*Defendant(s).*

**Index No.** \_\_\_\_\_  
**DCM Track** \_\_\_\_\_

**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: \_\_\_\_\_

**ADDITIONAL DIRECTIVES**

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

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

Dated: \_\_\_\_\_

**SO ORDERED:**

\_\_\_\_\_