

TODAY'S CAL.# _____

RJI DATE ___/___/___

INTAKE PART

**PRELIMINARY CONFERENCE ORDER
PURSUANT TO PART 202 OF THE UNIFORM CIVIL RULES
FOR THE SUPREME COURT KINGS COUNTY**

HON. _____

DATE: ___/___/20___

Index# _____/_____

Plaintiff(s)

- against -

Defendant(s)

Compliance Conference shall be held in
IAS Part CCP on _____, 20___
at 9:30 a.m.

**FAILURE OF COUNSEL TO ATTEND THE
COMPLIANCE CONFERENCE MAY RESULT
IN THE IMPOSITION OF SANCTIONS**

PRINT ALL INFORMATION CLEARLY

Consent to
E-FILE?

YES NO

| | | | | |
|---------------------|----------|---------------|-------|-------|
| ATTORNEY FIRM _____ | by _____ | FOR PLAINTIFF | _____ | _____ |
| ATTORNEY FIRM _____ | by _____ | FOR DEFENDANT | _____ | _____ |
| ATTORNEY FIRM _____ | by _____ | FOR DEFENDANT | _____ | _____ |
| ATTORNEY FIRM _____ | by _____ | FOR DEFENDANT | _____ | _____ |

DEFAULTS: DEFENDANT

**HAS NOT BEEN SERVED/ HAS BEEN SERVED, NOT ANSWERED, AND TIME TO DO SO HAS EXPIRED.
DEFAULT JUDGMENT GRANTED / PENDING**

THE DISCOVERY END DATE/ NOTE OF ISSUE DUE DATE IS ___/___/20___

IT IS HEREBY ORDERED THAT THIS ACTION IS ASSIGNED TO THE:

**_____ EXPEDITED _____ STANDARD _____ COMPLEX TRACK
AND DISCLOSURE SHALL PROCEED AS FOLLOWS:**

- I. WRITE PLAINTIFF'S MOST SEVERE INJURY: _____
- II. TYPE OF CASE:
 - _____ MOTOR VEHICLE
 - _____ PREMISES LIABILITY
 - _____ PROFESSIONAL MALPRACTICE (MED. MAL. ETC.)
 - _____ OTHER. BRIEFLY DESCRIBE: _____
 - _____ CONTRACT
 - _____ LABOR LAW
- III. CPLR 325 (D) eligible, upon further order.
- IV. INSURANCE COVERAGE (INCLUDING EXCESS AND/ OR UMBRELLA COVERAGE)
 DEFENDANT _____ DEFENDANT _____
 IF NOT FURNISHED, PLAINTIFF TO BE ADVISED IN WRITING BY ___/___/20___
IF NO EXCESS COVERAGE, PROVIDE AFFIDAVIT TO THAT EFFECT BY ___/___/20___

PRELIMINARY CONFERENCE ORDER

V. BILL OF PARTICULARS:

- 1A. SUBMITTED..... 1B. NOT SUBMITTED - TO BE SERVED BY _____
- 2. SUPPLEMENT/ AMEND BILL OF PARTICULARS TO BE SERVED BY _____
- 3. DEFENDANT _____ TO PROVIDE A VERIFIED BILL OF PARTICULARS AS TO AFFIRMATIVE DEFENSES WITHIN _____ DAYS.

VI. MEDICAL AND HOSPITAL AUTHORIZATIONS TO THE EXTENT NOT PREVIOUSLY PROVIDED:

- 1. FURNISHED
- 2. HIPAA COMPLIANT MEDICAL AUTHORIZATIONS FOR RECORDS AND HOSPITAL AUTHORIZATIONS TO BE SERVED BY _____ / _____ / 20_____
- 3. PLAINTIFF(S) SHALL PROVIDE AUTHORIZATIONS TO OBTAIN COPIES OF THE ACTUAL RECORDS OF ALL TREATING AND EXAMINING HEALTH CARE PROVIDERS, INCLUDING DIAGNOSTIC TESTS, X-RAYS, MRIs, EMGs, CT SCANS, FOR INJURIES SPECIFIED IN THE BILL OF PARTICULARS WITHIN _____ DAYS.
- 4. PLAINTIFF(S), WITHIN 60 DAYS AFTER FILING NOTE OF ISSUE, MUST SERVE DEFENDANT (S) WITH FRESH HIPAA COMPLIANT AUTHORIZATIONS FOR ALL KNOWN HEALTH CARE PROVIDERS.

VII. PHYSICAL EXAMINATION:

- 1A. HELD 1B. WAIVED 1C. EXAM OF THE PLAINTIFF TO BE HELD WITHIN _____ DAYS FOLLOWING THE CONCLUSION OF PLAINTIFF'S EBT.
- 2A. PHYSICIANS' REPORTS FURNISHED
- 2B. COPY OF PHYSICIANS' REPORTS TO BE FURNISHED TO PLAINTIFF WITHIN _____ DAYS OF EXAMINATION.

VIII. EXAMINATIONS BEFORE TRIAL: PLAINTIFF(S) DEFENDANT(S) INFANT(S)

- INFANT'S DATE OF BIRTH: _____ / _____ / _____
- TO BE HELD ON _____ / _____ / 20_____
- AT COURT REPORTER _____
- AT OFFICE OF _____
- AT A LOCATION TO BE AGREED UPON LATER
- HELD (EXCEPT: _____)
- WAIVED
- EXCEPT INFANT AT THIS TIME

DEPOSITIONS TO COMMENCE WITHIN 30 DAYS OF JUDICIAL DETERMINATION OF INFANT PLAINTIFF'S COMPETENCE TO TESTIFY AT A "SWEAR-ABILITY" HEARING.

IX. OTHER DISCLOSURE:

- 1. NONE
 - 2. ALL PARTIES TO EXCHANGE NAMES AND ADDRESSES OF ALL WITNESSES, OPPOSING PARTIES' STATEMENTS, PHOTOGRAPHS, SURVEILLANCE TAPES, AND ACCIDENT REPORTS PREPARED IN THE ORDINARY COURSE OF BUSINESS. IF NONE, AN AFFIRMATION TO THAT EFFECT SHALL BE PROVIDED.
 - 3. AUTHORIZATION FOR PLAINTIFF(S) FOR YEAR BEFORE, YEAR OF, AND YEAR AFTER:
 - EMPLOYMENT ATTENDANCE RECORDS
 - IRS, IF SELF EMPLOYED OR W-2
 - 4. PLAINTIFF TO PROVIDE NO-FAULT/ COLLATERAL SOURCE AUTHORIZATIONS.
- ABOVE TO BE COMPLETED WITHIN _____ DAYS.**
- 5. ALL PARTIES SHALL SUPPLY EXPERT WITNESS DISCLOSURE PURSUANT TO CPLR.

PRELIMINARY CONFERENCE ORDER

6. _____

- X. IMPLAIDER ACTIONS: 1. NONE
 2. ALREADY COMMENCED
 3. TO BE COMMENCED WITHIN _____ DAYS AFTER COMPLETION OF EBTs.

XI. ADDITIONAL DIRECTIVES: SEE ATTACHED PAGE FOR ADDITIONAL DIRECTIVES.

IN THE EVENT OF UNJUSTIFIED NON-COMPLIANCE WITH THE TERMS OF THIS ORDER, COSTS OR OTHER SANCTIONS MAY BE IMPOSED.

NOTWITHSTANDING ANY DIRECTIVE CONTAINED HEREIN, ALL PARTIES ARE REQUIRED TO ABIDE BY THE JUSTICE'S INDIVIDUAL PART RULES LOCATED AT: [HTTP://WWW.NYCOURTS.GOV/COURTS/2JD/KINGS/CIVIL/JUDGESRULES.SHTML](http://www.nycourts.gov/courts/2jd/kings/civil/judgesrules.shtml)

ALL DATES CONTAINED HEREIN RELATING TO THE COMPLETION OF ITEMS IN THIS PRELIMINARY CONFERENCE ORDER MUST BE ADHERED TO.

THE PARTIES HAVING APPEARED FOR A PRELIMINARY CONFERENCE ON THIS DATE HAVE REVIEWED THE TERMS AND/ OR CONDITIONS OF THIS ORDER AND HEREBY CONSENT TO SAME.

ATTORNEY: _____ FOR PLAINTIFF: _____
(Attorney's signature)

ATTORNEY: _____ FOR DEFENDANT: _____
(Attorney's signature)

ATTORNEY: _____ FOR DEFENDANT: _____
(Attorney's signature)

ATTORNEY: _____ FOR DEFENDANT: _____
(Attorney's signature)

COURT ATTORNEY: _____

THIS CONSTITUTES THE DECISION AND ORDER OF THE COURT.

DATED: ____ / ____ / 20 ____ ENTER: _____
J.S.C. / J.H.O.