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**PRELIMINARY CONFERENCE ORDER**  
Pursuant to Part 202 of the Uniform Civil  
Rules for the Supreme Court

**Plaintiff(s),**

- against -

**Defendant(s),**

**HON.** \_\_\_\_\_  
**Preliminary Conference Part**  
**Index Number** \_\_\_\_\_  
**Conference Date** \_\_\_\_\_

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**APPEARANCES:**

**Plaintiff:** \_\_\_\_\_  
Firm: \_\_\_\_\_  
By Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_  
**Defendant 1:** \_\_\_\_\_  
Firm: \_\_\_\_\_  
By Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_  
**Defendant 2:** \_\_\_\_\_  
Firm: \_\_\_\_\_  
By Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_  
**Defendant 3:** \_\_\_\_\_  
Firm: \_\_\_\_\_  
By Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

- I INSURANCE COVERAGE:**  To be furnished within \_\_\_\_\_ days.
- II BILL OF PARTICULARS:**
  - 1. Not submitted: Bill of Particulars to be served by \_\_\_\_\_
  - 2. Served: 2(a). Satisfactory 2(b). Unsatisfactory
  - 3. Supplemental bill of particulars to be served \_\_\_\_\_
  - 4. Bill of particulars for affirmative defenses to be served \_\_\_\_\_
- III MEDICAL REPORTS AND HOSPITAL AUTHORIZATIONS:**
  - 1. Furnished (Except: \_\_\_\_\_)
  - 2. Medical reports or authorizations for records to be served
  - 3. Hospital authorizations to be served \_\_\_\_\_
- IV PHYSICAL EXAMINATION:**
  - 1(a). Held 1(b). Waived
  - 1(c). Examination of \_\_\_\_\_  
To be held \_\_\_\_\_  
Defendant to designate physician(s) within 21 days of plaintiff's EBT
  - 2(a). Physician's report furnished
  - 2(b). Copy of physician's report to be furnished to plaintiff  
within \_\_\_\_\_ days of examination.

V EXAMINATION BEFORE TRIAL:

- 1.  Plaintiff  Defendants  All parties
- 2. To be held at \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_
- 3. Held (Except: \_\_\_\_\_)  Waived

VI OTHER DISCLOSURE:

- 1. None
- 2. All parties to exchange names and addresses of all witnesses, opposing parties' statements, and photographs. If none, an affirmation to that effect shall be exchanged.
- 3. Authorizations for plaintiff's employment records (IRS) including W-2 for period \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. To be completed within \_\_\_\_\_

VII IMPLER ACTIONS:

- 1(a). None 1(b). To be commenced \_\_\_\_ days after all EBT's.

VIII DESIGNATED FOR TRANSFER:

- 1(a). CPLR 325 (c)
- 1(b). CPLR 325 (d)

IX ADDITIONAL DIRECTIVES:

- See attached page for additional directives

X ALL PARTIES:

Are directed to complete discovery on or before \_\_\_\_\_ ,  
and appear for a compliance conference on \_\_\_\_\_ .

**Any statutory stays of disclosure due the pendency of motions pursuant to CPLR 3211, 3212 and 3213 are vacated.**

**Counsel will be required to justify, at the Compliance Conference, failure to adhere to the discovery schedule set forth herein.**

**In the event of non-compliance, costs or other sanctions may be imposed.**

**This constitutes the decision and order of this court.**

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

J.S.C.

**Parties must adhere to all dates contained herein relating to the completion of items in this order. Counsel may not enter into any adjournments without further order of this court.**