

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF NEW YORK

-----X

Present: \_\_\_\_\_  
Justice

by IAS \_\_\_\_\_

Plaintiff(s)

Index No. \_\_\_\_\_

- against-

DCM Track: \_\_\_\_\_

Defendant(s)

-----X

**PRELIMINARY CONFERENCE  
ORDER  
COMMERCIAL DIVISION**

APPEARANCES:

Plaintiff(s): \_\_\_\_\_  
\_\_\_\_\_

Defendant(s): \_\_\_\_\_  
\_\_\_\_\_

It is hereby ORDERED that disclosure shall proceed as follows:

(1) BILL OF PARTICULARS (See CPLR 3130(1)):

(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 \_\_\_\_\_.

(2) DOCUMENT PRODUCTION:

(a) Demand for discovery and inspection shall be served by \_\_\_\_\_ on or before \_\_\_\_\_  
\_\_\_\_\_

(b) Response to demand shall be served by \_\_\_\_\_ on or before \_\_\_\_\_

(3) INTERROGATORIES:

(a) Interrogatories shall be served by \_\_\_\_\_ on or before \_\_\_\_\_.

(b) Answers to interrogatories shall be served by \_\_\_\_\_ on or before \_\_\_\_\_

(4) DEPOSITION ON ORAL QUESTIONS:

[ ] Plaintiff(s)      [ ] Defendant(s)      [ ] All Parties  
shall be held \_\_\_\_\_

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

(5) OTHER DISCLOSURE:

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

(6) If a motion relating to disclosure has raised additional disclosure issues, the parties shall: \_\_\_\_\_

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

(7) IMPLAIDER: Shall be completed on or before \_\_\_\_\_.

(8) END DATE FOR ALL DISCLOSURE: \_\_\_\_\_.

(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 shall be served and filed with the note of issue.

THE DATES SET FORTH HEREIN MAY NOT BE ADJOURNED EXCEPT WITH 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.