

QUEENS SUPREME COURT – CIVIL TERM
PRELIMINARY CONFERENCES
AND
CASE SCHEDULING ORDERS (CITY PARTS)

Please be advised that effective immediately:

Preliminary Conference Orders – Preliminary Conference Orders issued by Judge Mojgan C. Lancman will be automatically generated upon the filing of a Request for Judicial Intervention and a Request for a Preliminary Conference. Automatically generated Orders will be sent to the Queens County Clerk. No action will be required of the parties for the automatically generated Preliminary Conference Orders. The Preliminary Conference Orders will have an assigned date for a virtual Compliance Conference and information for those parties requesting Mediation.

Case Scheduling Orders (CSO) – For cases involving the City of New York a Case Scheduling Order (CSO) will be completed by Justice Lancman. Upon completion, the Case Scheduling Orders will be sent to the Queens County Clerk.

Preliminary Conference Orders for Commercial Division and Medical Malpractice Actions – Preliminary Conference forms for Commercial Division and Medical Malpractice actions may be downloaded from the Queens Supreme Court– Civil Term website. Please note that the parties must fully complete, sign and email the appropriate Preliminary Conference form to the assigned Commercial Division/Medical Malpractice Judge’s Part for the Judge’s review and signature on the scheduled preliminary conference calendar date. The email addresses for the Commercial Division and Medical Malpractice Parts are listed below:

Commercial Division Part A – qnsdpta@nycourts.gov

Commercial Division Part B – qnsdptb@nycourts.gov

Commercial Division Part C – qnsdptc@nycourts.gov

Medical Malpractice Part – qscmdp@nycourts.gov