

**SUPREME COURT, SUFFOLK COUNTY  
CIVIL TERM**

**PRELIMINARY CONFERENCE PROCEDURE**

Commencing July 13, 2020, preliminary conferences in the Differentiated Case Management Part (“DCM”) will be conducted virtually. Prior to the scheduled conference date, counsel shall confer and complete a proposed Preliminary Conference Stipulation and Order, which is available on the Court’s website. Counsel shall upload a proposed Preliminary Conference Stipulation and Order to NYSCEF no less than one business day prior to the scheduled conference. If the parties cannot agree on the terms of a proposed Preliminary Conference Stipulation and Order, on the morning of the scheduled conference they must contact DCM at (631) 852-2894 to request a telephone conference with a Court Attorney-Referee.

Please be advised that prior to being calendared for a preliminary conference, all cases will be evaluated by a Court Attorney-Referee for referral to the Alternative Dispute Resolution (“ADR”) Part for an early settlement conference. If a case is referred to the ADR Part, an ADR Referral Order will be issued and a preliminary conference will not be scheduled.