

NEW YORK COUNTY SUPREME COURT-SPECIAL REFEREE CALENDAR (SPREF PART)
INFORMATION SHEET

Title of Action _____ Index no. _____

Issues Referred: _____

IMPORTANT: IN ORDER THAT THIS MATTER MAY BE ASSIGNED EFFICIENTLY TO A JUDICIAL HEARING OFFICER/SPECIAL REFEREE, ALL COUNSEL MUST CONSULT ONE ANOTHER AND PROVIDE THE FOLLOWING ESSENTIAL INFORMATION AS ACCURATELY AS POSSIBLE

Estimated Time Needed for Entire Hearing: _____

Number of Witnesses to be called by all counsel: _____

Is an interpreter required? Yes No Language _____

Specify any ADA accommodations: _____

If a matrimonial case, has custody been resolved? Yes No Not Applicable

If a matrimonial case, has there ever been, or is there now, an order of protection in effect?

 Yes No Not Applicable If yes, date of expiration: _____

Attorney for Plaintiff/Petitioner _____

Address: _____

(City) _____ (State) _____ (Zip) _____

Phone: _____ E-Mail: _____

Fax No. _____

Attorney for Defendant/Respondent: _____

Address: _____

(City) _____ (State) _____ (Zip) _____

Phone: _____ E-Mail: _____

Fax No. _____

Please submit this form (with additional pages if needed to identify other counsel), with a copy of the Order or Reference, as soon as possible after issuance of that Order, to the **Special Referee Clerk** by e-mail (spref@nycourts.gov) or fax (212) 401-9186. You will be notified of the date and time of the hearing or, if the Court has ordered such, the pre-hearing conference.

Cases are assigned to a Judicial Hearing Officer/Special Referee by the SPREF Part. The hearing or, if the Order of Reference directs a pre-hearing conference, said conference will commence on the date designated by the JHO/Special Referee. Except where a pre-hearing conference is directed, counsel must appear with witnesses and evidence, and be prepared to proceed with the hearing on the date designated by the JHO/Special Referee. If a conference is ordered, the hearing date will be fixed at the conference. See the Rules of the Special Referees Part for information about adjournments (which are limited) and other relevant matters. See also the Uniform Rules of the Judicial Hearing Officers and Special Referees. Please direct all inquiries to the Special Referee Clerk by phone (646-386-3028) or e-mail (spref@nycourts.gov).