

JUSTICE SALIANN SCARPULLA

PART 39 – PRACTICES AND PROCEDURES

**Supreme Court of the State of New York
Commercial Division
60 Centre Street, Courtroom 208
New York, NY 10007**

**Part Clerk / Courtroom Phone: 646-386-3275
Chambers Phone: 646-386-3690
Fax: 212-401-9154**

Principal Law Clerks: Ms. Ariella Zarfati, Esq. and Ms. Danielle Mazzini-Daly, Esq.
Commercial Division Law Clerk: Ms. Rikki Dascal, Esq.
Assistant Law Clerk: Mr. Michael Busiashvili, Esq.
Part Clerk: Ms. Sharon Hill

Oral Arguments on Motions: Tuesdays, Wednesdays, and Thursdays (as scheduled by the Court)

Pre-Trial Conferences: As scheduled by the Court

Preliminary, Compliance, and Status Conferences: Wednesdays at 2:15p.m.

GENERAL

1. All parties or their counsel must familiarize themselves with these Practice Rules and the Rules of the Commercial Division, 22 NYCRR 202.70.¹
2. Counsel and litigants (represented or self-represented) are advised that Judge Scarpulla, her Law Clerks, and Part Clerk may not engage in any *ex parte* communications.
3. To create opportunities for attorneys knowledgeable with the subject matter of the action, and who historically have been underrepresented in the Commercial Division, courtroom participation of such attorneys is strongly encouraged. This could be achieved, for example, by having a less senior attorney, who prepared the brief on the motion, argue the motion before Justice Scarpulla.
4. The Part Clerk is unable to accept deliveries between 1:00p.m. and 2:00p.m. or after 4:30p.m.

¹ The Commercial Division Rules are available at: <http://ww2.nycourts.gov/rules/trialcourts/202.shtml#70>.

5. Counsel must notify the Court, as soon as practicable, by conference call or letter, of the settlement or resolution of active cases or pending motions, so as to avoid the unnecessary use of Court resources on matters that are resolved or will imminently be resolved.
6. Part 39 is a pure e-filing part. Justice Scarpulla does not accept working copies of motions/documents.

ELECTRONIC FILING & COURTROOM TECHNOLOGY

1. All cases in Part 39 are required to be electronically filed through the New York State Courts E-Filing (NYSCEF) system. Attorneys are expected to familiarize themselves with NYSCEF procedures at <http://iapps.courts.state.ny.us/nyscef/Login>. For more information on e-filing rules, parties may also visit: <http://www.nycourts.gov/courts/1jd/supctmanh/e-filing.shtml>.
2. All e-filed documents must be text-searchable. All electronically-submitted memorandum of law must contain bookmarks, pursuant to Commercial Division Rule 6. The submission of documents containing hyperlinks is strongly encouraged.
3. “eTrack” is a case tracking service that enables parties to track active Civil Supreme Court cases and to receive notice of scheduled appearances. Parties and/or their counsel must be registered for the eTrack service for all Part 39 cases. To register or log-in, please visit: <http://iapps.courts.state.ny.us/webcivil/etrackLogin>.
4. Please do not send courtesy copies of any documents that were e-filed, with the following exceptions:
 - a. Documents requiring Justice Scarpulla’s signature, including proposed orders and stipulations, must be e-filed and sent to Justice Scarpulla by either mail or facsimile (e.g., proposed/settled orders, stipulations, or transcripts to be so-ordered); and
 - b. Proposed orders to show cause.
5. Also, because Part 39 is entirely paperless, Judge Scarpulla does not permit the use of any paper demonstratives during oral arguments or at trial. Litigants are required to use the courtroom’s up-to-date technology, and the ICT Courtroom instructions – which litigants are encouraged to familiarize themselves with – are attached as Exhibit A to these Practice Rules.

COMMUNICATIONS TO PART 39

1. Justice Scarpulla does not accept any letters, documents, or papers by e-filing, mail, or facsimile unless expressly permitted by these Practice Rules, Commercial Division Rules 2 and 18, or by prior approval of the Court.

(last revised 12/3/18)

2. Justice Scarpulla's Law Clerks only accept phone calls between 3:00p.m. and 5:00p.m. with all parties on the line.

ADJOURNMENTS

1. All adjournments (motions, conferences, trials) require prior court approval. *Ex parte* applications for adjournments will not be considered.
2. Requests to adjourn a conference, in the first instance, shall be directed to the Part Clerk at 646-386-3275. Conferences will only be adjourned by stipulation. The parties must first consult with the Part Clerk before selecting a new date for the conference. Applications to adjourn a conference shall be made at least 24 hours in advance of the scheduled conference.
3. Parties may adjourn a conference no more than two times, and for no more than a total of three (3) months.
4. Requests to adjourn a motion that is scheduled for oral argument, in the first instance, shall be directed to the Part Clerk at 646-386-3275. Motions will only be adjourned by stipulation. If adjourning by stipulation, parties must first consult with the Part Clerk before selecting a new date for oral argument. Please make applications to adjourn a motion at least 48 hours in advance of the oral argument.
5. To adjourn a motion that is in the Submissions Part (Room 130):
 - a. If the parties wish to adjourn the motion for less than sixty (60) days, the parties may adjourn by stipulation without an order from the Court. The stipulation must be electronically filed and filed in the Submissions Part on the return date of the motion.
 - b. If the parties wish to adjourn the motion for more than sixty (60) days from the original return date, then the parties must submit a stipulation of adjournment to the Court for approval.
 - i. Parties must deliver the proposed stipulation to the Court by electronic filing.
 - ii. If approved, the So-Ordered version of the stipulation will be electronically filed, so that the parties may retrieve the signed order from the electronic filing system and present it to the Submissions Part on the return date.
6. To adjourn a hearing or trial, the parties must contact the Part Clerk at 646-386-3275 on a conference call with all parties on the line. Applications for adjournments shall be made at least 48 hours in advance of the scheduled hearing or trial.

(last revised 12/3/18)

7. All Court approved stipulations to adjourn must be electronically filed by the parties.

CONFERENCES AND DISCOVERY DISPUTES

1. Only attorneys thoroughly familiar with the case may appear for a conference. The attorneys should bring signed copies of all prior decisions, orders and stipulations (both substantive and discovery-related) to the conference.
2. Counsel and litigants must follow the directions below when appearing for a preliminary, compliance, or status conference.
 - a. Counsel for all parties must consult prior to a preliminary or compliance conference about: (i) the resolution of the case; (ii) discovery and any other issues to be discussed at the conference; and (iii) the use of alternative dispute resolution to resolve all or some of the issues of the litigation. (Commercial Division Rule 8).
 - b. Counsel must use the kiosk located near the courtroom entrance. Please enter the case index number and select the appropriate conference form (preliminary conference order, or compliance conference order/stipulation form). The kiosk will then print the selected form, and any disputes will be resolved at the conference.
 - i. On the conference form, please write legibly. Indicate the names, addresses, and telephone numbers of all counsel appearing at the conference. Number the pages (e.g., 1 of 3, 2 of 3). At the top of page 1 of the Compliance Conference Order, please indicate whether this is the 1st, 2nd, or 3rd compliance conference. Use specific cut-off dates (e.g., “on or before December 31, 2018”). Do not use open-ended dates (e.g., “within 45 days,” etc.)
 - c. After filling out the appropriate form, counsel must check-in with the Park Clerk. At check-in, please hand in your conference form to the Part Clerk. The Part Clerk will then call your case when the Court is ready for your conference.

MOTION PRACTICE

1. Substantive motions with opposition will be scheduled for oral argument for a Tuesday, Wednesday, or Thursday after the final appearance in the Submission Part (Room 130). All papers must be e-filed at least (3) business days prior to the oral argument date.
2. Summary judgment motions must be filed within sixty (60) days of filing the note of issue. Each party must comply with Commercial Division Rule 19-a by submitting a separate statement of material facts.

(last revised 12/3/18)

3. Orders to Show Cause with requests for temporary restraining orders, including requests for a temporary stay of an action, will generally not be heard *ex parte*. See 22 NYCRR 202.7(f); 22 NYCRR 202.70, Rule 20.
4. Except for discovery motions, no prior permission is required before making a motion. Judge Scarpulla does not accept Commercial Division Rule 24 letters, unless expressly requested. Discovery-related motions are strongly discouraged. Prior to making a discovery motion, parties must call Chambers between 3pm and 5pm at (646) 386-3690 to arrange a mutually convenient time and date for a conference call. All discovery-related motions will be heard on Wednesdays at 2:15 p.m.
5. Requests for *pro hac vice* admission should include: a joint stipulation consenting to the admission, if possible; and an affidavit by the attorney seeking admission, accompanied by a certificate of good standing for all jurisdictions admitted.
6. Similarly, requests for Commissions should be made by stipulation, if possible.
7. Word limits specified in Commercial Division Rule 17 will be strictly enforced, unless permission to expand the word limits is granted in advance of the filing of the papers.
8. All memoranda of law must include a Table of Contents and Table of Authorities.
9. Each exhibit must be e-filed under its own document number and include a short label identifying the nature of the exhibit (e.g., Complaint, Contract dated 1/1/18, etc.).

ALTERNATIVE DISPUTE RESOLUTION

1. If, at any point, the parties decide that they would benefit from the Commercial Division ADR program, they should write a joint letter to the Court asking to be referred to ADR. In that letter, they should state whether they prefer discovery to be stayed or continue during the mediation process.
2. The Court may also order parties to the Commercial Division ADR program without the parties' request or consent.
3. For more information regarding the ADR program, please visit:
http://www.nycourts.gov/courts/comdiv/ny/ADR_overview.shtml.

CONFIDENTIALITY ORDER / SEALING DOCUMENTS

1. In the interest of reducing unnecessary litigation costs, any order regarding the confidential exchange of information must adhere to the Proposed Stipulation and Order for the Production and Exchange of Confidential Information (“the Model Form”), which is attached as Exhibit B to these Practice Rules.
2. Justice Scarpulla is mindful that minor additions/deletions/edits to the Model Form will only drive up litigation costs. Therefore, if the parties believe there is good cause to depart from the Model Form, they must submit the following:
 - a. The proposed stipulation and order;
 - b. A red-lined version of the proposed stipulation and order, indicating any departures from the Model Form; and
 - c. A party affirmation establishing good cause for any proposed departures from the Model Form.

Amended Model Forms which are not accompanied by the red-lined version and affidavit will not be approved.

3. Applications to seal documents shall include the nature of the document, reason for sealing request and “good cause” therefor (22 NYCRR 216.1). The Court will consider the application to seal documents only by order to show cause or notice of motion, not by stipulation.
4. To e-file documents under seal, please follow the procedures set forth by the County Clerk, <https://www.nycourts.gov/courts/1jd/supctmanh/Efil-protocol.pdf>.

TRIALS / EVIDENTIARY HEARINGS

1. All trial documents, whether used for evidentiary hearings or during trial, must be provided electronically via flash drive prior to the hearings or start of trial. The flash drive should include the following:
 - a. Marked pleadings.
 - b. All prior decisions in the case.
 - c. Any notices to admit, with responses.
 - d. Copies of transcripts of depositions intended for use at trial.

(last revised 12/3/18)

- e. In the case of a jury trial, proposed jury verdict sheet.
 - f. A list of all request PJI sections from the most current volume to be included in the final charge to the jury. You may list the section by number only if it does not call for any characterization of the evidence or the contentions of the parties. Otherwise, if the section does call for a characterization or description of the evidence or the contentions of the parties, you must supply such description of evidence or contention in writing. If you are requesting other language, not based on the PJI, you must provide the proposed language in writing, along with the appropriate citations. Please provide copies of any cases upon which you rely for charge language.
 - g. A short (one or two lines) summary of the party's claims to be used by the Court as part of the preliminary instructions given to the jury during opening statements.
 - h. A list of proposed witnesses. If a witness needs an interpreter, please indicate the language and any dialect.
2. Please stipulation to all facts and documents not in dispute prior to trial. Have agreed-upon documents, photographs and other exhibits pre-marked into evidence by the court reporter while the jury is not present.
 3. It is the duty of counsel, not court personnel, to make sure all subpoenaed documents have arrived in the subpoenaed records room at 60 Centre Street. Court personnel may only retrieve records from 60 Centre when not needed in the Courtroom.
 4. Pre-trial memoranda of law, pre-trial orders and motions *in limine* are to be submitted at least seven (7) calendar days prior to the date of trial, unless otherwise advised by the Court.

EXHIBIT A

ICT Courtroom

Presenting Evidence Using the Smartboard-USB



Supreme Court, Civil Branch, New York County

Contents

Presenting with USB or CD-ROM.....	2
Annotate the Document in Microsoft Edge	3
How to use the PDF Toolbar	3
Locate Section in Document	3
Fit to Page.....	3
Layout.....	4
Zoom	5
Rotate.....	5
How to use the Annotation Toolbar	5
Using the Snipping Tool.....	7
Save the Snipped Evidence	9
Eject USB Drive.....	10

NY Supreme Civil ICT Courtroom

Presenting with USB or CD-ROM

How to Open using USB

1. Insert the Memory stick into the USB port located on the back-left side of the Monitor.
2. From the **Launcher** Menu single tap the **USB** option (Figure 1).
3. Double tap to open the desired file (Figure 2).

How to open using CD-ROM Drive

1. Insert the disk in CD/DVD ROM Drive located on the back -left side of the Monitor.
2. From the **Launcher** Menu tap on **CD Drive** to open Windows Explorer (Figure 1).
3. Double tap to open the desired file (Figure 2).

Figure 1-Launcher in Quick Launch Menu

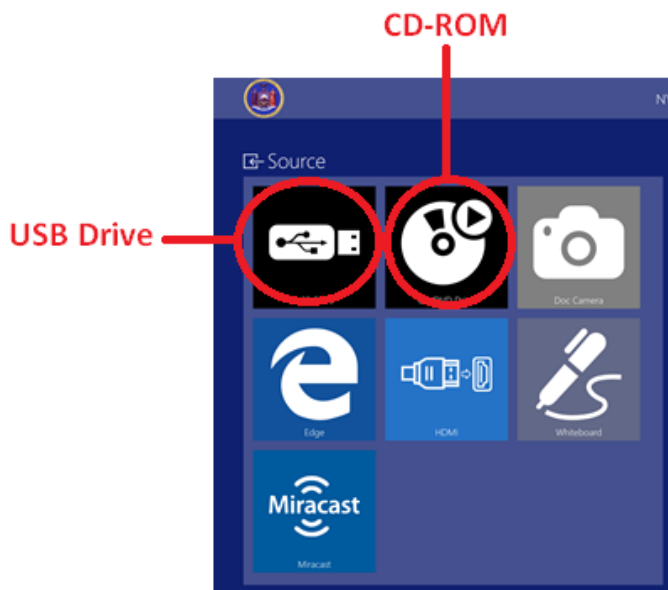
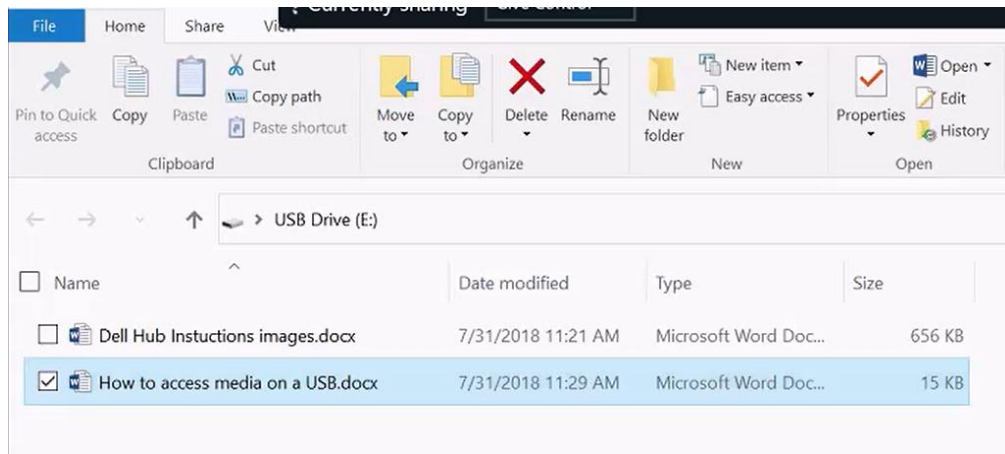


Figure 2- Files in Windows Explorer



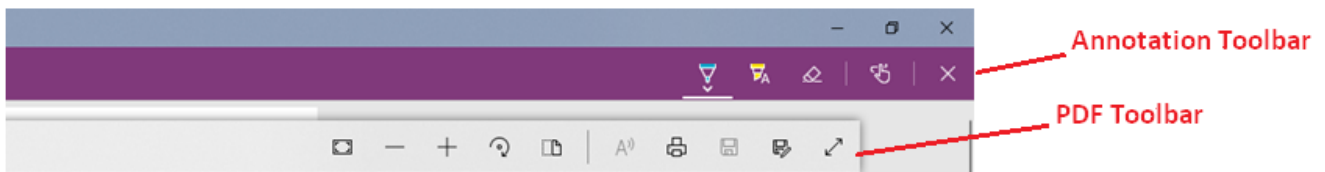
Annotate the Document in Microsoft Edge

The PDF file will open in the Microsoft Edge browser where evidence can be presented using the PDF and Annotation tools.

To open the tools, tap on **Add Note**.



This will open the Toolbars:



How to use the PDF Toolbar

Locate Section in Document

You can locate a specific section of the document in one of two ways:

1. Tap the **Page Number** to enable the On-Screen keyboard and enter the desired page number.
2. Click on the **Search** tool and use the on-Screen keyboard or the wireless keyboard on the lectern to search by a word or phrase.

Page

Number

Search



Fit to Page

Use this tool to display the document in full length(A) or to expand the document to the edge of the Web Page (B).

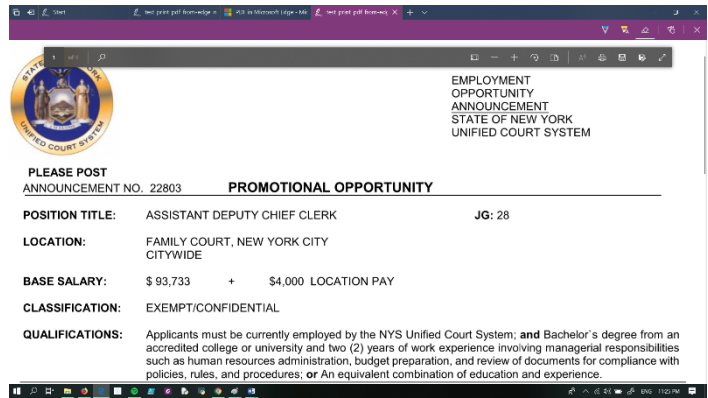
Fit to Page



(A)

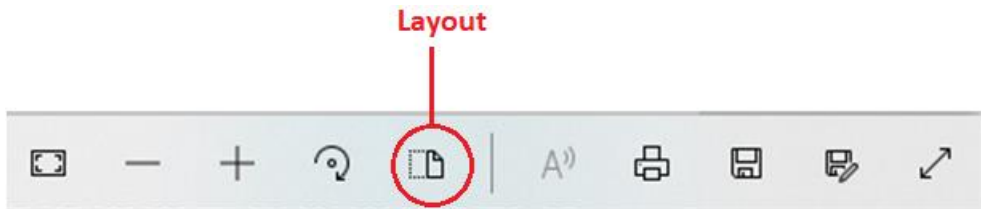


(B)

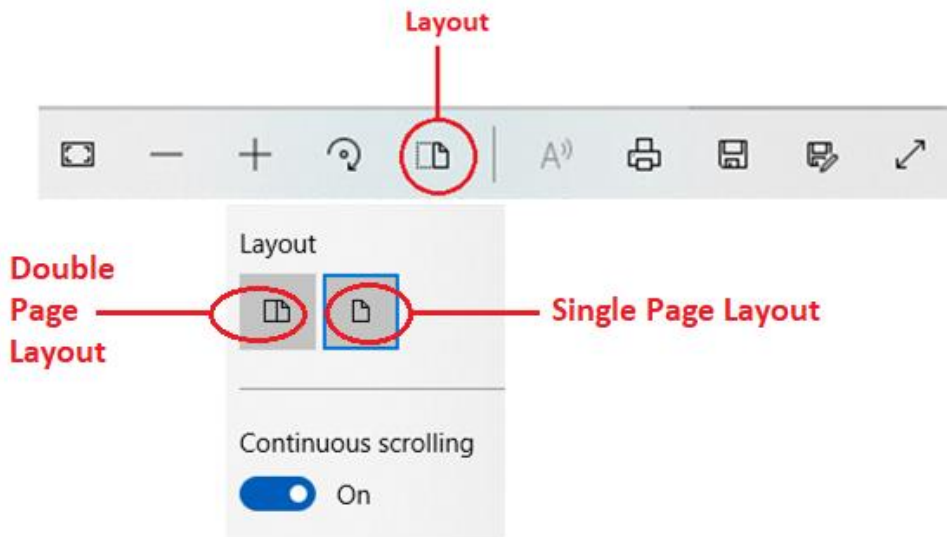


Layout

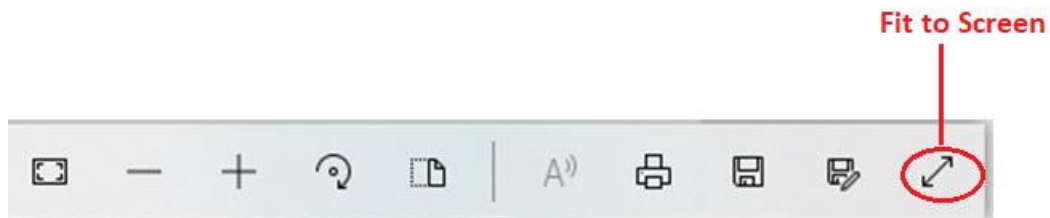
Use the Layout tool to change whether a multi-page document displays as two-pages or a single page.



1. Select **Double Page Layout**, to display 2 pages at a time. By default, the pages will scroll left to right.
2. Select **Single Page Layout**, to display a single page. To change the scrolling default, turn **On Continuous Scrolling** for pages to scroll up and down.



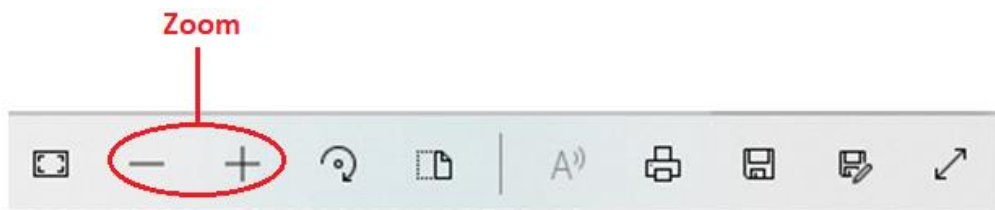
A third option is to Tap the **Fit to Screen** tool which will enlarge the document to the full size of the Monitor. **To exit full screen**, Press the **Fit to Screen** option a second time.



Zoom

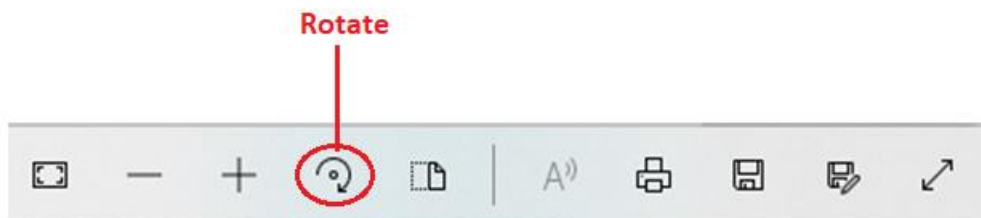
There are 2 ways to resize a document:

- Pinch two fingers to zoom in and out to decrease or enlarge the size of the document.
- Use the **-** and **+** Zoom tools.



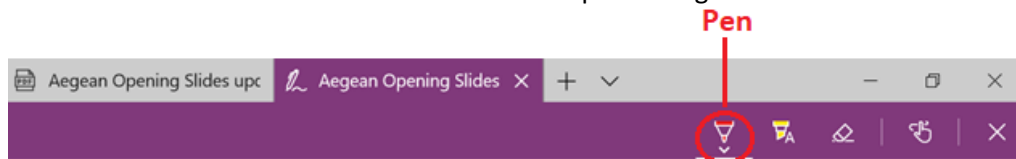
Rotate

This tool enables you to rotate a document clockwise or counter clockwise.

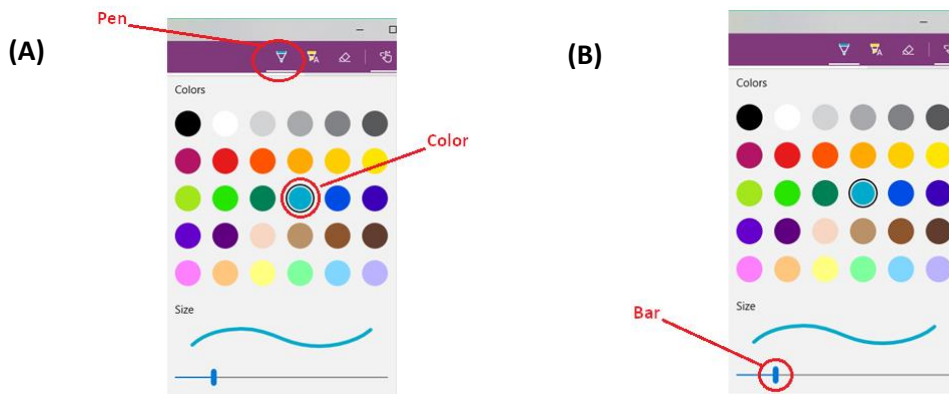


How to use the Annotation Toolbar

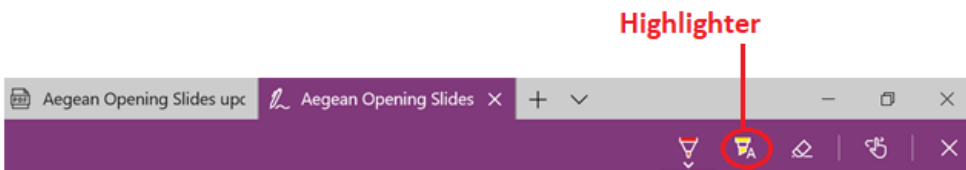
1. Select the **Pen** to annotate the document when presenting.



- To change the Pen Color, click on the **Pen** to open the color palette. Tap to select the desired **Color**.



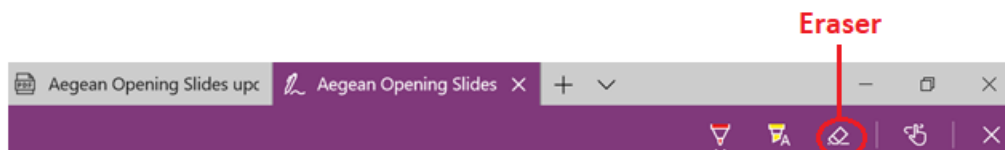
- Within the Color palette, you can change the thickness of the Pen line. To do this, drag the **Bar** to increase or decrease the line thickness.
- To Highlight text, select the **Highlighter** tool then tap on the first word and drag to the end of the paragraph or sentence to highlight.



- To change the Highlighter Color, tap on the **Highlighter** and select the **Color**.



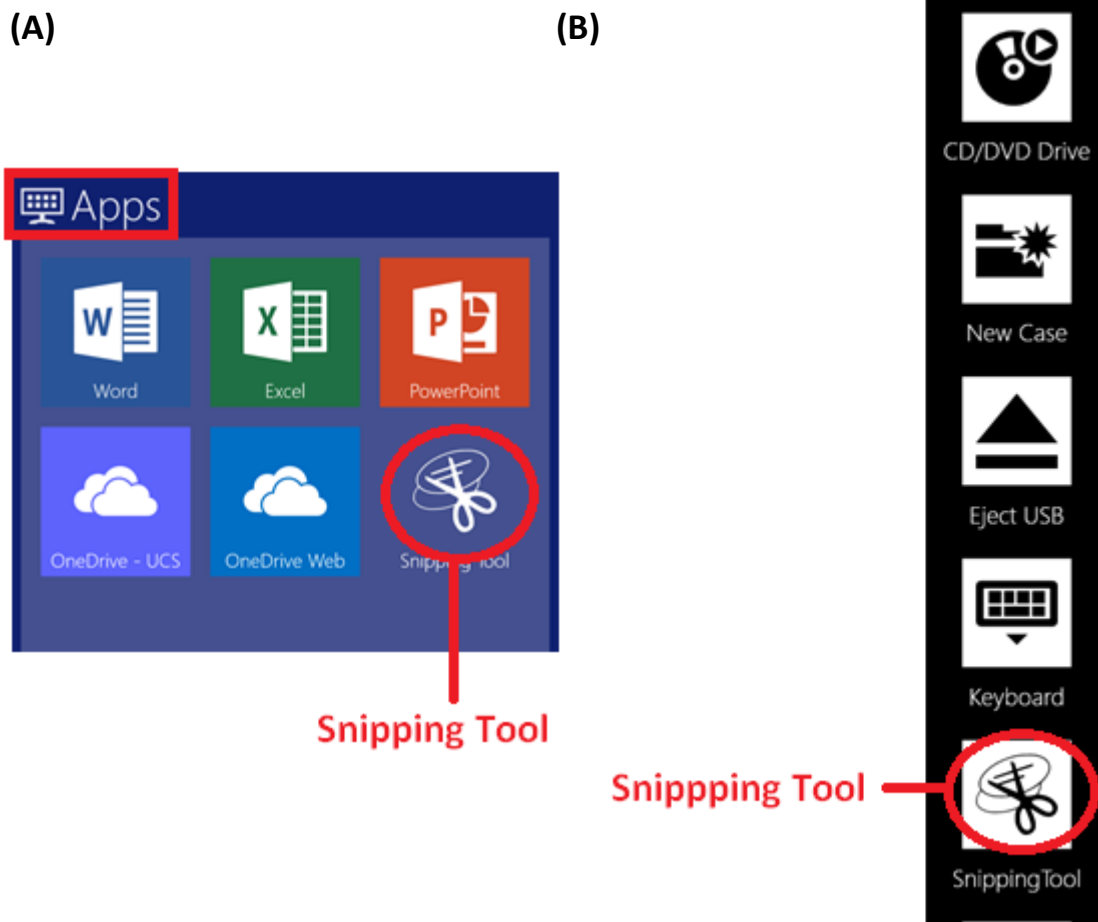
- To Erase annotation, select the **Eraser** and tap on the written or annotated section to erase.



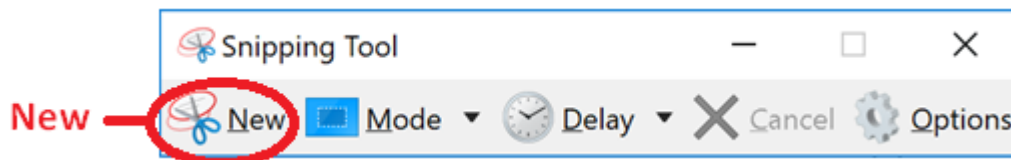
Using the Snipping Tool

Use the Snipping tool to cut a section of a document that you want to present.

1. Tap the **Snipping Tool** from the **Apps** section of **Quick Launch Menu (A)** or the **Doc View (B)** Menu.



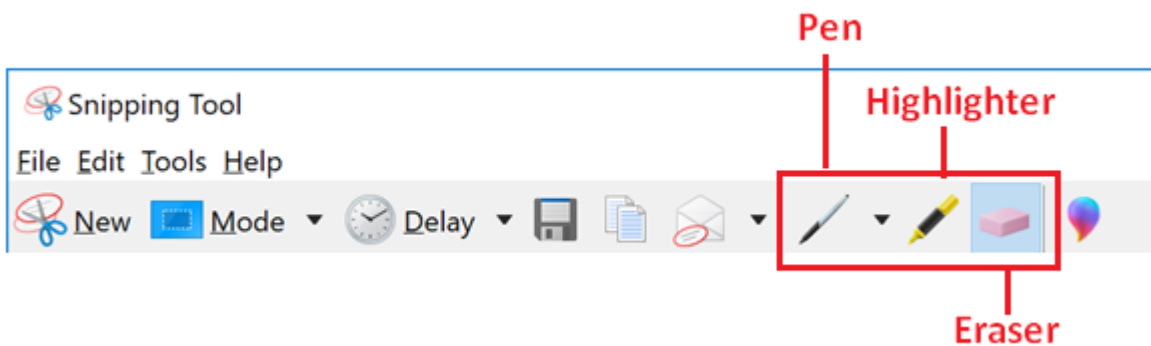
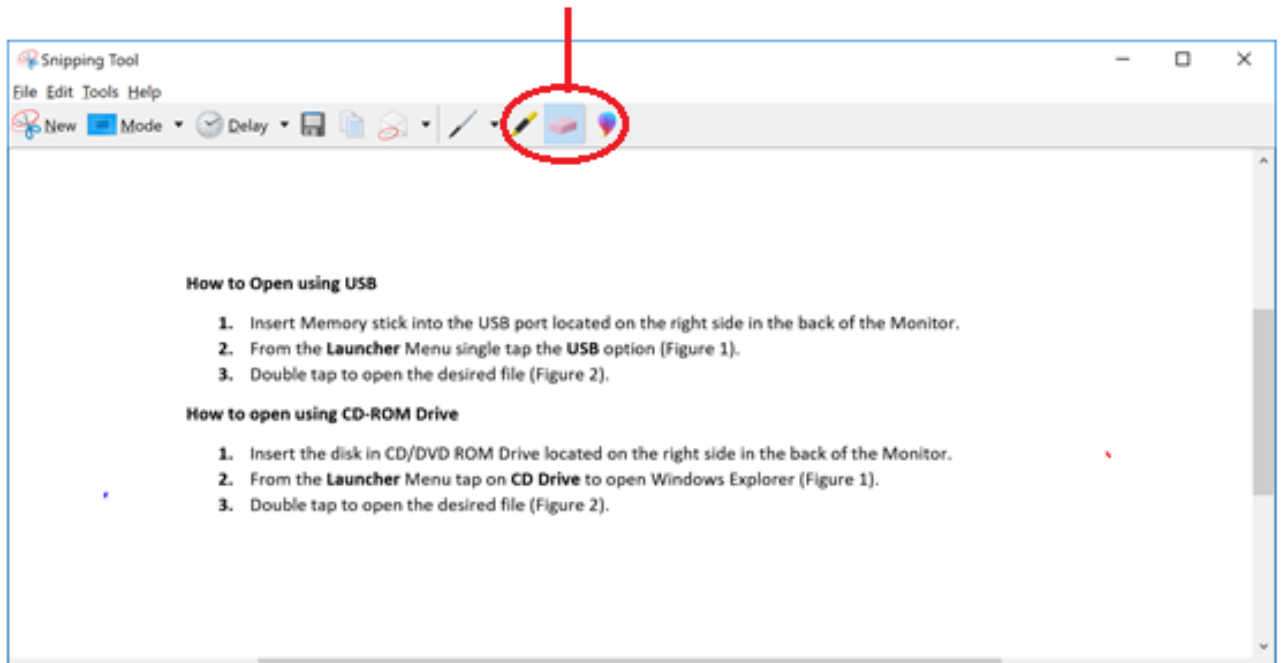
2. Tap **New** then the entire screen will turn grey.



3. Drag the Pen around the text or image to draw a dotted square selecting the area you want to copy or snapshot.

4. The Snipping Tool app will open the snipped portion in a separate window with additional **Annotation Tools** that can be used.

Annotation Tools



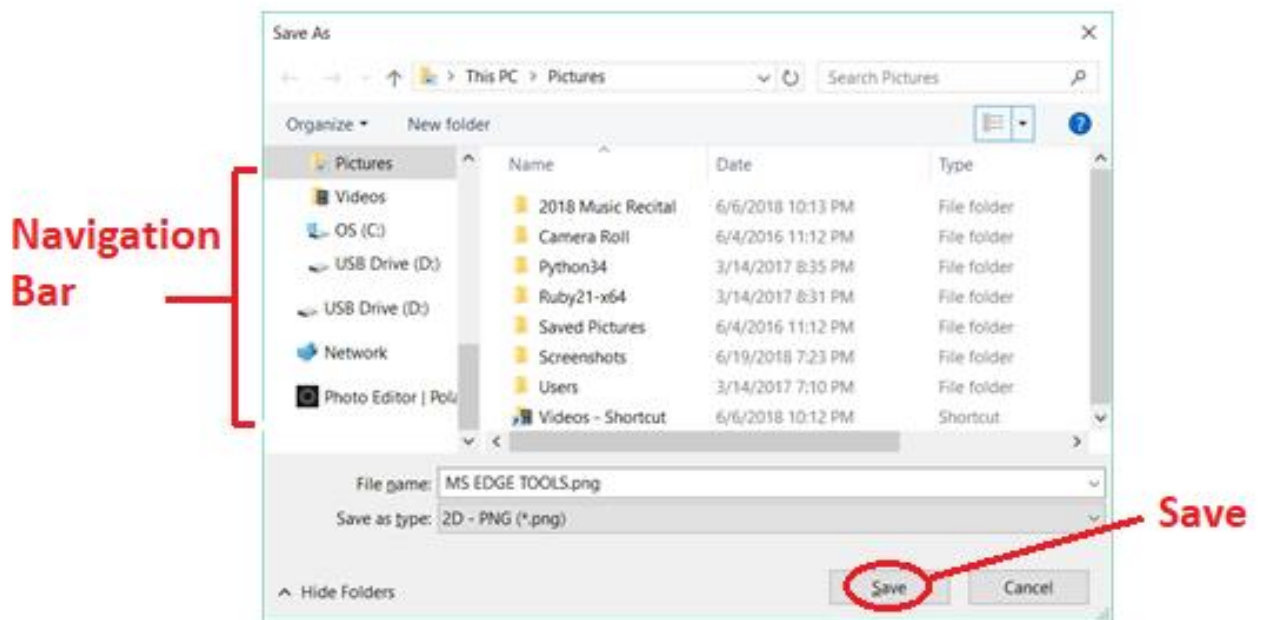
Save the Snipped Evidence

To save the Snipped evidence, tap on the **Save** tool (A), this will open Windows Explorer, where you can choose the location to **Save** (B) from the navigation bar.

(A)

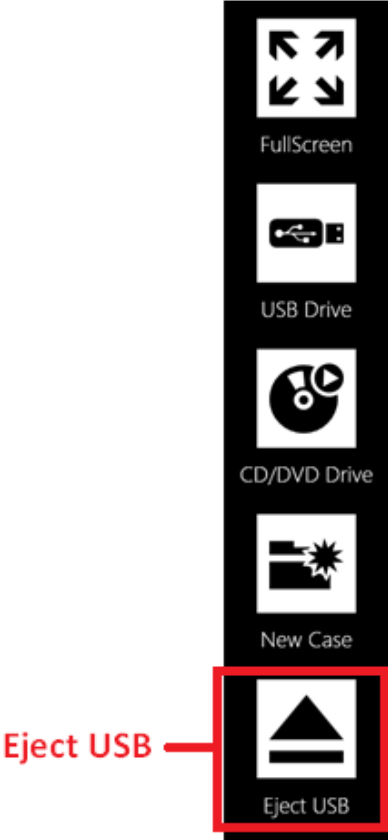


(B)



Eject USB Drive

Once you have completed your presentation, please tap **Eject** to safely remove the USB device and **remove your USB drive from the back of the Smartboard**. This step is important and will prevent files from being corrupted on your USB mass storage device.



ICT Courtroom

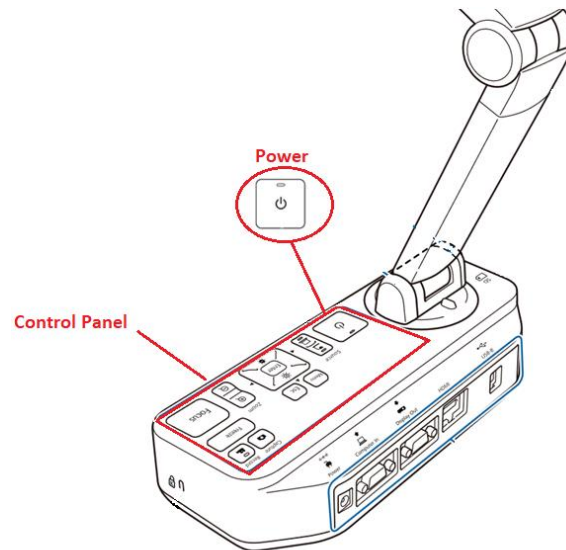
Presenting Evidence Using the Document Camera



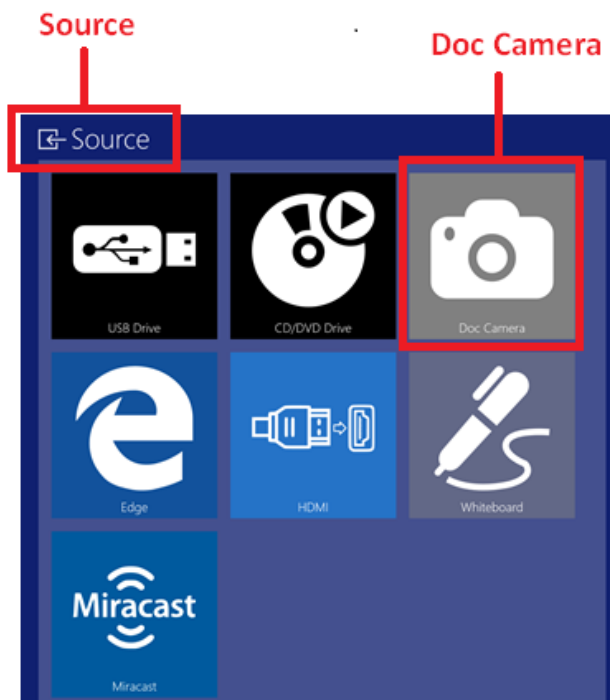
Supreme Court, Civil Branch, New York County

Presenting Evidence with the Document Camera

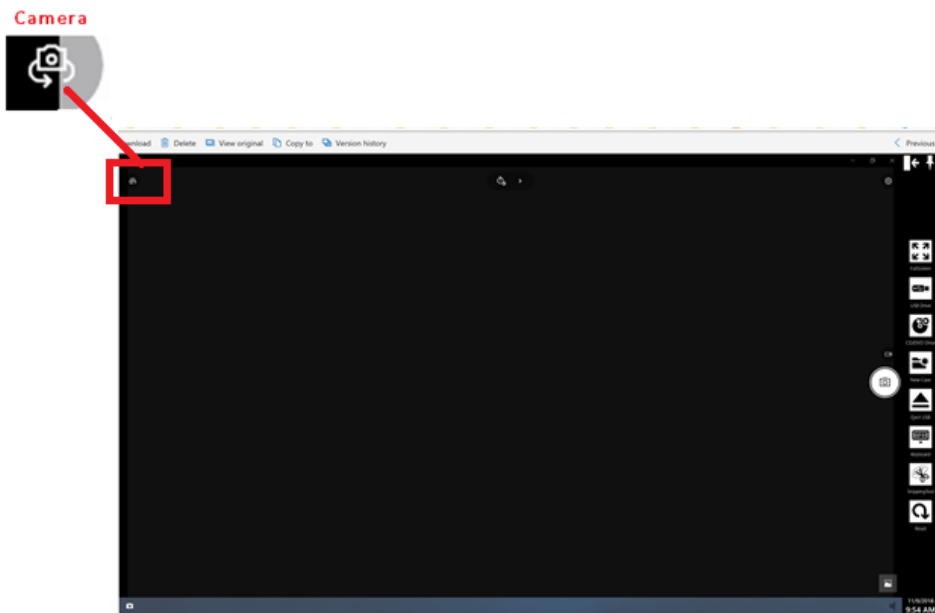
1. Turn on the Epson Document Camera by pressing the **Power** button on the **Control Panel**.



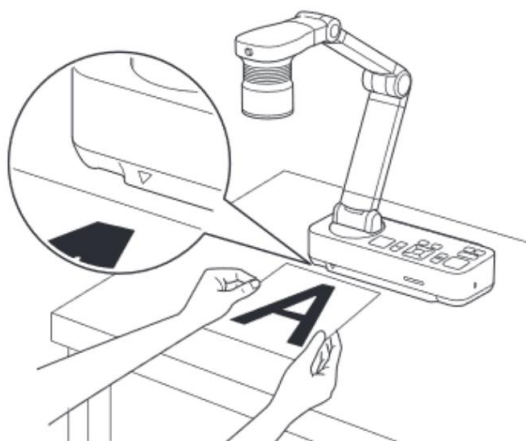
2. From the **Source** menu tap the **Doc Camera** App.



3. The screen will then display the Document Camera Feed. **To switch to the Document Camera tap the Camera icon.**





4. At the Document Camera, align the center of the document to the **Arrow Mark** located in the front lower left corner of the Document Camera.



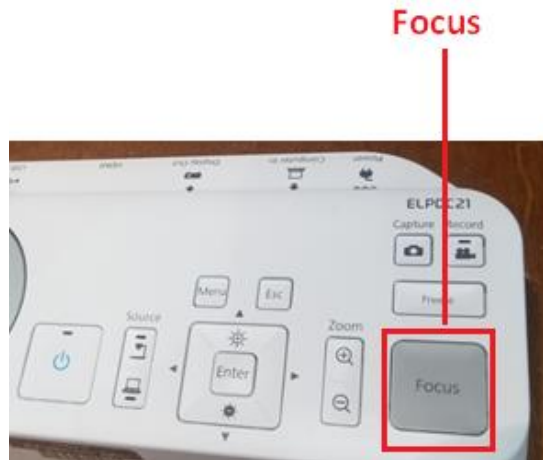
If needed, slide the **Lamp Switch** to illuminate the document. This changes the LED lamp status in three steps: bright, dim, and off.





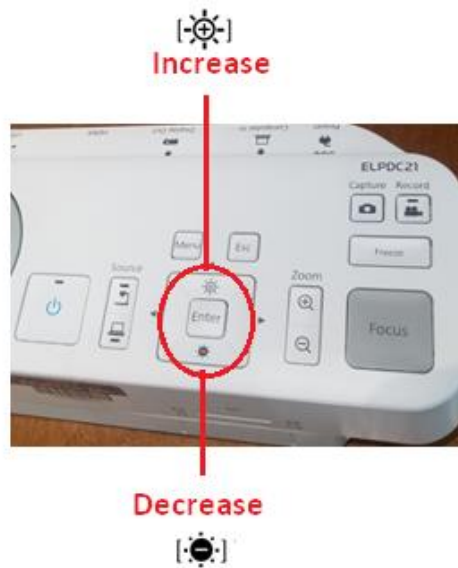
5. To zoom in or out on part of the image, press the **Zoom**  or  button on the document camera or remote control.



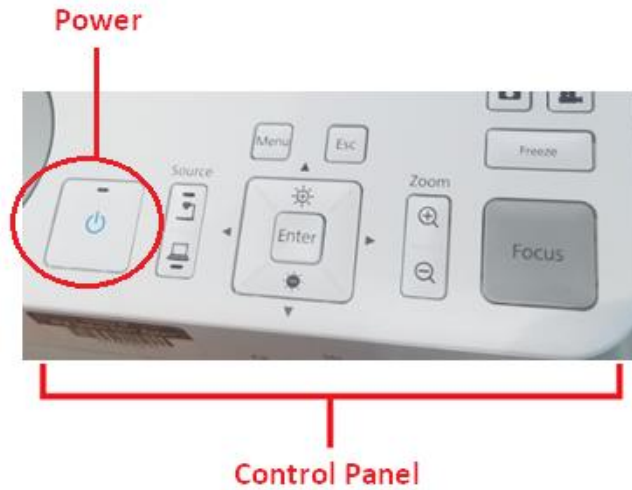
6. Press the, Focus button on the document camera or the Auto Focus button on the remote control. Your document is automatically focused.



7. To adjust the brightness of the image while projecting from the Camera press  to increase brightness and  to decrease it.



8. To turn off the Document Camera press the **Power** button located in the control Panel.



The screen will then display the following message, press the **Power** button a second time to confirm Yes you want to turn off the camera.



EXHIBIT B

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

_____,

Plaintiff,

-against-

_____,

Defendant.

-----X

:
: Index No. _____

:
: **STIPULATION AND ORDER**
: **FOR THE PRODUCTION AND**
: **EXCHANGE OF**
: **CONFIDENTIAL**
: **INFORMATION**

:
:
:
:

This matter having come before the Court by stipulation of plaintiff _____ and defendant _____ (individually “Party” and collectively “Parties”)¹ for the entry of a protective order pursuant to CPLR 3103(a), limiting the review, copying, dissemination and filing of confidential and/or proprietary documents and information to be produced in the course of discovery in this matter to the extent set forth below; and the Parties, by, between and among their respective counsel, having stipulated and agreed to the terms set forth herein, and good cause having been shown;

IT IS hereby ORDERED that:

1. This Stipulation is being entered into to facilitate the production, exchange and discovery of documents and information that merits confidential treatment (hereinafter the “Documents” or “Testimony”).

¹ Party and Parties are signatories to this Stipulation and Order for the Production and Exchange of Confidential Information, and party and parties are any individuals or entities obligated to produce documents or give testimony in connection with this action.

2. Any party may designate Documents produced, or Testimony given, in connection with this action as “confidential,” either by notation on each page of the Document so designated, statement on the record of the deposition, or written advice to the respective counsel for all affected parties, or by other appropriate means.
3. As used herein:
 - a. “Confidential Information” shall mean all Documents and Testimony, and all information contained therein, and other information designated as confidential, if such Documents or Testimony contain trade secrets, proprietary business information, competitively sensitive information, or other information the disclosure of which would, in the good faith judgment of the party designating the material as confidential, be detrimental to the conduct of that party’s business or the business of any of that party’s customers or clients.
 - b. “Producing Party” shall mean the party producing Confidential Information in connection with depositions, document production or otherwise, or the party asserting the confidentiality privilege, as the case may be.
 - c. “Receiving Party” shall mean the party receiving Confidential Information in connection with depositions, document production or otherwise.
4. The Receiving Party may, at any time, notify the Producing Party in writing that the Receiving Party does not concur in the designation of a document or other material as Confidential Information. If the Producing Party does not agree to declassify such document or material within seven (7) days of the written notification, the Receiving Party may move before the Court for an order declassifying those documents or materials. If no such motion is filed, such documents or materials shall continue to be

treated as Confidential Information. If the motion is filed, the documents or other materials shall be deemed Confidential Information unless and until the Court rules otherwise. On such a motion, the Producing Party bears the burden of establishing the propriety of its designation of documents or information as Confidential Information.

5. Except with the prior written consent of the Producing Party or by Order of the Court, Confidential Information shall not be furnished, shown or disclosed to any person or entity except to:

- a. personnel of plaintiff or defendant actually engaged in assisting in the preparation of this action for trial or other proceeding herein and who have been advised of their obligations hereunder;
- b. counsel for the Parties to this action and their associated attorneys, paralegals and other professional and non-professional personnel (including support staff and outside copying services) who are directly assisting such counsel in the preparation of this action for trial or other proceeding herein, are under the supervision or control of such counsel, and who have been advised by such counsel of their obligations hereunder;
- c. expert witnesses or consultants retained by the Parties or their counsel to furnish technical or expert services in connection with this action or to give testimony with respect to the subject matter of this action at the trial of this action or other proceeding herein; provided, however, that such Confidential Information is furnished, shown or disclosed in accordance with paragraph 7 hereof;
- d. the Court and court personnel;

- e. an officer before whom a deposition is taken, including stenographic reporters and any necessary secretarial, clerical or other personnel of such officer;
 - f. trial and deposition witnesses, if furnished, shown or disclosed in accordance with paragraphs 9 and 10, respectively, hereof; and
 - g. any other person agreed to by the Producing Party.
6. Confidential Information shall be utilized by the Receiving Party and its counsel only for purposes of this litigation and for no other purposes.
 7. Before any disclosure of Confidential Information is made to an expert witness or consultant pursuant to paragraph 5(c) hereof, counsel for the Receiving Party shall provide the expert's written agreement, in the form of Exhibit 1 attached hereto, to comply with and be bound by its terms. Counsel for the Receiving Party obtaining the certificate shall supply a copy to counsel for the other Parties at the time designated for expert disclosure, except that any certificate signed by an expert or consultant who is not expected to be called as a witness at trial is not required to be supplied.
 8. All depositions shall presumptively be treated as Confidential Information and subject to this Stipulation during the deposition and for a period of fifteen (15) days after a transcript of the deposition is received by counsel for each of the parties. At or before the end of such fifteen-day period, the deposition shall be classified appropriately.
 9. Should the need arise for any party to disclose Confidential Information during any hearing or trial before the Court, including through argument or the presentation of evidence, such party may do so only after taking such steps as the Court, upon motion of the Producing Party, shall deem necessary to preserve the confidentiality of such Confidential Information.

10. This Stipulation shall not preclude counsel for any Party from using during any deposition in this action any Documents or Testimony which has been designated as Confidential Information under the terms hereof. Any deposition witness who is given access to Confidential Information shall, prior thereto, be provided with a copy of this Stipulation and shall execute a written agreement, in the form of Exhibit 1 attached hereto, to comply with and be bound by its terms. Counsel for the Party obtaining the certificate shall supply a copy to counsel for the other parties to the action. In the event that, upon being presented with a copy of the Stipulation, a witness refuses to execute the agreement to be bound by this Stipulation, the Court shall, upon application, enter an order directing the witness's compliance with the Stipulation.
11. A Party may designate as Confidential Information subject to this Stipulation any document, information, or deposition testimony produced or given by any non-party to this case, or any portion thereof. In the case of Documents produced by a non-party, designation shall be made by notifying all counsel in writing of those documents which are to be stamped and treated as such at any time up to fifteen (15) days after actual receipt of copies of those documents by counsel for the Party asserting the confidentiality privilege. In the case of deposition Testimony, designation shall be made by notifying all counsel in writing of those portions which are to be stamped or otherwise treated as such at any time up to fifteen (15) days after the transcript is received by counsel for the Party asserting the confidentiality privilege. Prior to the expiration of such fifteen (15) day period (or until a designation is made by counsel, if such a designation is made in a shorter period of time), all such Documents and Testimony shall be treated as Confidential Information.

12. (a) A Receiving Party who seeks to file a motion with the Court using Documents or Testimony which have previously been designated as comprising or containing Confidential Information, and/or any pleading, brief or memorandum which reproduces, paraphrases or discloses Confidential Information, shall, twenty-one (21) days prior to filing any motion, provide the parties with written notice of its intent to file such material with the Court, so that the Producing Party may file by Order to Show Cause a motion to seal such Confidential Information. A party seeking to file a motion with the Court using any Documents or Testimony that it has designated as confidential must also move to seal such Confidential Information. The motion to seal the Confidential Information must be filed fourteen (14) days prior to filing the motion, and the Confidential Information shall not be filed until the Court renders a decision on the motion to seal.
- (b) If the motion to seal is granted, the filing party shall ensure that all documents that are the subject of the order to seal are filed in accordance with the procedures that govern the filing of sealed documents on the NYSCEF system.
- (c) All pleadings, briefs or memoranda which reproduces, paraphrases or discloses any documents which have previously been designated by a party as comprising or containing Confidential Information, shall identify such documents by the production number ascribed to them at the time of production.
13. Any person receiving Confidential Information shall not reveal or discuss such information to or with any person not entitled to receive such information under the terms hereof.
14. Any document or information that may contain Confidential Information that has been inadvertently produced without identification as to its “confidential” nature as provided

in paragraphs 2 and/or 11 of this Stipulation, may be so designated by the party asserting the confidentiality privilege by written notice to the undersigned counsel for the Receiving Party identifying the document or information as “confidential” within a reasonable time following the discovery that the document or information has been produced without such designation.

15. In connection with the review of electronically stored information and hard copy documents for production (the “Documents Reviewed”) the Parties agree as follows:
 - a. to implement and adhere to reasonable procedures to ensure Documents Reviewed that are protected from disclosure pursuant to CPLR 3101(c), 3101(d)(2) and 4503 (“Protected Information”) are identified and withheld from production.
 - b. if Protected Information is inadvertently produced, the Producing Party shall take reasonable steps to correct the error, including a request to the Receiving Party for its return.
 - c. upon request by the Producing Party for the return of Protected Information inadvertently produced the Receiving Party shall promptly return the Protected Information and destroy all copies thereof. Furthermore, the Receiving Party shall not challenge either the adequacy of the Producing Party’s document review procedure or its efforts to rectify the error, and the Receiving Party shall not assert that its return of the inadvertently produced Protected Information has caused it to suffer prejudice.
16. Extracts and summaries of Confidential Information shall also be treated as confidential in accordance with the provisions of this Stipulation.

17. The production or disclosure of Confidential Information shall in no way constitute a waiver of each Producing Party's right to object to the production or disclosure of other information in this action or in any other action.
18. This Stipulation shall continue to be binding after the conclusion of this litigation except (a) that there shall be no restriction on documents that are used as exhibits in Court (unless such exhibits were filed under seal); and (b) that a Receiving Party may seek the written permission of the Producing Party or further order of the Court with respect to dissolution or modification of any part of the Stipulation. The provisions of this Stipulation shall, absent prior written consent of both parties, continue to be binding after the conclusion of this action.
19. Nothing herein shall be deemed to waive any privilege recognized by law, or shall be deemed an admission as to the admissibility in evidence of any facts or documents revealed in the course of disclosure.
20. Within sixty (60) days after the final termination of this litigation by settlement or exhaustion of all appeals, all Confidential Information produced or designated and all reproductions thereof, shall be returned to the Producing Party or shall be destroyed. In the event that any Receiving Party chooses to destroy physical objects and documents, such Party shall certify in writing within sixty (60) days of the final termination of this litigation that it has undertaken its best efforts to destroy such physical objects and documents, and that such physical objects and documents have been destroyed to the best of its knowledge. Notwithstanding anything to the contrary, counsel of record for the Parties may retain one copy of documents constituting work product, a copy of pleadings, motion papers, discovery responses, deposition transcripts and deposition and trial

exhibits. This Stipulation shall not be interpreted in a manner that would violate any rules of professional conduct. Nothing in this Stipulation shall prohibit or interfere with the ability of counsel for any Receiving Party, or of experts specially retained for this case, to represent any individual, corporation, or other entity adverse to any party or their affiliate(s) in connection with any other matters.

21. This Stipulation may be changed by further order of this Court, and is without prejudice to the rights of a Party to move for relief from any of its provisions, or to seek or agree to different or additional protection for any particular material or information.

[FIRM]
By: _____

New York, NY _____
Tel.: _____

Attorneys for Plaintiff

Dated: _____

SO ORDERED _____

J.S.C.

[FIRM]
By: _____

New York, NY _____
Tel.: _____

Attorneys for Defendant

EXHIBIT "1"

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

-----X

Plaintiff,

-against-

Defendant.

:
: Index No. _____
:

:
: **AGREEMENT TO RESPECT**
: **CONFIDENTIAL MATERIAL**
:

:
:
:
:
:
:
:

-----X

I, _____, state that:

1. My address is _____.
2. My present employer is _____.
3. My present occupation or job description is _____.
4. I had received a copy of the Stipulation for the Production and Exchange of Confidential Information ("Stipulation") entered in the above-entitled action on _____.
5. I have carefully read and understand the provisions of the Stipulation.
6. I will comply with all of the provisions of the Stipulation.
7. I will hold in confidence, will not disclose to anyone not qualified under the Stipulation, and will use only for purposes of this action, any Confidential Information that is disclosed to me.
8. I will return all Confidential Information that comes into my possession, and documents or things that I have prepared relating thereto, to counsel for the party by whom I am employed or retained, or to counsel for whom I received the Confidential Information.

9. I hereby submit to the jurisdiction of this court for the purpose of enforcement of the Stipulation in this action.

Dated: _____