

Request for Judicial Intervention (Form 31)

- Index No.** - put the Index No. assigned by the County Clerk.
- Court** - put the name of the court where you filed your court action/proceeding.
- County** - put the name of the county where you filed your court action.
- Date Purchased**- put the date the Index No was purchased
- Plaintiff/Petitioner**- Put your name and the names of any other individuals, business and/or company bringing the action.
- Defendant/Respondent**- Put the name of the person(s), business and/or
- Date issue joined**-Put the date the Defendant filed an answer or response to your action/proceeding. If there is more than one Defendant, put the date for the first answer/response filed.
- Bill of Particulars Served**-Check whether or not the Defendant served you with a Demand for Bill of Particulars.
- Nature of Judicial Intervention**-choose one box that best describes why you need a judge assigned to your case. Some boxes need additional information, such as a return date or relief sought. The return date is when a response to the papers you are filing, such as a motion or a petition, is due from the defendant or possibly when you would appear before the judge to argue your case. This date is provided by the judge or clerk. Relief sought is what you are seeking from the court, such as money from the defendant.
- Nature of Action or Proceeding**- Choose the box that best describes your case. If you think your case could be under more than one category, then choose the category you think best fits your lawsuit, as you can only mark one,
- Special Proceeding**-If your case is a special proceeding (against a government office or agency) and the Defendant is a municipality (city, town or village), check "Yes" and put the name of the municipality that you are suing in the space provided. Otherwise, check "No".
- Special Proceeding**-If your case is a special proceeding and the Defendant is a public authority (a national, state or local government agency such as the NYS Transit Authority), check "Yes" and put the name of the public authority that you are suing in the space provided. Otherwise, check "No".
- Equitable relief** - check "Yes" if you are asking for something other than a money award or in addition to a money award. For example, you are asking the court to direct someone to do something (return a family heirloom) or to stop doing something.
- Personal injury** - check "Yes" if you are suing for money because of a personal injury.
- Property damage** - check "Yes" if you are suing because your property was damaged or destroyed.
- Pre Note Time Frames**-Check the box that best reflects how long it will take before you are ready to go to trial. If your case is a contested matrimonial or a tax certiorari, you don't have to answer this question. Put "NA" or "Not Applicable."
- Contested Matrimonial Cases Only** If your case is not a contested matrimonial, you don't have to answer these questions. Put "NA" or "Not Applicable". If your

case is a contested matrimonial and the Defendant (your spouse) has been served with a Summons, check "Yes" and put the date he/she was served. Otherwise, check "No". If your case is a contested matrimonial and a Notice of No Necessity was filed, check "Yes" and put the date it was filed. A Notice of No Necessity is a written notice signed by both parties that states they agree that an RJI may be filed within 120 days instead of 45 days. Otherwise, check "No".

- Attorney for Plaintiff/Plaintiff Pro Se-** Put the attorney or plaintiff contact information here.
- Attorney for Defendant/Defendant Pro Se-** Put the attorney or defendant contact information here.
- Insurance Company-** If you know of any insurance company that may provide coverage for the incident you are suing for (particularly where the company was given notice that there may be a claim), put the name of the insurance company. For example, if your case involves a car accident and your insurance company and the Defendant's insurance company are involved, put the names of those insurance companies. Otherwise, put "NA" or "Not Applicable".
- Related Cases-** If there are other cases that may have something to do with this action, put the information about the other cases in the spaces provided. If not, put "None." An example would be if you are suing about a car accident and there is another case involving a different Defendant because of the same accident. Under the heading "Nature of Relationship" you would put how or why the cases are connected