

**Kings Matrimonial Term
360 Adams Street - 10th Floor
Brooklyn N.Y. 11201
(347) 296 - 1714**

PRELIMINARY CONFERENCE REQUEST CHECKLIST

In order for your Preliminary Conference to be scheduled, first file RJI (Request for Judicial Intervention) with the Kings County Clerks Office Room 189, **then** submit the following to the 10th Floor Matrimonial Clerks Office.

- Fully completed RJI
- RJI proof of payment
- Request for P.C. form
(or *Blumberg* form T-305)
- Proof of Service of both
Request for PC form & RJI