

SUPREME COURT, CIVIL BRANCH  
New York County  
60 Centre Street, New York, N. Y. 10007

Office for the Self Represented  
Room 116, (646) 386 - 3025

How to File a Request for Judicial Intervention

**Note:** All persons involved in a lawsuit should consult an attorney. This office gives you information, forms and instructions on court procedures. As an office of this court, we cannot give legal advice or act as your advocate.

Although a lawsuit is in existence upon filing with the County Clerk of a summons with notice or summons and complaint, or, in the case of a special proceeding, a petition and notice of petition or order to show cause, the matter has not yet entered the court system and is not known to the court. This will happen only when a party files a "Request for Judicial Intervention Form" (referred to as a RJI), pays the fee, and asks the court to take some immediate action in regard to the matter.

A special proceeding, because of its particular nature, will have to come into court promptly. However, a civil action brought on by summons with notice or summons and complaint can proceed for a considerable time, even for years, before judicial intervention becomes necessary and before the case is actually in the court. The initial documents in a civil action, the complaint and the answer, set the frame of the dispute; some additional action is required to bring that dispute to a head, or to put the plaintiff to his or her proof before the court or a jury. In contrast with the practice in Federal and other courts, in New York cases are litigated between the parties until some sort of dispute arises or the case otherwise requires action by a judge. Only then does the case come into court. The RJI is the mechanism that leads to the assignment of a Justice to the case. This is done randomly. Once the case is assigned, all future proceedings in the case take place in front of the same Justice (unless the Justice leaves the court or is reassigned to a different category of cases).

A point at which many cases first come before the court is upon the making of certain kinds of motions, such as a motion to dismiss or a motion for summary judgment. (A motion is a form of application within a case for some form of relief. The kinds of motions available are set forth in the Civil Practice Law and Rules). A case may also come into court if a party

wishes a conference before the Justice for the purpose of setting dates for the completion of information exchange (called "discovery"). If the case does not come before the court for these reasons, the plaintiff may, at an appropriate time, cause the case to be placed on the trial calendar. Until the case is placed on the trial calendar, it can never be called for trial.

However the case first comes to court, a RJI is required to be filed at the first appearance of the case in court. Only one RJI is filed in a case.

A party wishing to file a RJI must have some purpose for which the intervention of a Justice is required. The principal purposes are to obtain a conference, to make a motion, to bring on a special proceeding, and to place the case on the trial calendar. Each of these objectives requires the filing of a paper or papers. Before the court can accept such filing, the applicant must present a RJI. The form must be completed and signed by the filing party.

A copy must be served upon all other parties to the case with the papers to which the RJI relates. The RJI must be paid for in the cashier's office of the County Clerk (Room 160). The cost for a RJI is \$95. The County Clerk will issue a receipt for the RJI. This, together with an original and a copy of the RJI itself, must be presented to the back office of the court in which the applicant's papers are to be filed.

# REQUEST FOR JUDICIAL INTERVENTION

UCS-840 (3/2011)

Supreme COURT, COUNTY OF X

Index No: X Date Index Issued:

For Court Clerk Use Only:	
IAS Entry Date	
Judge Assigned	
RJI Date	

**CAPTION:** Enter the complete case caption. Do not use et al or et ano. If more space is required, attach a caption rider sheet.

X

Plaintiff(s)/Petitioner(s)

-against-

X

Defendant(s)/Respondent(s)

**NATURE OF ACTION OR PROCEEDING:** Check ONE box only and specify where indicated. X

**MATRIMONIAL**

- Contested
  - Uncontested
- NOTE:** For all Matrimonial actions where the parties have children under the age of 18, complete and attach the **MATRIMONIAL RJI Addendum**.

**TORTS**

- Asbestos
- Breast Implant
- Environmental: \_\_\_\_\_ (specify)
- Medical, Dental, or Podiatric Malpractice
- Motor Vehicle
- Products Liability: \_\_\_\_\_ (specify)
- Other Negligence: \_\_\_\_\_ (specify)
- Other Professional Malpractice: \_\_\_\_\_ (specify)
- Other Tort: \_\_\_\_\_ (specify)

**OTHER MATTERS**

- Certificate of Incorporation/Dissolution [see NOTE under Commercial]
- Emergency Medical Treatment
- Habeas Corpus
- Local Court Appeal
- Mechanic's Lien
- Name Change
- Pistol Permit Revocation Hearing
- Sale or Finance of Religious/Not-for-Profit Property
- Other: \_\_\_\_\_ (specify)

**COMMERCIAL**

- Business Entity (including corporations, partnerships, LLCs, etc.)
- Contract
- Insurance (where insurer is a party, except arbitration)
- UCC (including sales, negotiable instruments)
- Other Commercial: \_\_\_\_\_ (specify)

**NOTE:** For Commercial Division assignment requests [22 NYCRR § 202.70(d)], complete and attach the **COMMERCIAL DIV RJI Addendum**.

**REAL PROPERTY:** How many properties does the application include?

- Condemnation
  - Foreclosure
- Property Address: \_\_\_\_\_  
Street Address City State Zip
- NOTE:** For Foreclosure actions involving a one- to four-family, owner-occupied, residential property, or an owner-occupied condominium, complete and attach the **FORECLOSURE RJI Addendum**.
- Tax Certiorari - Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_
  - Other Real Property: \_\_\_\_\_ (specify)

**SPECIAL PROCEEDINGS**

- CPLR Article 75 (Arbitration) [see NOTE under Commercial]
- CPLR Article 78 (Body or Officer)
- Election Law
- MHL Article 9.60 (Kendra's Law)
- MHL Article 10 (Sex Offender Confinement-Initial)
- MHL Article 10 (Sex Offender Confinement-Review)
- MHL Article 81 (Guardianship)
- Other Mental Hygiene: \_\_\_\_\_ (specify)
- Other Special Proceeding: \_\_\_\_\_ (specify)

**STATUS OF ACTION OR PROCEEDING:** Answer YES or NO for EVERY question AND enter additional information where indicated. X

	<b>YES</b>	<b>NO</b>	
Has a summons and complaint or summons w/notice been filed?	<input type="radio"/>	<input type="radio"/>	If yes, date filed: _____
Is this action/proceeding being filed post-judgment?	<input type="radio"/>	<input type="radio"/>	If yes, judgment date: _____

**NATURE OF JUDICIAL INTERVENTION:** Check ONE box only AND enter additional information where indicated. X

- Infant's Compromise
- Note of Issue and/or Certificate of Readiness
- Notice of Medical, Dental, or Podiatric Malpractice      Date Issue Joined: \_\_\_\_\_
- Notice of Motion      Relief Sought: \_\_\_\_\_      Return Date: \_\_\_\_\_
- Notice of Petition      Relief Sought: \_\_\_\_\_      Return Date: \_\_\_\_\_
- Order to Show Cause      Relief Sought: \_\_\_\_\_      Return Date: \_\_\_\_\_
- Other Ex Parte Application      Relief Sought: \_\_\_\_\_
- Poor Person Application
- Request for Preliminary Conference
- Residential Mortgage Foreclosure Settlement Conference
- Writ of Habeas Corpus
- Other (specify): \_\_\_\_\_

**RELATED CASES:** List any related actions. For Matrimonial actions, include any related criminal and/or Family Court cases. If additional space is required, complete and attach the RJI Addendum. If none, leave blank.

Case Title	Index/Case No.	Court	Judge (if assigned)	Relationship to Instant Case

**PARTIES:** If additional space is required, complete and attach the RJI Addendum. For parties without an attorney, check "Un-Rep" box AND enter party address, phone number and e-mail address in "Attorneys" space.

Un-Rep	Parties:	Attorneys:	Issue Joined (Y/N):	Insurance Carrier(s):
<input checked="" type="checkbox"/>	List parties in caption order and indicate party role(s) (e.g. defendant; 3rd-party plaintiff).	Provide name, firm name, business address, phone number and e-mail address of all attorneys that have appeared in the case.		
<input type="checkbox"/>	Last Name  First Name Primary Role:  Secondary Role (if any):	Last Name  Firm Name  Street Address City State Zip  Phone Fax e-mail	<input type="radio"/> YES  <input type="radio"/> NO	
<input type="checkbox"/>	Last Name  First Name Primary Role:  Secondary Role (if any):	Last Name  Firm Name  Street Address City State Zip  Phone Fax e-mail	<input type="radio"/> YES  <input type="radio"/> NO	
<input type="checkbox"/>	Last Name  First Name Primary Role:  Secondary Role (if any):	Last Name  Firm Name  Street Address City State Zip  Phone Fax e-mail	<input type="radio"/> YES  <input type="radio"/> NO	
<input type="checkbox"/>	Last Name  First Name Primary Role:  Secondary Role (if any):	Last Name  Firm Name  Street Address City State Zip  Phone Fax e-mail	<input type="radio"/> YES  <input type="radio"/> NO	

I AFFIRM UNDER THE PENALTY OF PERJURY THAT, TO MY KNOWLEDGE, OTHER THAN AS NOTED ABOVE, THERE ARE AND HAVE BEEN NO RELATED ACTIONS OR PROCEEDINGS, NOR HAS A REQUEST FOR JUDICIAL INTERVENTION PREVIOUSLY BEEN FILED IN THIS ACTION OR PROCEEDING.

Dated: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ATTORNEY REGISTRATION NUMBER

\_\_\_\_\_  
PRINT OR TYPE NAME