

STATE OF MINNESOTA
COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT
CIVIL DIVISION

**REQUEST FOR
EMERGENCY JUDGE ASSIGNMENT**

(See instructions following this form)

___ Request at Initial Filing

___ Request Subsequent (no previous judge assigned or assigned judge no longer on Civil)

File Number _____

REASON FOR REQUEST

1. ___ Need Emergency/Expedited Assignment:

___ TRO/Injunction

___ Other Emergency – please explain

2. ___ Other (please explain)

Name of party to contact with judge assignment information (emergencies only)

Name: _____ Phone Number _____

Fourth Judicial District
REQUEST FOR EMERGENCY JUDGE ASSIGNMENT
INSTRUCTIONS

(Please read instructions and complete the form below)

Emergency or Expedited matters

General Procedure:

Please use this form when filing your documents. The code for e-Filing Request for Emergency Judge Assignment

Your documents will be screened for completeness and for the indication that you need an emergency/expedited filing. Once approved, the file is opened.

- For emergency filings, the processing time is one hour from learning that it is an emergency. If the matter is filed after 3:00 pm, the matter will be assigned the next morning.
- Expedited matters will be processed within 24 hours of our learning of the case.

The judicial staff will receive information about the case once the matter is assigned to a judge. The Assignment Office will notify the contact person listed on the form. They will give the file number of the case, the assigned judge, and the judicial staffs' telephone numbers. The contact person can then call the judicial staff and set the hearing date and discuss other pertinent information.

For Emergency matters you will need the following:

- The Special Request for Judge Assignment Form or alternative communication.
- Any of the following case types require a Summons and Complaint or Verified Complaint at the time of filing, along with the affidavits and/or motion papers. The case will not be opened without the Summons and Complaint and supporting documents.
 - Contract, Discrimination, Employment, Forfeiture, Malpractice, Mechanics Lien, Personal Injury, Product Liability, Property Damage, Replevin, Sexual Harassment, Wrongful Death, and most Civil/Other
- For other types of cases not requiring a Summons and Complaint, a petition or Notice of Motions and Motion, etc. (whatever is applicable) will suffice, as long as there are supporting documents to indicate the need for immediate assignment.
- Appropriate Filing and Motion fees
- Fully Completed Certificate of Representation

Your filing may be rejected if the case type or fees are incorrect. If that happens, you will need to re-enter all information and resend.