
**REQUEST FOR
EMERGENCY 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 ASSIGNMENT INSTRUCTIONS

(Please read instructions and complete the form below)

Emergency or Expedited matters

General Procedure:

Please use this form and file your documents using the filing code in E-File and Serve (EFS) "Request for Emergency Judge Assignment". The use of this filing code will alert staff that this case needs to be expedited.

Your documents will be screened and once approved, the file is opened.

For emergency/expedited filings, the processing time is approximately one hour from the time of filing. If the matter is filed after 3:00 pm, the matter will be assigned the next morning.

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 of the court file number, the assigned judge, and the judicial staffs' telephone numbers. The contact person should call the judicial staff and set the hearing date and discuss other pertinent information.

For Emergency matters you will need the following:

- The "Request for Emergency Assignment Form" or alternative communication (Note: the e-filing code in EFS "Request for Emergency Judge Assignment" requires a document to be attached).
- 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, Malpractice, Mechanics Lien, Personal Injury, Product Liability, Property Damage, Replevin, Sexual Harassment, Wrongful Death, and most Civil/Other
- For other types of cases a Summons and Complaint may not be required. For example, a Petition, Notice/Certification of Intent to file charges, Notice of Seizure of Motor Vehicle, Demand for Judicial Determination, or Notice of Motions and Motion, etc. will suffice, as long as there are supporting documents to indicate the need for immediate assignment.
- Appropriate Filing and Motion fees

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.