

# Fourth Judicial District

## INSTRUCTIONS: REQUEST FOR EMERGENCY ASSIGNMENT

### Emergency or Expedited matters

#### General Procedure:

Please use the form on page 2 and file your documents using the filing code "Request for Emergency Judge Assignment" in e-File and Serve (EFS). 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.

Once the matter is assigned to a judge, the judicial staff will receive information about the case. The Assignment Office will notify the contact person listed on the form and provide the court file number, the assigned judge, and the judicial staff telephone numbers. The contact person should call the judicial staff to 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).
- The following case types require a Summons and Complaint or Verified Complaint at the time of filing, along with the appropriate 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.**

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**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

\_\_\_\_\_  
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2. \_\_\_ Other (please explain)

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\_\_\_\_\_

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

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_