

## Amendments to Specific Instructions for Form 6

### SPECIFIC INSTRUCTIONS – FORM 6

#### Form 6

The original and one copy of a **A** Request for Trial must be filed after service as prescribed in Rule 40(a). **The request must be substantially in the form set forth in Form 6.**

After receipt of a Request for Trial and any opposition to the request, the court will designate the date and place for trial. As prescribed in Rule 77(c), the judge to whom the action is assigned will designate the date of the trial to be held at, or continued to, New York City; and the chief judge will designate the place and date of the trial to be held at, or continued to, any place other than New York City.

~~After receipt of a request for trial at a place other than New York City and any opposition to the request, the chief judge may issue an order. The order, which will set the place and date of, and designate a judge to preside at, the trial will be issued to the parties by the clerk of the court at least 15 days before the scheduled date, or such shorter time as the chief judge may deem reasonable.~~

#### **To complete the fillable version of Form 6, follow the steps below:**

##### **Caption:**

- 1) Enter the names of the plaintiff and defendant in the appropriate free text box**
- 2) Select “Court No.” or “Consolidated Court No.” from the drop-down box**
- 3) Enter the Court No. or Consolidated Court No. in the free text box**

##### **Body:**

- 1) Select “plaintiff” or defendant”**
- 2) Enter the requested trial date(s)**
- 3) Enter the requested place of trial**
- 4) Select “Plaintiff” or “Defendant”**
- 5) Select “party” or “parties”**

##### **Date and Contact Information:**

- 1) Enter the filing date in the free text box**
- 2) Enter the attorney’s contact information in the appropriate fields**

(As amended July 23, 1993, eff. July 23, 1993; **June 5, 2015, eff. July 1, 2015.**)