

CIVIL LAWSUIT IN QUEENS SUPREME COURT - CASE PROCESS AND TIMELINE FLOW CHART

You Want to Sue

Plaintiff files a Summons and Complaint
or Summons with Notice



Plaintiff serves defendant within 120 days



After service is made, plaintiff files a Request for
Judicial Intervention (RJI) and a Request for a
Preliminary Conference (PC)



Defendant defaults



OR

Both sides appear for a PC to be held 45 days ←
after RJI. Both sides agree to exchange
information (Discovery)



(6 months later)

Compliance Conference, both parties appear
to report on discovery progress



Note of Issue due date (one year after PC)
Note filed when all discovery complete,
If discovery is not complete, either side
may file a Motion to Compel



(5-7 months later)

Pre-trial Conference in Trial Scheduling Part
(TSP)



Trial Date

Both sides present evidence to Judge and/or
Jury



Verdict

Plaintiff not ready
Complaint Dismissed

OR

You Get Sued

Defendant is served and has 20 days to
answer the complaint or 30 days if served by
mail. Answer may contain cross or counter
claims



Defendant may file a motion to dismiss



Defendant loses or does not file motion

Defendant not ready
Answer and defenses stricken,
Inquest before Judge

If either side unhappy with verdict, may file a motion to set aside verdict or file an Appeal