



## New Jersey Judiciary - Appellate Division Instructions for Completing the Civil Case Information Statement Form

Use the Civil Case Information Statement for Civil, Family, Tax Court or State Agency appeals.  
**DO NOT use this form for Criminal appeals.**

Please print legibly or type the information on the form. Enter the caption or title of the case as it appears on the papers from the Trial Court or State Agency from which you are appealing.

### Box# Instruction

1. Enter the complete caption or title of the case **exactly** as it appears on the papers from the trial court or agency (for example, the complaint or indictment). It should include the names of all the parties. Write all party names in full; do not use “*et al.*”
2. Enter the number assigned to the case by the trial court or agency from which you are appealing.
3. Appellant's Attorney: Enter your email address. Check the appropriate box indicating if you were the “Plaintiff,” “Defendant,” or “Other” in the trial court or agency below. If you check “other” please list your trial court or agency designation (for example “Petitioner” or “Intervenor”). Because you are self-represented, enter your own name as the “client” as well as your address and daytime telephone number. **NOTE:** If you are not an attorney at law admitted to practice in the State of New Jersey, the only “CLIENT” whom you can represent is yourself.
4. Respondent's Attorney: Enter the names, addresses (including email addresses), and telephone numbers of the attorneys who represented the other parties in the trial court or agency. Identify the party the attorney represented under “client.” If the party was self-represented, list his or her contact information and write self-represented under “client.”
5. Briefly summarize the terms of the judgment, order or decision that is the subject of this appeal, including its date, and **attach a copy of the judgment, order or decision.**
6. FINALITY INQUIRY: Answer whether there are any claims against any party below which have not been disposed of (decided and closed). If the answer is “No,” and all claims have been disposed, you may properly proceed with the filing of a Notice of Appeal. Proceed to section 7.

If you check “Yes,” you SHOULD NOT be filing a Notice of Appeal but should instead be filing a Motion for Leave to Appeal. The only exception may be if you are able to check “Yes” to the next question, stating the order has been properly certified as final pursuant to *Rule 4:42-2*.

Answer whether any claims were dismissed without prejudice. If the answer is “Yes,” **you must explain** any agreement concerning future disposition of those claims in the trial court or agency.

7. Check the appropriate box if your appeal challenges the validity of a statute (state law), executive order, franchise or provision of the New Jersey Constitution. That means you are arguing a statute, executive order, franchise or provision of the New Jersey Constitution is illegal. If you check “Yes,” you must serve your Notice of Appeal and Case Information Statement on the Attorney General of New Jersey.
8. Briefly summarize what happened in the trial court, Tax Court or state agency before you filed your appeal.
9. List the issues that you plan to raise in your appeal. For example, list the legal arguments you plan to raise in your appellate brief.
10. If applicable to your case, check the appropriate box to answer whether the trial judge issued oral or written findings or an opinion and, if “Yes,” set forth on what date. If you select “No” for either of these questions, contact the trial judge and ask whether s/he will be filing a statement or opinion and check the appropriate box. List the date you contacted the judge on the line.
11. A. Answer whether you or anyone you know of has an appeal that is pending or about to be brought before the Appellate Division that involves substantially the same case or controversy as your appeal (for example, the same parties). If you cannot answer “Yes” or “No,” you may write “Unknown.”
12. B. Answer whether you know of any other appeal that is pending or about to be brought before the Appellate Division that involves an issue similar to or related to an issue in your appeal. If you cannot answer “Yes” or “No,” you may write “Unknown.”
13. Answer whether there was a prior appeal in the Appellate Division involving the case you are currently appealing.
14. List the case name and Appellate Division docket number for any appeal indicated in 11, 12 or 13 above.
15. Check the appropriate box as to whether you think the case may benefit from a Civil Appeals Settlement Program conference (mediation) and explain your answer.
16. Read and note the statement regarding the posting of all opinions on the Internet.
17. Read and note the statement that you are certifying to regarding the redacting (blackening out) of all confidential personal identifiers in court documents. Confidential personal identifiers include Social Security, driver's license, vehicle plate, insurance

policy and active financial account/credit card numbers. *Rule 1:38-7* can be found on the Judiciary's Internet site [njcourts.gov](http://njcourts.gov).

18. Print your name on the line marked *Name of Appellant or Respondent*.
19. Print your name on the line marked *Name of Counsel of Record* since you are representing yourself.
20. Enter the date on the line marked *Date*.
21. Sign your name on the line marked *Signature of Counsel of Record*.



New Jersey Judiciary  
Superior Court - Appellate Division  
**Civil Case Information Statement**

Please type or clearly print all information.

<b>(1) Title in Full</b>	<b>(2) Trial Court or Agency Docket Number</b>
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Attach additional sheets as necessary for any information below.

**(3) Appellant's Attorney**      Email Address: \_\_\_\_\_

Plaintiff     Defendant     Other (specify) \_\_\_\_\_

Name	Client		
Street Address			
City	State	Zip	Telephone Number

**(4) Respondent's Attorney\***      Email Address: \_\_\_\_\_

Name \_\_\_\_\_ Client \_\_\_\_\_

Street Address \_\_\_\_\_

City	State	Zip	Telephone Number
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\* Indicate which parties, if any, did not participate below or were no longer parties to the action at the time of entry of the judgment or decision being appealed.

**(5) Give date and summary of judgment, order, or decision being appealed and attach a copy:**

**(6) Are there any claims against any party below, either in this or a consolidated action, which have not been disposed of, including counterclaims, cross-claims, third-party claims and applications for counsel fees?**       Yes     No

If so, has the order been properly certified as final pursuant to R. 4:42-2? (If not, leave to appeal must be sought. R. 2:2-4,2:5-6)       Yes     No

(If the order has been certified, attach, together with a copy of the order, a copy of the complaint or any other relevant pleadings and a

brief explanation as to why the order qualified for certification pursuant to *R. 4:42-2.*)

Were any claims dismissed without prejudice?  Yes  No

If so, explain and indicate any agreement between the parties concerning future disposition of those claims.

(7) Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (*R. 2:5-1(g)*)  Yes  No

(8) Give a brief statement of the facts and procedural history:

(9) To the extent possible, list the proposed issues to be raised on the appeal as they will be described in appropriate point headings pursuant to *R. 2:6-2(a)(6)*. (Appellant or cross-appellant only.)

(10) If you are appealing from a judgment entered by a trial judge sitting without a jury or from an order of the trial court, complete the following:

1. Did the trial judge issue oral findings or an opinion?  Yes  No

If so, on what date? \_\_\_\_\_

2. Did the trial judge issue written findings or an opinion?  Yes  No

If so, on what date? \_\_\_\_\_

3. Will the trial judge be filing a statement or an opinion pursuant to *R. 2:5-1(b)*?  Yes  No

**Caution:** Before you indicate that there was neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge will be filing a statement or opinion pursuant to *R. 2:5-1(b)*.

Date of Your Inquiry: \_\_\_\_\_

Is there any appeal now pending or about to be brought before this court which:

(11) A. Arises from substantially the same case or controversy as this appeal?  Yes  No

(12) B. Involves an issue that is substantially the same, similar or related to an issue in this appeal?  Yes  No

(13) Was there any prior appeal involving this case or controversy?  Yes  No

(14) If the answer to any of the above is "Yes" state:

**Case Name:**

**Appellate Division Docket Number:**

Civil appeals are screened for submission to the Civil Appeals Settlement Program (CASP) to determine their potential for settlement or, in the alternative, a simplification of the issues and any other matters that may aid in the disposition or handling of the appeal. Please consider these when responding to the following question. A negative response will not necessarily rule out the scheduling of a preargument conference.

(15) State whether you think this case may benefit from a CASP conference.  Yes  No  
Explain your answer:

(16) Whether or not an opinion is approved for publication in the official Court Reporter books, the Judiciary posts all Appellate Division opinions on the Internet.

(17) I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b).

(18) \_\_\_\_\_ (19) \_\_\_\_\_  
Name of Appellant or Respondent Name of Counsel of Record  
(or your name if not represented by counsel)

(20) \_\_\_\_\_ (21) \_\_\_\_\_  
Date Signature of Counsel of Record  
(or your name if not represented by counsel)