

SUPERIOR COURT OF NEW JERSEY  
APPELLATE DIVISION

FACT SHEET ON APPLICATION FOR EMERGENCY RELIEF

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: JUDGE \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

The following questions are to be answered by the attorney or pro se litigant requesting emergency relief. This questionnaire is designed to assist the court's determination respecting its further instructions. **COMPLETION OF THIS FACT SHEET DOES NOT IN ANY SENSE CONSTITUTE THE FILING OF AN APPEAL OR MOTION.** There is no right to be heard orally on an emergency application. Further instructions will come from the court.

CASE NAME: \_\_\_\_\_

1. What is the vicinage of the matter? (*i.e.*, what judge, in what county or what agency entered the decision?)
  
2. a) What is your name, address, phone number and fax number?  
  
b) Whom do you represent?
  
3. a) What is your adversary's name, address, phone number and fax number? (list all)  
  
b) Whom does your adversary represent?
  
4. Do you have a written order or judgment entered by the judge or a written agency decision? **YOU MUST ATTACH A COPY OF THE ORDER, JUDGMENT OR DECISION.**
  
5. 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? **IF SO, THE DECISION IS NOT FINAL, BUT RATHER INTERLOCUTORY, AND LEAVE TO APPEAL MUST BE SOUGHT.**

6. Have you filed for a stay before the trial court or agency? If so, do you have a court order or agency decision denying or granting same?
7. If the order or agency decision is interlocutory, are you filing a motion for leave to appeal?
8. If interlocutory, are you filing a motion to stay the trial court or agency proceeding?
9. If the order, judgment or agency decision is final, have you filed a notice of appeal?
10. What is the essence of the order, judgment or agency decision?
11. Has any aspect of this matter been presented to or considered by another judge or part of the Appellate Division by emergent application or prior appeal proceedings? If so, which judge or part?
12. What is the nature of the emergency?

