

ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF NEW JERSEY

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[Questions or comments may be addressed
to (609) 984-4557]

MEMORANDUM

[Directive #15-05]

TO: Assignment Judges
Civil, Criminal, Family, General Equity and
Municipal Presiding Judges
Trial Court Administrators
Civil, Criminal, Family, and Municipal Division Managers

FROM: Philip S. Carchman, J.A.D.

SUBJECT: Judiciary Open Records: Policies and Procedures for Access to Case-Related Court Records - Staff Guidelines

DATE: November 4, 2005

Attached is a policy document entitled the *New Jersey Judiciary Open Records: Policies and Procedures for Access to Case-Related Court Records - Staff Guidelines*, as approved by the Supreme Court on October 12, 2005. These Guidelines provide a workable framework for the uniform processing of requests for access to and copying of publicly disclosable Judiciary records throughout the state. The Guidelines are applicable to case-related records in the Superior Court and the Municipal Courts.

Copies of these Guidelines should be distributed to individuals responsible for responding to requests for court records, and should be made available to the public on request.

These statewide procedures for the consistent handling of public requests are not intended to change the substance of Rule 1:38, which specifies which Judiciary records must be made available to the public and which are not. There is, however, a consensus that there is a need to define with greater precision what is and should be producible and what is not. In the near future, therefore, a process will be established for conducting a comprehensive review of Rule 1:38.

These procedures provide staff with a consistent approach to handling requests from the public for disclosable case-related court records. Highlights of the Staff Guidelines are as follows:

1. **Openness Principle.** The Guidelines recognize the basic principle that, in the interest of an open and transparent court system, all case-related court records are open to public inspection unless there is a specific statute or court rule that exempts them. As stated in the Guidelines, “These procedures have been established to further the Judiciary’s open records policy, assure consistent and uniform response by court staff throughout the state, and eliminate artificial barriers that delay or complicate access by the public.” The statutory or rule authority for exempting specific records from disclosure is noted in the Guidelines.
2. **Form Required for all Requests.** Whenever a record is requested, either for copies or for inspection, the requestor should be asked to fill out a form indicating the record(s) being requested. Separate request forms have been developed for the Civil (including Special Civil and General Equity), Criminal, and Family Divisions of the Superior Court and for Municipal Court. The records request forms are identical except for Section C, which sets out differing identification criteria to facilitate identification of the records in that particular court. While the form asks for the requestor’s name, address, and other information, records requested must still be provided even if the requestor does not provide that personal information. That is the same approach taken in the Executive Branch under the Open Public Records Act, which permits anonymous requests. The instructions on the back of the forms indicate that providing personal identifying information is not mandatory. Forms in a fillable format will be posted on the Internet and Infonet. Hard copies should be duplicated locally.
3. **Personal Identification when Request is to Inspect a File.** Where a requestor seeks to inspect a file, that is, to have physical custody of the file for some period, there is a legitimate concern to ensure that the file is not tampered with. In such instances, the requestor should be asked to provide some form of personal identification. If the requestor is unable or unwilling to do so, production of the file may be delayed until a court staff member is available to sit with the requestor and monitor the use of the file. Guidance is also provided in the case of “institutional” requestors that seek to inspect large numbers of files on a regular basis. In no event should anyone be given unsupervised access to court files.
4. **Fees.** The fees that the Judiciary is permitted to charge for copying costs are set by statute; those fees should always be collected, even if the requestor is seeking a copy of just a one page record.
5. **File in Use.** While the Judiciary seeks in principle to make case-related records available to the public as expeditiously as possible, responses to such requests may be delayed if a particular file is in use by a judge or court staff. This suggests that in high-profile cases, where there may be frequent requests for

access to the file, special procedures should be considered, such as making a duplicate file that is always available for public inspection.

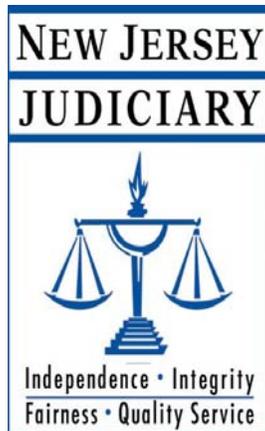
6. **Customizing for Local Use.** The Guidelines also include, as Attachment 6, a customizable form that each vicinage must complete by inserting the address and phone number information of the various Division offices in that vicinage where records may be obtained. The template for that form will be distributed electronically.

In addition to this hard copy distribution of the Staff Guidelines, an electronic version will be posted on the Judiciary's Infonet. Attachment 6 and the four Record Request Forms will be emailed and posted on the Infonet as well. Questions or comments concerning these Guidelines may be addressed to Special Assistant, Francis W. Hoeber at (609) 984-4557.

P.S.C.

enclosure

c: (with enclosure)
Chief Justice Deborah T. Poritz
Working Group Members
Theodore J. Fetter, Deputy Administrative Director
AOC Directors and Assistant Directors
Donald F. Phelan, Clerk of the Superior Court
Chairs, Conferences of Division Managers
Operations Division Managers
Steven D. Bonville, Special Assistant
Francis W. Hoeber, Special Assistant



NEW JERSEY JUDICIARY OPEN RECORDS

**POLICIES AND PROCEDURES
FOR ACCESS TO
CASE-RELATED COURT RECORDS**

STAFF GUIDELINES

**Directive #15-05
(Issued November 4, 2005)**

As Approved by the Supreme Court
October 12, 2005

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1. Introduction and Purpose

The Judiciary has a longstanding open records policy. In accordance with Rule 1:38, the public has a right to inspect and copy “all records which are required by statute or rule to be made, maintained or kept on file by any court, office or official within the judicial branch of government” unless they are specifically exempted from disclosure by law, rule or court order. The term “public” is all-inclusive and refers to individual citizens, the press, commercial entities, and persons representing various interest groups. They all share an equal and unqualified right to inspect and copy non-confidential court records. The public is entitled to access to these records with no requirement to pay “search fees” or to provide a reason for wanting to inspect the records.

These procedures have been established to further the Judiciary’s open record policy, assure consistent and uniform response by court staff throughout the state, and eliminate artificial barriers that delay or complicate access by the public. These procedures are general guidelines for responding to records requests and are modeled after the procedures established by the Open Public Records Act (OPRA), notwithstanding that OPRA is expressly not applicable to the Judiciary.

Note: Since judges’ trial notes are not “required by statute or rule to be made, maintained or kept on file,” they are not subject to public disclosure pursuant to Rule 1:38.

2. Procedures for Inspecting and Copying Court Records

- A. **Assistance.** Judiciary staff, including municipal court staff, shall assist individuals seeking to identify, locate, inspect, and copy court records. Where self-service public access terminals are available, staff shall provide instructions for their use.
- B. **Request Types.** Judiciary staff, including municipal court staff, shall respond to specific record requests in identified cases (e.g., the complaint filed in Doe v. Doe, docket number xx-xxxx) as well as to non- case specific record requests (e.g., copies of all complaints filed in the civil division in Cape May county on a particular day).

In the event the requestor is seeking non-case specific record requests in a municipal court, the municipal court administrator may need to consult with Municipal Court Services in Trenton to determine if a computer generated report may be available.

- C. **Request Form.** Requestors shall be asked to complete the appropriate form (see Attachments 1 through 5). However, if the requestor declines to identify him or herself, he or she is still entitled to the records.
- D. **Record Identification.** Judiciary staff may ask a requestor to provide identifiers that will help locate a specific record, such as the party name, case name or number, or docket number. In criminal cases, identifiers can include SBI (State Bureau of Investigation) number, defendant’s date of birth or social security number, date of arrest, date of disposition, or name of trial judge. If a specific record cannot be located due to lack of adequate identifiers, the requestor shall be advised as to what identifiers are needed to locate the record.

- E. **Inspection Area.** Each case management office or municipal court shall identify an area where the public may inspect court records. This area shall be monitored by court staff to the extent necessary.
- F. **Removing Confidential Documents Before Inspection.** Before releasing a record for inspection, staff shall examine the record and remove confidential information. If there is doubt about whether information contained in a public court record is confidential, the question should be referred to the division manager, Presiding Judge, or municipal court administrator.
- G. **Physical Inspection.** If the request is for physical inspection of a court file or document rather than a photocopy, ask the requestor to provide a government issued identification (for example, a driver's license). "Institutional" requestors (e.g. from title or credit companies) may make frequent use of court files; court staff should exercise their discretion as to the degree of scrutiny with which these requestors must be monitored. If such identification is not provided, notify the requestor that access to the records may be delayed until a court staff member is available to provide individual monitoring of the inspection of the records.
- H. **Records in Use.** If a record in an active case is not immediately available in a division's case management office, (for example, if it is in use by the judge or staff) Judiciary staff should advise the requestor where the record is located and when it will be available for inspection.
- I. **Copy Fees.** Judiciary staff shall advise requestors of the copy fees, and make copies upon request. Fees for copying court records in all court divisions are as follows:
 - 75¢ per page for the first to the tenth page;
 - 50¢ per page for the eleventh to the twentieth page;
 - 25¢ per page for all pages over twenty;
 - \$5.00 additional for certified copies (without seal) or \$10.00 for exemplified copies (with seal). EXCEPTION: The first certified or exemplified copy is provided to an attorney or litigant *in that case* free of charge. *N.J.S.A. 22A:2-19.*
- J. **Deposit May be Required.** If the estimated cost of duplication exceeds \$50, the requestor may be required to provide a deposit equal to 50% of the estimated cost. Personal check, money order, cash, or attorney collateral account is acceptable for payment.

3. Types of Court Records Available

Typical court records include complaints, answers, motions, affidavits, certifications, orders, opinions, and other documents that are part of a case file. Records available from case-related divisions of the court are shown on the following pages. If there is any doubt about whether a record is confidential, the question should be referred to the division manager, Presiding Judge, or municipal court administrator, as appropriate. Note that Criminal, Family, and Probation Division records pertaining to investigations and reports made for a court or pertaining to persons on probation are specifically exempted from disclosure pursuant to Rule 1:38(b). Therefore, Probation Division records are not covered by these guidelines.

Availability of Civil Division Records

Within the Civil Division, including Special Civil and General Equity, all case records are generally available for public inspection and copying except a limited number of specific types of documents that are confidential. Such confidential records are not to be made available to the public, and must be removed before the file is made available.

Do not disclose confidential records in Civil files, which include but are not limited to:

- Civil commitment records. *N.J.S.A. 30:4-24.3, R. 4:74-7.*
- Records required by statute or rule to be kept confidential or withheld from indiscriminate public inspection. *R.1:38(d).*
- Records which a court has ordered impounded or kept confidential. *R. 1:38(e).*
- Records relating to child victims of sexual abuse. *N.J.S.A. 2A:82-46.*

See Attachment 1 - Record Request Form, Civil Division.

Availability of Criminal Division Records

Within the Criminal Division, all case records are generally available for public inspection and copying except a limited number of specific types of documents that are confidential. Such confidential records are not to be made available to the public, and must be removed before the file is made available.

Do not disclose confidential records in Criminal files, which include but are not limited to:

- Search warrants. *R. 3:5-4; R.3:5-6(c)*.
- Active police investigative reports *R. 1:38 (b)*.
- Records relating to grand jury proceedings. *R. 3:6-7*.
- Sealed indictments. *R. 3:6-8(a)*.
- Bail reports. *R. 1:38 (b)*.
- Pretrial intervention reports. *R. 1:38 (b)*.
- Pre-sentence reports. *R. 1:38 (b)*.
- The name of any child victim of sexual abuse *N.J.S.A. 9:6-8.10(a)*.
- Records required by statute or rule to be kept confidential or withheld from indiscriminate public inspection. *R.1:38(d)*.
- Records which a court has ordered impounded or kept confidential. *R. 1:38(e)*.
- Expunged records – (Please note that in response to inquiries about expunged records you must reply that there is no record information.) *N.J.S.A. 2C:52-15*.
- Records pertaining to investigations and reports made for a court or pertaining to persons on probation are specifically exempted from disclosure. *R.1:38 (b)*.

See Attachment 2 - Record Request Form, Criminal Division.

Availability of Family Division Records

As a general rule, Family Division records are confidential and shall not be disclosed to the public. Exceptions involve FM (Dissolution) and FD (Non-Dissolution) case files.

FM (Dissolution) and FD (Non-Dissolution) Case files

Pursuant to Rule 1:38, dissolution and non-dissolution court records are generally open to public inspection. However, the files in these cases may contain specific types of documents that are confidential and that are *not* to be made available to the public. The following are examples of confidential documents or records that may be contained in a dissolution or non-dissolution case file and that must be removed before the file is made available.

Do not disclose confidential records that may be in FM (Dissolution) or FD (Non-Dissolution) files, which include but are not limited to:

- Domestic Violence records and reports. *N.J.S.A. 2C:25-33.*
- Child Abuse/Neglect records and reports. *N.J.S.A. 9:6-8.10(a).*
- Paternity records and reports which may reveal the identity of any party to a paternity matter, except for the final judgment or birth certificate. *N.J.S.A. 9:17-42.*
- Custody records/reports of children under age 16 at the time of commencement of the action and if the record involves allegations of moral turpitude at to either the parent or the minor child, or may reflect upon the good reputation or social standing of the child. *N.J.S.A. 9:2-3.*
- Confidential Litigant Information Sheet. *R. 5:4-2(g).*
- Custody evaluations and reports. *R. 5:8-4. (Exception: Maybe released to the litigant unless a Judge has restricted litigant's access to the report.)*
- Income Tax returns and return information. *26 U.S.C.A. §6103.*
- Social Security numbers in marriage certificates (*N.J.S.A. 37:1-17*) or divorce decrees. (*N.J.S.A. 2A:17-56.60*). **Note:** Social Security numbers appearing in other documents are not protected from public disclosure at the present time.

- Child Support information received from the New Jersey Department of Human Services. 42 U.S.C.A. §654, N.J.A.C. 10:110-1.7.
- Records required by statute or rule to be kept confidential or withheld from indiscriminate public inspection. R.1:38(d).
- Records which a court has ordered impounded, kept confidential, or sealed. R. 1:38(e), R.5:3-2 (b).
- Juvenile delinquency records and reports. R.5:19-2, N.J.S.A.2A:4A-60 to 62.
- Adoption records and reports. N.J.S.A. 9:3-52.
- Records pertaining to investigations and reports made for a court or pertaining to persons on probation are specifically exempted from disclosure. R.1:38 (b).

See Attachment 3 - Record Request Form, Family Division.

Availability of Municipal Court Records

Municipal courts are generally located in the individual municipality they serve and should be contacted individually for any records sought from that particular municipal court. Within each municipal court, all case records are generally available for public inspection and copying except a limited number of specific types of documents that are confidential. Such confidential records are not to be made available to the public and must be removed before the file is made available.

Do not disclose confidential records that may be contained in Municipal court files, which include but are not limited to:

- Records relating to criminal, family and probation division records pertaining to investigations and reports made for a court or pertaining to persons on probation. An example of this type of record includes pre-sentence reports. *R. 1:38(b)*.
- Records required by statute or rule to be kept confidential or withheld from indiscriminate public inspection. *R. 1:38(d)*. Examples of what must be kept confidential include the name of any child victim of sexual abuse, *N.J.S.A. 9:6-8.10(a)*, and the location of a domestic violence victim, *N.J.S.A. 2C:25-26(c)*.
- Records of programs approved for operation for the mediation of minor disputes. *R. 1:38 (g)*; *R. 7:8-1*.
- Records that a court has ordered impounded or kept confidential. *R. 1:38(e)*.
- Expunged records – (Please note that in response to inquiries about expunged records you must reply that there is no record information.) *N.J.S.A. 2C:52-15*.
- Search Warrants. *R. 3:5-4*; *R. 3:5-6(c)*.

See Attachment 4 - Record Request Form, Municipal Court.

4. Hours of Access/Location of Records

Superior Court records in each vicinage are available for access in all trial court divisions. Court records in active cases are found in various locations. Refer to Attachment 6 for vicinage specific hours of access and the location of records for each trial court division.

Hours of access for municipal courts are established separately by each particular municipal court. Since not all municipal courts are full time, you should check with the municipal court administrator for the hours of operation. Consult www.njcourtsonline.com for a directory of county courthouses and municipal courts.

5. Records in Closed Cases

Records in closed cases may be located off-site in the county or in the Records Management Center in Trenton. For records located in the county but off-site, requestors should be told how long it will take to get the record from the off-site county facility.

For records in Trenton, requestors should be asked to complete a Records Management Center request form (see Attachment 5), and advised that they may opt to receive a copy of the records by mail, or by visiting the Records Management Center in Trenton.

Municipal courts may have their own individual off-site storage. The municipal court administrator shall advise the requestor how long it will take to get the record from the off-site facility.

6. Time Frame for Responding to Record Requests

The availability of resources and the potential for disruption of court operations are considerations in determining how quickly judiciary staff can respond to record requests. In most cases, records stored on-site in the courthouse shall be produced for inspection the same day. Records stored off-site in a county facility shall be made available for inspection as soon as practicable. Records stored in the Records Management Center in Trenton may take up to 21 days.

If a record request is voluminous or for other reasons cannot be completed within the normal timeframe, or if a request is for certain documents on an ongoing basis (e.g., all complaints filed in the civil division each week) it shall be referred to the appropriate division manager or municipal court administrator. The division manager or municipal court administrator shall assess the request and together with the requestor craft a reasonable solution that meets both the public's need for access and the judiciary's need for efficient court operations.

7. Resolution of Complaints or Issues Related to Access

Complaints or issues relating to the inspection of court records shall be directed first to the appropriate division manager. If not resolved by the division manager, the matter shall be directed to the Trial Court Administrator or his or her designee. Refer to Attachment 6 for vicinage specific division manager contact information.

8. Cases with High Public Interest

In certain matters where there is a heightened degree of public interest, the Trial Court Administrator or his/her designee or the Office of Communication, Administrative Office of the Courts, may assume responsibility for handling public requests for certain court records. The Trial Court Administrator will:

- provide information concerning court business that is a matter of public record;
- provide the media with copies of judicial decisions and opinions;
- assist in securing copies of public transcripts (at the requesting person's expense);
- make arrangements for the electronic media to perform their duties in compliance with Supreme Court guidelines;
- as appropriate, distribute a schedule of court activities for the particular case.

In some cases, a duplicate case file may be prepared to provide easier access to frequently requested documents.

ATTACHMENT 1

Records Request Form – Civil Division



NEW JERSEY JUDICIARY Records Request Form CIVIL DIVISION

See instructions on the reverse side.

PART A: Requestor Information

LAST NAME		MIDDLE INITIAL	FIRST NAME
COMPANY			
ADDRESS			
CITY	STATE	ZIP	EMAIL
DAYTIME TELEPHONE (INCLUDE AREA CODE) EXT.		PREFERRED DELIVERY <input type="checkbox"/> PICK UP <input type="checkbox"/> US MAIL <input type="checkbox"/> ON SITE INSPECT	
SIGNATURE			DATE

PART B: Payment Information

SELECT PAYMENT METHOD

CASH CHECK MONEY ORDER

COPY FEES

Pages 1 - 10 @ \$0.75 each
 Pages 11 - 20 @ \$0.50 each
 Page 21 - + @ \$0.25 each

PART C: Information Requested

CIVIL LAW GENERAL EQUITY SPECIAL CIVIL PART

DOCKET NUMBER CASE NAME

DOCUMENTS REQUESTED

SUMMONS ORDER(S) COMPLAINT REQUEST FOR DEFAULT
 ANSWER WARRANT OF SATISFACTION FINAL JUDGMENT
 OTHER (SPECIFY) _____

Certified or Exemplified Copies (extra charge) YES NO

JUDICIARY USE ONLY

FOR RECORD REQUESTS OVER \$50

TOTAL EST. COST	DEPOSIT AMOUNT	ESTIMATED BALANCE	DEPOSIT DATE	RECEIVED BY
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DISPOSITION INFORMATION

DELIVERED DATE	DENIED DATE	UNAVAILABLE DATE
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If request is denied or records are unavailable, explain here:

Identification provided for physical custody of file: _____

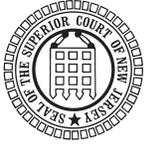
Instructions For Obtaining New Jersey Judiciary Records

NOTE: This form should not be used to request transcripts of court proceedings.
Ask court staff for information about obtaining transcripts.

1. Complete Parts A (optional), B, and C of this form, and deliver it during regular business hours to the appropriate case management office or municipal court. For mail or fax requests, first contact the appropriate case management office or municipal court. A directory of case management offices and municipal courts is available at: www.njcourtsonline.com
2. If your request is for physical inspection of a court file or document rather than a photocopy, you will be asked to provide a government issued identification (for example, a driver's license). If you do not provide such identification your access to the records may be delayed until court staff is available to monitor your inspection of the records.
3. The fees for duplication of a court record in printed/paper form are listed on the front of this form. For superior court records, payment may be made by check, cash, or money order payable to Treasurer, State of New Jersey. For municipal courts, payment may be made by check, cash, or money order payable to that particular municipal court.
4. You may be charged a 50% deposit when a request for copies is estimated to exceed \$50. The record custodian will advise you of any deposit requirements.
5. The record custodian will notify you that he or she grants or denies a request for access to a Judiciary record. In most cases, we can provide access to a record stored on-site the same day. If the record is not readily available, or is stored off-site, the custodian will advise you within 3 business days when the record will be made available, and the estimated cost for providing the record to you.
6. You may be denied immediate access to court records if your request will substantially disrupt court operations.
7. If the Judiciary is unable to comply with your request for access to a court record, the custodian will state the reasons on the request form and send you a signed and dated copy.
8. Information provided on this form may be subject to disclosure under Rules Governing the Courts of the State of New Jersey, *Rule 1:38*.

ATTACHMENT 2

Records Request Form – Criminal Division



NEW JERSEY JUDICIARY Records Request Form CRIMINAL DIVISION

See instructions on the reverse side.

PART A: Requestor Information

LAST NAME		MIDDLE INITIAL	FIRST NAME
COMPANY			
ADDRESS			
CITY	STATE	ZIP	EMAIL
DAYTIME TELEPHONE (INCLUDE AREA CODE) EXT.		PREFERRED DELIVERY <input type="checkbox"/> PICK UP <input type="checkbox"/> US MAIL <input type="checkbox"/> ON SITE INSPECT	
SIGNATURE			DATE

PART B: Payment Information

SELECT PAYMENT METHOD

CASH CHECK MONEY ORDER

COPY FEES

Pages 1 - 10 @ \$0.75 each
 Pages 11 - 20 @ \$0.50 each
 Page 21 - + @ \$0.25 each

PART C: Information Requested

NAME OF DEFENDANT		
AKA		
DEFENDANT DATE OF BIRTH	DEFENDANT SSN	INDICTMENT / ACCUSATION / COMPLAINT / MUNICIPAL APPEAL #
<input type="checkbox"/> COPY OF JUDGMENT OF CONVICTION DATE OF SENTENCE _____ SENTENCING JUDGE _____		
<input type="checkbox"/> COPY OF INDICTMENT <input type="checkbox"/> COPY OF DISMISSAL ORDER <input type="checkbox"/> COPY OF PTI POSTPONEMENT ORDER		
<input type="checkbox"/> COPY OF PLEA AGREEMENT <input type="checkbox"/> COPY OF MOTION (SPECIFY MOTION TYPE) _____		
<input type="checkbox"/> OTHER (DESCRIBE) _____		
Certified or Exemplified Copies (extra charge) <input type="checkbox"/> YES <input type="checkbox"/> NO		

JUDICIARY USE ONLY

FOR RECORD REQUESTS OVER \$50

TOTAL EST. COST	DEPOSIT AMOUNT	ESTIMATED BALANCE	DEPOSIT DATE	RECEIVED BY
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DISPOSITION INFORMATION

DELIVERED DATE	DENIED DATE	UNAVAILABLE DATE
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If request is denied or records are unavailable, explain here:

Identification provided for physical custody of file: _____

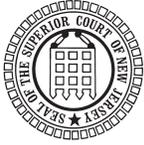
Instructions For Obtaining New Jersey Judiciary Records

NOTE: This form should not be used to request transcripts of court proceedings.
Ask court staff for information about obtaining transcripts.

1. Complete Parts A (optional), B, and C of this form, and deliver it during regular business hours to the appropriate case management office or municipal court. For mail or fax requests, first contact the appropriate case management office or municipal court. A directory of case management offices and municipal courts is available at: www.njcourtsonline.com
2. If your request is for physical inspection of a court file or document rather than a photocopy, you will be asked to provide a government issued identification (for example, a driver's license). If you do not provide such identification your access to the records may be delayed until court staff is available to monitor your inspection of the records.
3. The fees for duplication of a court record in printed/paper form are listed on the front of this form. For superior court records, payment may be made by check, cash, or money order payable to Treasurer, State of New Jersey. For municipal courts, payment may be made by check, cash, or money order payable to that particular municipal court.
4. You may be charged a 50% deposit when a request for copies is estimated to exceed \$50. The record custodian will advise you of any deposit requirements.
5. The record custodian will notify you that he or she grants or denies a request for access to a Judiciary record. In most cases, we can provide access to a record stored on-site the same day. If the record is not readily available, or is stored off-site, the custodian will advise you within 3 business days when the record will be made available, and the estimated cost for providing the record to you.
6. You may be denied immediate access to court records if your request will substantially disrupt court operations.
7. If the Judiciary is unable to comply with your request for access to a court record, the custodian will state the reasons on the request form and send you a signed and dated copy.
8. Information provided on this form may be subject to disclosure under Rules Governing the Courts of the State of New Jersey, *Rule 1:38*.

ATTACHMENT 3

Records Request Form – Family Division



NEW JERSEY JUDICIARY Records Request Form FAMILY DIVISION

See instructions on the reverse side.

PART A: Requestor Information

LAST NAME		MIDDLE INITIAL	FIRST NAME
COMPANY			
ADDRESS			
CITY	STATE	ZIP	EMAIL
DAYTIME TELEPHONE (INCLUDE AREA CODE) EXT.		PREFERRED DELIVERY <input type="checkbox"/> PICK UP <input type="checkbox"/> US MAIL <input type="checkbox"/> ON SITE INSPECT	
SIGNATURE			DATE

PART B: Payment Information

SELECT PAYMENT METHOD

CASH CHECK MONEY ORDER

COPY FEES

Pages 1 - 10 @ \$0.75 each
 Pages 11 - 20 @ \$0.50 each
 Page 21 - + @ \$0.25 each

PART C: Information Requested

NAME OF PLAINTIFF _____

NAME OF DEFENDANT _____

DOCKET NUMBER _____

WHAT DOCUMENT(S) ARE YOU REQUESTING? (E.G. JUDGMENT OF DIVORCE) _____

Certified or Exemplified Copies (extra charge) YES NO

JUDICIARY USE ONLY

FOR RECORD REQUESTS OVER \$50

TOTAL EST. COST	DEPOSIT AMOUNT	ESTIMATED BALANCE	DEPOSIT DATE	RECEIVED BY

DISPOSITION INFORMATION

DELIVERED DATE	DENIED DATE	UNAVAILABLE DATE

If request is denied or records are unavailable, explain here:

Identification provided for physical custody of file: _____

Instructions For Obtaining New Jersey Judiciary Records

NOTE: This form should not be used to request transcripts of court proceedings.
Ask court staff for information about obtaining transcripts.

1. Complete Parts A (optional), B, and C of this form, and deliver it during regular business hours to the appropriate case management office or municipal court. For mail or fax requests, first contact the appropriate case management office or municipal court. A directory of case management offices and municipal courts is available at: www.njcourtsonline.com
2. If your request is for physical inspection of a court file or document rather than a photocopy, you will be asked to provide a government issued identification (for example, a driver's license). If you do not provide such identification your access to the records may be delayed until court staff is available to monitor your inspection of the records.
3. The fees for duplication of a court record in printed/paper form are listed on the front of this form. For superior court records, payment may be made by check, cash, or money order payable to Treasurer, State of New Jersey. For municipal courts, payment may be made by check, cash, or money order payable to that particular municipal court.
4. You may be charged a 50% deposit when a request for copies is estimated to exceed \$50. The record custodian will advise you of any deposit requirements.
5. The record custodian will notify you that he or she grants or denies a request for access to a Judiciary record. In most cases, we can provide access to a record stored on-site the same day. If the record is not readily available, or is stored off-site, the custodian will advise you within 3 business days when the record will be made available, and the estimated cost for providing the record to you.
6. You may be denied immediate access to court records if your request will substantially disrupt court operations.
7. If the Judiciary is unable to comply with your request for access to a court record, the custodian will state the reasons on the request form and send you a signed and dated copy.
8. Information provided on this form may be subject to disclosure under Rules Governing the Courts of the State of New Jersey, *Rule 1:38*.

ATTACHMENT 4

Records Request Form – Municipal Division



NEW JERSEY JUDICIARY Records Request Form MUNICIPAL COURT

See instructions on the reverse side.

PART A: Requestor Information

LAST NAME		MIDDLE INITIAL	FIRST NAME
COMPANY			
ADDRESS			
CITY	STATE	ZIP	EMAIL
DAYTIME TELEPHONE (INCLUDE AREA CODE) EXT.		PREFERRED DELIVERY <input type="checkbox"/> PICK UP <input type="checkbox"/> US MAIL <input type="checkbox"/> ON SITE INSPECT	
SIGNATURE			DATE

PART B: Payment Information

SELECT PAYMENT METHOD

CASH CHECK MONEY ORDER

COPY FEES

Pages 1 - 10 @ \$0.75 each
 Pages 11 - 20 @ \$0.50 each
 Page 21 - + @ \$0.25 each

PART C: Information Requested

INDIVIDUAL CASE REQUEST

CASE NUMBER _____

DEFENDANT NAME _____

RECORDS REQUESTED
 DISPOSITION COPY OTHER _____

Certified or Exemplified Copies (extra charge) YES NO

MULTIPLE CASES REQUEST

WHAT RECORDS ARE YOU SEEKING _____

WHEN DO YOU NEED THE INFORMATION _____

Certified or Exemplified Copies (extra charge) YES NO

JUDICIARY USE ONLY

FOR RECORD REQUESTS OVER \$50

TOTAL EST. COST	DEPOSIT AMOUNT	ESTIMATED BALANCE	DEPOSIT DATE	RECEIVED BY

DISPOSITION INFORMATION

DELIVERED DATE	DENIED DATE	UNAVAILABLE DATE

If request is denied or records are unavailable, explain here:

Identification provided for physical custody of file: _____

Instructions For Obtaining New Jersey Judiciary Records

NOTE: This form should not be used to request transcripts of court proceedings.
Ask court staff for information about obtaining transcripts.

1. Complete Parts A (optional), B, and C of this form, and deliver it during regular business hours to the appropriate case management office or municipal court. For mail or fax requests, first contact the appropriate case management office or municipal court. A directory of case management offices and municipal courts is available at: www.njcourtsonline.com
2. If your request is for physical inspection of a court file or document rather than a photocopy, you will be asked to provide a government issued identification (for example, a driver's license). If you do not provide such identification your access to the records may be delayed until court staff is available to monitor your inspection of the records.
3. The fees for duplication of a court record in printed/paper form are listed on the front of this form. For superior court records, payment may be made by check, cash, or money order payable to Treasurer, State of New Jersey. For municipal courts, payment may be made by check, cash, or money order payable to that particular municipal court.
4. You may be charged a 50% deposit when a request for copies is estimated to exceed \$50. The record custodian will advise you of any deposit requirements.
5. The record custodian will notify you that he or she grants or denies a request for access to a Judiciary record. In most cases, we can provide access to a record stored on-site the same day. If the record is not readily available, or is stored off-site, the custodian will advise you within 3 business days when the record will be made available, and the estimated cost for providing the record to you.
6. You may be denied immediate access to court records if your request will substantially disrupt court operations.
7. If the Judiciary is unable to comply with your request for access to a court record, the custodian will state the reasons on the request form and send you a signed and dated copy.
8. Information provided on this form may be subject to disclosure under Rules Governing the Courts of the State of New Jersey, *Rule 1:38*.

ATTACHMENT 5

Records Request Form – Records Management Center

WHO TO CALL

If you are not sure of the specific information which is required of you, you may call the Center for instructions. The number at the Information Center is (609) 777-0092.

PLACE
STAMP
HERE

HOW LONG WILL IT TAKE

From the time your request is received at the Center, it will take five (5) to ten (10) working days to complete your request.

From time to time the copy department becomes backlogged with requests, so leave as much lead time as possible when submitting a request for copies.

METHOD

This office does not handle requests for copies via the telephone. You must submit your requests in writing or if you need copies on an expedited basis a visit to our office will be necessary. To avoid delay in receiving your copies, utilization of a pre-paid private courier such as Federal Express, etc. should meet most of your requirements.

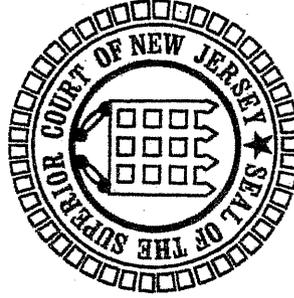
ATTENTION ATTORNEYS

If you have an attorney charge account with Superior Court Finance, you may fax your copy request to the Center and ask in your letter that the fees for copies be charged to your Attorney Charge Account. The fax number is (609) 777-0094.

FROM:

**SUPERIOR COURT
OF NEW JERSEY**

**HOW TO OBTAIN A
COPY OF A SUPERIOR
COURT DOCUMENT**



Superior Court of New Jersey
Records Management Center
PO Box 967
Trenton, New Jersey 08625-0967

Superior Court of New Jersey
Records Management Center
171 Jersey Street
PO Box 967
Trenton, NJ 08625-0967
(609) 777-0092
Hours: M - F 8:30 am to 4:00 pm

WHAT IS AVAILABLE

Copies of pleadings from Superior Court cases from 1948 to the present are available. These include: Law Division / Civil and Special Civil Part Docketed Judgments (DJs); and Chancery / Matrimonial, Foreclosure, General Equity and Probate / Wills.

WHAT IS THE COST

Fees for photocopying:

- \$.75 per page for pages 1 through 10
- \$.50 per page for pages 11 through 20
- \$.25 per page for all pages over 20.
- \$5.00 minimum charge

Fees for certification:

- \$5.00 for the first 5 pages
- \$.75 for each page in excess of 5
- \$5.00 minimum charge
- \$10.00 minimum charge certified copy of final Judgment of Divorce

Other fees include as follows:

- \$5.00 Exemplification
- \$5.00 Exemplified copy of a Will or Administration Proceeding from a Foreign State
- *Fees do not include charge for photocopying

Special arrangements can be made for larger cases or high volume requests. Call (609) 777-0092 for details.

Make your check or money order payable to the: **CLERK OF THE SUPERIOR COURT**. If you are not sure what the total charge will be for your copies, simply make the check out for "NOT MORE THAN TWENTY DOLLARS". The exact amount will be filled in upon completion of the copy request. If the charge for copies is for more than twenty dollars, you will be notified of the additional cost.

HOW TO ORDER

To order copies, simply complete the form which is attached to this brochure. Detach and mail the request along with a self-addressed, stamped envelope and a check or money order to cover the cost of the copies to:

SUPERIOR COURT OF NEW JERSEY
RECORDS MANAGEMENT CENTER
CN-967

Trenton, New Jersey 08625-0967.

TEAR HERE

COPY REQUEST

INSTRUCTIONS:

Complete this form, detach along dotted line and mail along with the fee and a self-addressed, stamped envelope to the Records Management Center. PLEASE PRINT CLEARLY.

PART A: REQUESTOR INFORMATION

YOUR NAME _____

YOUR ADDRESS _____

Attorney Charge Acct. # _____

YOUR TELEPHONE NO. (_____) _____

PART B: CASE INFORMATION

DOCKET NO. _____
(If you don't have a docket no., complete Part C.)

COUNTY _____

PLAINTIFF _____

V. _____

DEFENDANT _____

NOTE: For copies of divorce proceedings, please give married name not the maiden name.

PART C: SEARCH INFORMATION

Court: (check one)

- Law Matrimonial Foreclosure
- General Equity Probate

APPROXIMATE YEAR CASE STARTED: _____

or

APPROXIMATE YEARS, _____

FROM: _____ TO: _____

PART D: WHAT ARE YOU REQUESTING

CERTIFIED COPIES

EXEMPLIFIED COPIES

COPY WHOLE CASE? YES NO

If NO, indicate which documents you are requesting by checking off the type of paper. Also indicate in the right hand column the number of copies of each paper needed.

DOCUMENT REQUESTED	NO. OF COPIES
<input type="checkbox"/> Answer	
<input type="checkbox"/> Cancel Mortgage	
<input type="checkbox"/> Complaint	
<input type="checkbox"/> Dismissal	
<input type="checkbox"/> Divorce Decree (Judgment of Divorce)	
<input type="checkbox"/> Judgments	
<input type="checkbox"/> Orders	
<input type="checkbox"/> Request for Default	
<input type="checkbox"/> Summons	
<input type="checkbox"/> Warrant of Satisfaction	
<input type="checkbox"/> Wills	
Other (specify) _____	
<input type="checkbox"/>	

ATTACHMENT 6

Vicinage Contacts and Record Locations Template

XXX VICINAGE

CONTACTS AND RECORD LOCATIONS

Trial Court Administrator: name
 address
 telephone

Division Managers

Civil Division Manager (for civil, general equity, and special civil part)	(xxx) xxx-xxxx
Criminal Division Manager	(xxx) xxx-xxxx
Family Division Manager	(xxx) xxx-xxxx
Municipal Division Manager	(xxx) xxx-xxxx

Location of Records

Criminal Division
 Criminal Case Management Office
 (insert address, phone number here)

Civil Division
 Civil Case Management Office
 (insert address, phone number here)

Special Civil Part
 (insert address, phone number here)

General Equity
 (insert address, phone number here)

Family Division
 Family Case Management Office
 (insert address, phone number here)

Municipal Courts
 (The court in each individual municipality) A complete list is available on the
 Judiciary’s website, www.njcourtsonline.com.)

Hours of Access

Superior Court records are available for access in all court divisions from xx:xx A.M. to
xx:xx P.M.