

**A Guide to the  
Superior Court of New Jersey  
Essex Vicinage**



**Patricia K. Costello**  
*Assignment Judge*

**Collins E. Ijoma**  
*Trial Court Administrator*

## Quick Reference Guide

All numbers are in the 973 area code, unless otherwise noted.

Appellate Clerk in Trenton	609-292-4822
Bail	693-5970
Child Support Enforcement	693-6400
<b>Civil</b>	
Civil Records (Vault)	693-6460/6853
Civil Customer Service	693-5529
General Equity	648-2119
Arbitration and CDR Center	693-6447
Landlord/Tenant Court	693-6479
Criminal General Information	693-5931/5932
Central Judicial Processing Court	693-5870
Criminal Records	693-5965
Family Information Desk	693-6678
Children in Court Services	693-6610
Dissolution/Non-Dissolution	693-6710/5560
Domestic Violence	693-6840
Juvenile Unit	693-6775
Supervised Visitation	693-5521
Human Resources	693-5740
Office of the Ombudsman	693-5728
Info. & Community Relations Center	693-5725/5774
Essex County Jail	274-7500
Jury Information	693-5915
Law Library	693-5723
Court Filing Fees	693-5734
Vicinage Chief Probation Officer's Office	395-3025
General Information - Probation	395-3010
Transcripts	693-5777/5778
Weather/ Emergency Closing	693-5701

**Welcome  
to the Superior Court  
of New Jersey  
Essex Vicinage**



**Purpose of this Booklet**

This booklet is a guide to services in the  
Essex Vicinage.

**MISSION STATEMENT**

We are an independent branch of government constitutionally entrusted with the fair and just resolution of disputes in order to preserve the rule of law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.

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## MESSAGE FROM THE ASSIGNMENT JUDGE

*Dear Community Member,*

I am pleased to welcome you to our courts. As the Assignment Judge of the Superior Court of New Jersey - Essex Vicinage, I am the chief judicial officer in this vicinage. My role is to oversee the efficient management and supervision of all court matters.

The Essex Vicinage is the largest vicinage in the State. Our courts hear thousands of cases annually. The court complex has five buildings that house approximately 60 judges and 1,000 employees. The newest of the five buildings is the Robert N. Wilentz Justice Complex, 212 Washington Street, which houses the Family and Equity courts, as well as the Child Support Enforcement Office. The Hall of Records and the Historic Courthouse, which primarily house law division courtrooms, and the Veterans Courthouse, where most criminal cases are heard, join at West Market Street. The Probation Division is located at 60 Evergreen Place in East Orange.

The buildings are all rich in their individual histories, but the Historic Courthouse is of particular interest. The building was designed by famed architect Cass Gilbert, who also designed the United States Courthouse, the Woolworth Building in Manhattan and the United States Supreme Court Building in Washington, D.C. The Historic Courthouse also houses some of the most highly regarded artwork of 20<sup>th</sup> century American artists. Gutzon Borglum created the landmark Lincoln statue at the foot of its front steps. He is the world-renowned sculptor who carved the monumental images of George Washington, Thomas Jefferson, Abraham Lincoln and Theodore Roosevelt in the side of Mount Rushmore in South Dakota and the Lincoln bust in the rotunda of the Capitol in Washington, D.C. After undergoing years of restoration, the building was re-opened in 2004.

The Vicinage has many special programs designed to enhance the fulfillment of our mission. We have an Information and Community Relations Center where staff answer questions, host court tours and organize speaking engagements and special events. We also have an Ombudsman to address concerns about the court.

Our Jury Division has educational materials to inform jurors about their important role in the judicial process. The Criminal Division has a Pretrial Intervention Program (PTI) for early intervention in the lives of offenders and an innovative Drug Court that serves as a probation alternative. Drug Court helps defendants address the underlying problem and end the cycle of drug dependency and criminal behavior. The Civil Division has mediation and arbitration programs, including two Landlord/Tenant Masters, that offer opportunities to settle disputes without traditional litigation. The Family Division has numerous programs that offer faster and less adversarial means of resolving disputes, such as the Family Mediation Program and the Matrimonial Early Settlement Panel. The Family Division also sponsors other programs designed to educate juvenile offenders such as the Juvenile Auto Theft Prevention Program. Many of our programs use volunteers who are both attorneys and lay persons.

The judges and staff of the Essex Vicinage recognize that without public trust and support, the court cannot fulfill its mission. We value your input and look forward to serving you. Again, I personally welcome you to the Vicinage and hope that you find your visit productive and meaningful.

**PATRICIA K. COSTELLO, A.J.S.C.**

# General Operations



**Superior Court of New Jersey  
Essex Vicinage**

**~ Court Complex ~**

***Hall of Records***

465 Dr. Martin L. King Jr. Blvd.  
Newark, NJ 07102

- ~ Special Civil Part Courtrooms
- ~ Surrogate's Court
- ~ Landlord / Tenant Court
- ~ Civil Customer Service
- ~ County Clerk

***Wilentz Justice Complex***

212 Washington Street  
Newark, NJ 07102

- ~ Family Division and Courts
- ~ Child Support Enforcement
- ~ General Equity Courts



***Veterans Courthouse***

50 West Market Street  
Newark, NJ 07102

- ~ Court Administration
- ~ Human Resources
- ~ Criminal Division and Courts
- ~ Jury Management
- ~ Office of the Ombudsman and Information and Community Relations Center

***Probation Division***

60 Evergreen Place  
East Orange, NJ 07108

- ~ Adult Supervision
- ~ Juvenile Supervision
- ~ Community Service Programs

***Historic Courthouse***

470 Dr. Martin L. King, Jr. Blvd.  
Newark, NJ 07102

- ~ Arbitration and Mediation
- ~ Civil, Law Division Part

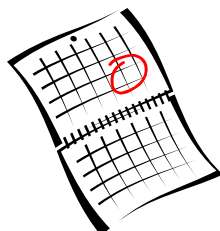
## Court Hours

Monday - Friday, 8:30 a.m. - 4:30 p.m.



## Court Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Day
- Thanksgiving Day
- Christmas Day



## Emergency Closings

Information regarding emergency closings or closings due to weather conditions can be obtained by calling

**973-693-5701**

or by visiting the Judiciary Web site at:

***njcourtsonline.com***

**~ General Information ~**

**Automated Attendant.....973-693-5700**

The automated attendant provides general court-related information including directions to the courthouse, locations of disabled parking and accessible entrances, locations of courtrooms and judges, and special services and assistance.

**Security**

Essex County Sheriff's Department personnel screen all persons, including jurors, when entering the court complex. To expedite this process, please observe the following:

- Remove all metal objects that will activate the metal detector (including keys, coins, cell phones, cigarette packs, foil wrappers and large buckles). If the metal detector activates as you pass through, the Officer will use a hand-held metal detector to screen you.
- Purses and other carried items, such as briefcases and backpacks, will be x-rayed. Leave pocket knives, scissors, pepper spray, etc. at home or in your vehicle. All weapons and potential safety hazards will be confiscated. In addition glass bottles are not allowed into the building.
- Cameras and recording devices are prohibited without prior permission from the Trial Court Administrator's office.

**Law Library.....973-693-5723**

*Room 512 - Veterans Courthouse*

The law library is open to the public from 8:30 a.m. to 4:00 p.m. The law library has a full collection of New Jersey materials including: the New Jersey Reports, New Jersey Superior Court Reports and the New Jersey Statutes Annotated. The library also contains the McKinney's Consolidated Laws of New York Annotated, the United States Code Annotated, federal and state caselaw, legal treatises and two public access Lexis terminals.

We remind Law Library patrons that:

- The library does not provide Internet Service. However, you may access the library's wi-fi network using your personal laptop.
- Although the library is not a lending library, a coin operated copier is available for public use.
- Books must be re-shelved.
- Cell phone use in the library is prohibited.

**Office of the Trial Court Administrator.....973-693-5701**

*Room 514 - Veterans Courthouse*

The Trial Court Administrator is the administrative arm of the courts within the vicinage, under the direction of the Assignment Judge and the Administrative Director of the Courts. The responsibilities of the Trial Court Administrator include the provision of technical and managerial support to the Assignment Judge and Administrative Director with respect to budget development and expenditures, the supervision of all judicial support personnel, program development and analysis, and facilities and resource management.

The Assistant Trial Court Administrators assist the Trial Court Administrator by guiding and overseeing the division managers in case processing, and in areas such as the Interpreters Unit, Complementary Dispute Resolution, Judiciary Volunteers, Records Management, Facilities, Court Security, Transcripts, Law Library, and the Information and Community Relations Center. They oversee labor management issues and ensure compliance with Federal and State laws and policies regarding public access and employment.



**Media and Press Inquiries.....973-693-5709/5701**

Contact the Trial Court Administrator's Office for the Assignment Judge's approval for the use of photographic, video or audio equipment in the courthouse. You may also contact the Office of the Trial Court Administrator to obtain a copy of the New Jersey Supreme Court Guidelines for media and press coverage in the court.

**Finance Division.....973-693-5734**

Payments are accepted at the cashier windows, located on the 1<sup>st</sup> floor of the Veterans Courthouse for the following:

- *Filing fees*
- *Fines*
- *Restitution*
- *Escrow accounts*
- *Landlord / tenant*
- *Small claims*
- *Transcripts*
- *Warrants of removal*
- *Wage executions*
- *Bail*
- *Probation*
- *Applications for record checks*
- *Expungements*
- *Municipal appeals*
- *PTI applications*
- *Gun permits*

Payments for probation fines, fees and restitution are accepted on the seventh floor of 60 Evergreen Place in East Orange, New Jersey.

Payments for child support, family and general equity filing fees, fines, restitution and escrow are accepted on the first floor of the Wilentz Justice Complex at 212 Washington Street in Newark, New Jersey.

***All checks must be made payable to:  
Treasurer, State of New Jersey***

**Central Processing Unit (CPU).....973-693-5793/5794**  
*Veterans Courthouse-First floor Room 131*

The Central Processing Unit accepts court documents at the window during regular business hours. Documents are stamped automatically with the date and time.

**Civil Drop-Box**  
*Veterans Courthouse-First floor*

The Civil Drop-Box accepts court documents and payments **after** regular business hours. Documents are stamped automatically with the date and time. Documents received before 7 p.m. will be considered same-day mail. Documents received after 7 p.m. will be considered next-day mail. The box is closed Friday evening through Sunday.



**Transcripts.....973-693-5779/5780**

*Room 113 - Veterans Courthouse*

The Transcript Unit handles requests for court transcripts and provides them as a matter of public record. Fees are payable by check or money order. You must call the Transcript Unit to find out the amount of the deposit and the name of the transcript company assigned to the request.

Transcripts for Family Court cases can be obtained in Room 1053 of the Wilentz Justice Complex, 212 Washington Street. The phone number for the Family Transcripts Office is 973-693-6685.

**Division of Human Resources.....973-693-5740**

*Room 612 - Veterans Courthouse*

The Essex Vicinage employs approximately 1,000 employees in an exciting and dynamic environment. We offer diverse career opportunities in entry-level, para-professional, professional and management positions. We seek candidates who value exceptional public service, the desire to be a part of a team and who strive to make a difference. We offer a rich array of training opportunities to learn and develop new skills, numerous recognition initiatives, information and events to promote employee well-being, tuition-aid assistance, retirement and investment savings plans, employee assistance and mid-year and annual reviews to provide timely feedback on employees' performance. Interested applicants may obtain a listing of judiciary positions by visiting the Human Resources Office or the judiciary web site at: [njcourtsonline.com](http://njcourtsonline.com).



## Access for the Disabled

ADA Coordinator.....973-693-5707  
TDD/TTY.....973-693-5715  
*Room 514 - Veterans Courthouse*

The judiciary is committed to providing equal access to its services and programs in accordance with the Americans with Disabilities Act (ADA). Each courthouse has a coordinator responsible for implementing the ADA. Disabled individuals who need an accommodation are encouraged to contact the ADA Coordinator.

The judiciary will make reasonable accommodations for disabled persons in a way that integrates the individual into the mainstream of court activities to the fullest extent possible. The disabled person is responsible for requesting an accommodation and the judiciary is responsible for providing a reasonable accommodation.

Advance notice to the court of the need for auxiliary aids or service is strongly encouraged. The ADA Coordinator should be notified at least two weeks in advance of court sessions and hearings. For ongoing services and programs, the ADA Coordinator should be notified at least 48 hours in advance. For emergencies or urgent requests, the ADA Coordinator should be notified immediately. We will make every effort to fulfill all requests.

The judiciary also fosters compliance with the law by conducting training of judges and court staff, completing required renovations and construction, and acquiring ADA compliant facilities. Consistent with the law, the judiciary endeavors to ensure compliance with the ADA by vendors and providers of goods and services to the courts.

**The following Auxiliary Aids are available for courtroom and administrative support needs in the Essex Vicinage:**

- Public TDD/TTY telephones, located on the fourth floor of the Veterans Courthouse and on the third floor of the Hall of Records.
- Portable courtroom and jury room infrared amplification systems.
- “Real Time” transcription equipped courtroom in room 1203 of the Veterans Courthouse. *“Real Time” transcription arrangements available.*
- Sign language interpreters.
- Wheelchair accessible cubicles - in the library located on the fifth floor of the Veterans Courthouse.
- Wheelchair accessible courtrooms in each building available with prior notice.
- Written material in alternate formats.
- Magnification lamps.

**Judiciary  
Anti-Discrimination  
Policy**

**It is the policy of the judiciary not to permit discrimination against any individual on the basis of race, ethnicity, color, religion, marital status, sexual orientation, age, national origin, physical or mental disability, or any other basis prohibited by law.**

~ Legal Service Referrals ~

**Legal Services of New Jersey**

100 Metroplex Drive, PO Box 1357  
Edison, NJ 08818-1357  
1-888-LSNJ-LAW  
(1-888-576-5529)

*Information and referrals to county legal service programs - English and Spanish*

**Essex-Newark Legal Services**

5 Commerce Street, Newark, NJ 07102  
973-624-4500

*Attorneys for income-eligible residents*

**Essex County Legal Aid Association**

Hall of Records - Room 118  
465 Martin Luther King Jr. Blvd.,  
Newark, NJ 07102  
973-622-1513

*Attorneys for income-eligible residents and private attorneys for reduced*

**Essex County Bar Association**

Lawyer Referral Service  
Historic Courthouse - Room B01  
470 Dr. Martin L. King Jr. Blvd  
Newark, NJ 07102  
973-622-6204

*Private attorneys for hire*

**Community Health Law Project**

185 Valley Street  
So. Orange, NJ 07079  
973-275-1175

*Legal representation and advocacy for people with disabilities and the elderly*



**Rutgers University School of Law-  
Newark**

Center of Law and Justice  
123 Washington Street  
Newark, NJ 07102  
973-353-3000

**Seton Hall University School of  
Law**

Center for Social Justice  
833 McCarter Highway  
Newark, NJ 07102  
973-624-8700

~ Government Offices and Local Agencies ~

**NJ Department of Community  
Affairs**

Office of Landlord/Tenant Information  
PO Box 805  
Trenton, NJ 08625  
609-292-4174

**State of NJ Homelessness  
Prevention Program**

973-266-8699 / 8693

**New Jersey 211**

Dial: 2-1-1

*For help finding any type of assistance*

**Essex County Division of  
Community Action**

50. So. Clinton St, 3rd Fl, East Orange, NJ 07018  
973-395-8350

*Help finding a shelter, soup kitchen and other services.*

**Newark Emergency Services for  
Families**

982 Broad St, Newark, NJ 07102  
973-643-5727

1-800-696-7063 (24hr hotline)

*Rental/Relocation/Mortgage/Utilities/ Food Shelter referrals/Clothing & more.*

# Civil Division

*Civil & Special Civil*



## Civil Division

The Civil Division consists of three distinct operational parts: Civil Part, Special Civil Part, and Chancery, which includes the General Equity and Probate Parts.

**Civil Customer Service Office.....973-693-5529**  
*Room 201 - Hall of Records*

The Civil Customer Service Office is the central office where attorneys and litigants (who are representing themselves) can receive information and forms for civil cases. The office provides assistance in person and by telephone. Listed below are some of the forms and other information available in the Civil Customer Service Office.

**Some forms are also available online at:**  
***njcourtsonline.com***

- *Answer*
- *Breach of Settlement*
- *Case Information Statement*
- *Change of Name*
- *Counter-Claim*
- *Court Officer List*
- *Fee Waivers*
- *Information Subpoena*
- *Motions*
- *Re-Service*
- *Request for Proof Hearing*
- *Wage Hearing Application*
- *Small Claims*
- *Special Civil Complaints*
- *Stipulation of Settlement*
- *Wage Garnishment*
- *Warrant to Satisfy*
- *Warrant of Removal*

### Civil Part:

The Superior Court of New Jersey Civil Part is a court of general jurisdiction. There is no limit to the amount that can be sued for in the Civil Part. Civil complaints must include:

- An original complaint with original signature
- A copy of the complaint
- A Case Information Statement (CIS) with original signature
- The appropriate fees in the form of check or money order made payable to: *Treasurer, State of New Jersey*. Only if filing in person may one pay the fees with cash. (Filing fees are listed on pages 18-19).

Once the complaint is filed and a docket number is assigned, a copy of the filed document and a Track Assignment Notice (TAN) is sent to the plaintiff, if representing him/herself, or the plaintiff's attorney.

The plaintiff must make arrangements to have the defendants properly served with the complaint and TAN. The defendant must file an answer to the complaint, along with the appropriate filing fee, within 35 days of the complaint being served.

Once the answer is filed with the court, the discovery period begins. The time for discovery depends on the track assignment of a case. It is during the discovery period that the parties exchange information about their case. At the end of the discovery period, the matter will be scheduled for trial or arbitration.

At any time during the lifecycle of the case, a party may make a motion to the court for some specific relief, or the case may be referred to mediation before the end of discovery. Arbitration is a hearing during which parties present their positions to a neutral third party who in turn makes a recommendation to resolve the case. The parties may accept or reject the recommendation. Mediation is a meeting during which a neutral third party facilitates a discussion between the parties to reach a resolution of their differences.

The Civil Part of the court system can be very confusing. It is recommended that litigants seek the advice of an attorney if they have questions about their case (see page 12).

### **Special Civil Part:**

The Special Civil Part (SCP) is the civil court of limited jurisdiction. It is a high volume court that deals with three case types: Landlord/Tenant, Small Claims and DC case types.

Typical small claims and special civil lawsuits include breach of a written or oral contract, return of money used as a down payment, loss or damage of property caused by a motor vehicle accident, back rent, bad checks, return of a tenant's security deposit, payment for work performed, or defective merchandise.

Special Civil complaints must be filed in the county where at least one defendant lives, or where the defendant's business is located. If there is more than one defendant, the complaint can be filed in the county where any one of the defendants lives.

If the defendant does not live or work in New Jersey, the plaintiff may file the complaint in the county where the cause of action occurred. The plaintiff, however, must include a certification of diligent inquiry with the complaint and the appropriate fees.

An attorney must represent a plaintiff or defendant that is a corporation when the claim is greater than \$3,000. If the complaint is \$3,000 or less, an officer, trustee, director, agent or an employee of the corporation may present, or defend, a claim against a corporation.

Special Civil complaints may be filed by mail or in person. The court will process the paperwork, assign a docket number and serve all the parties with the summons. It is very important that the court be provided with correct addresses and that reference is made to the docket number whenever inquiries are made about the case.

#### **Landlord Tenant:**

Landlord/Tenant section matters involve disputes between landlords and tenants over possession of rental premises. Only landlords may initiate complaints in that section of the court. In New Jersey, the only way to legally evict or remove a tenant from a rental unit is for a landlord to file a complaint with the appropriate fees in the Landlord/Tenant section, and for a Superior Court judge to grant an order of possession. A complaint for the return of a security deposit may be filed in the Special Civil Part of the county where the landlord lives or where the landlord's rental property is located.

Once a complaint is processed and assigned a docket number, the court will notify all parties of the date and time they are required to appear in court. If a landlord is filing a complaint for reasons other than non-payment, he or she may be required to give written notice to the tenant to stop, or cease, a particular conduct. Only when a tenant continues that conduct after receipt of the notice to cease may a landlord try to have the tenant evicted via a notice to end the tenancy. Once the eviction is granted, the landlord must file a Warrant of Removal and select a Superior Court Officer to remove the tenant.

A landlord may file a complaint against a tenant for failure to pay rent, continued disorderly conduct, willful destruction of property, habitual lateness in the payment of rent, violation of the rules and regulations after a written notice to comply as outlined in a lease or document, or a tenant's conviction of a drug offense or other offenses.

**Small Claims:**

In the Small Claims section, the maximum demand is \$3,000 except for actions against landlords for failure to return security deposits, for which the maximum demand is \$5,000. The Small Claims section of the court is widely used by people choosing to represent themselves when the demand amount is within the stated limits. The procedures in Small Claims are simpler than in other sections of the court. This usually allows people to file and present their cases relatively quickly and inexpensively, and often without an attorney. Once a complaint is filed with the appropriate fees, the court will notify all parties of the date and time that they are required to appear in court.

**Special Civil:**

In Special Civil the maximum demand is \$15,000. Once a Special Civil complaint is filed with the appropriate fees, a docket number will be assigned and the court will serve all parties with the summons and complaint. After the complaint is filed a trial date will not be set unless the defendant files a written answer with the court within 35 days of the complaint being served. If the defendant files an answer within the 35 day period, a trial will be scheduled. If the defendant fails to answer the complaint, the plaintiff may file a Certification of Proof or request for a Proof Hearing within six months. A Proof Hearing gives the plaintiff an opportunity to present his/her evidence and the facts of the case to a judge in the absence of the defendant.

**Civil Case Records Centers.....973-693-6460/6853**  
*Hall of Records - Room 240*

All requests for Civil and Special Civil Part case records should be directed to the Civil Records Center, located in the Hall of Records at 465 Dr. Martin Luther King Jr. Blvd., Room 240.

**State of New Jersey Court Fees \***  
**(Revised December 1, 2007)**

<b>LAW DIVISION - SPECIAL CIVIL PART</b>	
<b>~ Small Claims ~</b> <b>\$3,000 limit</b>	
<b>Summons &amp; Complaint</b>	\$22.00 + postage
Each additional defendant	\$ 9.00 + postage
<b>Counterclaim</b>	\$15.00 + postage
Each additional defendant	\$ 4.00 + postage
Each additional defendant	\$ 9.00 + postage
<b>~ Landlord &amp; Tenant ~</b>	
<b>Summons &amp; Complaint</b>	\$25.00 + mileage
Each additional defendant	\$ 2.00 + postage
<b>Warrant of Removal</b>	\$15.00 + mileage
<b>~ Special Civil Part ~</b> <b>\$15,000 limit</b>	
<b>Complaint w/counterclaim, cross-claim or third party complaint</b> ( <i>Maximum demand \$3,000</i> )	\$39.00 + postage
Each additional defendant	\$ 9.00 + postage
<b>Complaint w/counterclaim, cross-claim or third party complaint</b> (\$3,001-\$15,000)	\$57.00 + postage
Each additional defendant	\$ 9.00 + postage
<b>Filing of appearance or answer to complaint</b> (other than tenancy or small claims) <i>Demand \$3,000 or less</i>	\$15.00 + postage
<b>Answer w/counterclaim &amp;/or cross-claim</b>	\$32.00
<b>Answer w/counter claim &amp; 3rd Party</b> <i>Demand \$3,001-\$15,000</i>	\$38.00 + postage
<b>Answer w/counterclaim &amp;/or cross-claim</b>	\$50.00
<b>Answer w/counterclaim &amp; 3rd Party</b>	\$56.00 + postage
<b>Re-Service fee</b>	\$7.00
<b>Motions</b>	No fee
<b>Service of Process by mail</b> (each defendant)	\$ 2.00 + mileage
<b>Writ of Execution</b>	\$ 5.00+ mileage
<b>Advertising property under execution</b>	\$10.00
<b>Selling property under execution</b>	\$10.00

**\*Note: Fees are subject to change.**

<b>LAW DIVISION - SPECIAL CIVIL PART</b>	
<b>Complaint</b>	\$200.00
<b>Answer, Answer w/cross-claim, Motion (if first paper), Amended Answer adding new defendant</b>	\$135.00
<b>Answer w/counterclaim or 3<sup>rd</sup> party complaint</b>	\$200.00
<b>Third Party Complaint or Counterclaim</b> (after answer filed)	\$ 65.00
<b>Motion (Pre and Post Judgment)</b>	\$ 30.00
<b>Transfer Case from LD to SCP</b>	\$ 30.00
<b>~ Chancery Division - General Equity ~</b>	
<b>General Equity Complaint</b> (Foreclosures complaints should be filed in Trenton)	\$200.00
<b>Answer, Answer and Counterclaim</b>	\$135.00
<b>Motion (Pre and Post Judgment)</b>	\$ 30.00
<b>Parent Education Registration</b>	\$ 25.00
<b>~ Other Fees ~</b>	
<b>Filing of Notice of Appeal</b> (Supreme Court and Appellate Division)	\$200.00
<b>Notice of Appeal (Trial Court)</b>	\$ 10.00
<b>Warrant of Satisfaction of Judgment</b>	\$ 35.00
<b>Notice of Application for Wage Execution</b>	\$ 30.00
<b>Discharging Lien</b>	\$ 5.00
<b>Jury of six persons</b>	No Fee

*Essex County Mileage Fees*

Belleville:	\$ 6.00	Glen Ridge:	\$ 7.00	Nutley:	\$ 7.00
Bloomfield:	\$ 7.00	Irvington:	\$ 6.00	Orange:	\$ 6.00
Caldwell:	\$12.00	Livingston:	\$11.00	Roseland:	\$12.00
Cedar Grove:	\$11.00	Maplewood:	\$ 6.00	Short Hills:	\$11.00
East Orange:	\$ 6.00	Millburn:	\$ 8.00	S. Orange:	\$ 6.00
Essex Fells:	\$12.00	Montclair :	\$10.00	Verona:	\$11.00
Fairfield:	\$12.00	Newark:	\$ 4.00	W. Orange:	\$ 7.00

***\*Note: Fees are subject to change.***

- ▶ *For information regarding Civil fees, please call 973-693-5793/94.*
- ▶ *For information regarding Chancery fees, please call 973-693-5618.*
- ▶ *For information on Family Division fees, please call 973-693-6359.*

SPECIAL CIVIL PART

*I M P O R T A N T*

**If the plaintiff does not appear, the case will be dismissed. If the defendant does not appear, the court may find him or her in default. If judgment is awarded and the defendant refuses to pay or cannot pay immediately after the court proceedings, the plaintiff should go to the Civil Customer Service Office, Room 201 - Hall of Records. The clerks in the Civil Customer Service Office will provide the plaintiff with the appropriate forms to collect the judgment and to select a Superior Court Officer who will assist in collecting the judgment.**

# Chancery Division

*General Equity and Probate Parts*



## **Chancery Division**

*Wilentz Justice Complex - Eighth Floor  
212 Washington Street  
Newark, NJ 07102*

**General Information.....973-648-2119**

The courts in the Chancery Division-General Equity hear cases that seek what is known as equitable relief rather than monetary compensation. Equitable relief usually involves the court compelling or restricting actions of one of the parties (such as labor injunctions, foreclosures, dissolution of a corporation or partnership, execution of wills and distribution of estates). The jurisdiction of the Chancery Division to grant relief generally exists in the following areas:

### **General Equity Part**

- Enforce the performance of contracts, trusts and fiduciary obligations
- Re-execute or correct instruments lost or erroneously drafted
- Set aside transactions that were illegal, fraudulent, etc.
- Execute writs of attachment
- Stop actions that will cause irreparable harm
- Grant the reacquisition of property upon default of mortgage or tax payments

### **Emergent Applications**

There are three types of actions that judges hear on an emergent basis:

1. Orders to Show Cause
2. Sheriff's Evictions
3. Special Medical Guardianships

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**Foreclosures:**

Until an answer is filed, all uncontested foreclosures are handled by the Foreclosure Unit in Trenton, NJ. The Foreclosure Unit forwards all cases in which contested answers are filed (and all subsequent papers involving the contested foreclosure) to the Essex Vicinage's Chancery Division.

**Probate Part**

- Execute wills
- Distribute estates
- Protect infants or persons with mental incompetence
- Complete gifts according to the donor's intent

All pleadings involving probate matters should be filed with the Surrogate, located in the Hall of Records, 465 Dr. Martin Luther King, Jr. Blvd, Newark, NJ 07102. For additional information, please call the Office of the Essex County Surrogate at: 973-621-4900.

**This part of the court can be confusing. Currently, there are no forms available for use by litigants without attorneys. Information and sample forms for this part of the court may be available in law libraries or public libraries. Additional information about the court's law library is available on page 6 of this booklet.**

**~ Related Offices ~**

**Essex County Prosecutor's Office**

50 West Market Street, third floor  
Newark, NJ 07102  
973-621-4700

**Essex County Sheriff's Office**

50 West Market Street, second floor  
Newark, NJ 07102  
973-621-4111

**Essex County Public Defender's Office**

31 Clinton Street  
Newark, NJ 07102

**Adult Unit:** 973-648-6200

- Applications for an adult public defender may be obtained in Room 912 of the Veterans Courthouse, 50 West Market Street, Newark, NJ 07102.

**Juvenile Unit:** 973-648-3470

- Applications for a juvenile public defender may be obtained in Room 915 of the Wilentz Court Complex 212 Washington Street, Newark, NJ 07102.

**Essex County Bar Association**

Lawyer Referral Service  
Historic Courthouse - Room B01  
470 Dr. Martin L. King Jr. Blvd, Newark, NJ 07102  
973-622-6204  
*Private attorneys for hire*

**Essex County Corrections Facility (Jail)**

356 Doremus Avenue  
Newark, NJ 07102  
973-274-7500

# Criminal Division



**Criminal Division**

*Veterans Courthouse - Rooms 1012 and 912*

**General Information.....973-693-5931 / 5932**

**Central Judicial Processing..... ..973-693-6544**

*Room 502 - Veterans Courthouse*

CJP court is the court in which defendants make their first court appearance following the filing of an indictable complaint against them. CJP court arraigns defendants on all indictable complaint matters in Essex County. In CJP court, defendants are informed of the charges against them (arraigned), provided with copies of the charges, made aware of their rights to legal representation (including applying for a Public Defender), advised of any pre-trial intervention programs for which they may be eligible, and advised of the initial bail set for the charges against them.

**Remand Court.....973-693-5951**

*Room 504 - Veterans Courthouse*

Remand Court handles some cases that were downgraded by the Prosecutor’s Office to lesser offenses prior to the indictment stage. Unlike other downgraded indictable cases, the county prosecutor retains jurisdiction in these matters.

Cases referred to Remand Court include those that come directly from CJP court at the time of arraignment and post-indictment cases that have been downgraded to disorderly person charges.

**Indigent Defendants and Public Defender Services**

*Room 912 – Veterans Courthouse*

Every defendant must be represented by an attorney in court unless the defendant specifically requests to proceed *pro se* (represent himself or herself without the aid of an attorney). *Court staff cannot recommend private attorneys.* The Essex County Bar Association, however, has a referral service (view page 24). Defendants who cannot afford to retain an attorney may apply for the services of the Office of the Public Defender. Applications for services with the Public Defender are made in the Veterans Courthouse, Room 912, 50 West Market Street, Newark, NJ.

The defendant must apply for services with the court; not at the Public Defender's Office.

**Pre-Trial Intervention (PTI) .....973-693-5931 / 5932**  
*Room 912 - Veterans Courthouse*

The Pretrial Intervention Program is a diversionary program which offers eligible criminal defendants an alternative to prosecution and conviction. There is a \$75 non-refundable application filing fee which may be waived if the applicant is determined to be indigent.

*Upon application and acceptance* into the program, the judge postpones all further court proceedings against the defendant. Defendants are supervised by the Probation Division for up to three (3) years as ordered by the court. The judge often orders special conditions which require the defendant to actively participate in rehabilitation. Probation officers ensure compliance with the court's orders. Successful completion of the imposed term of PTI supervision results in a dismissal of the defendant's charges. Violation of the court imposed conditions may result in the defendant being terminated from the program and the charges being reactivated and returned to the trial list.

**Criminal Records Office.....973-693-5965**  
*Room 1012 - Veterans Courthouse*

The Criminal Records Office provides copies of documents for Superior Court cases and for cases that were downgraded from the Superior Court level to a non-indictable offense in Remand Court.

Documents that can be requested include copies of a judgment of conviction and/or a court disposition. The fees are \$3 for a document that *is not certified* with the state seal and \$5 for a document that *is certified* with the state seal. Requests are filled within three to five business days.

The Criminal Records Office does not perform general record checks or prepare letters of good conduct. Public access to Promis Gavel, the official criminal court computerized docketing system, is available in the Information and Community Relations Center, Room 132 of the Veterans Courthouse.

**Bail Unit .....973-693-5960**

*Room 118 - Veterans Courthouse*

Prior to disposition of a matter, bail is used to secure the release of a person from jail and to assure their appearance in court as required. A municipal court judge, authorized court administrator or deputy court administrator will initially set bail on most charges. Only a Superior Court judge however may set bail for the following charges: murder, kidnapping, manslaughter, aggravated manslaughter, aggravated sexual assault, sexual assault, aggravated sexual contact, extradition or contempt for violation of a restraining order.

**Bail Options:**

- **Cash Bail:** This is payment of the full bail amount in order to secure the release of the defendant. Payment can be made by cash, money order or certified check.
- **Ten Percent (10%) Cash Bail:** This is payment in cash of 10% of the fixed bail amount when authorized by the judge setting bail. This option is not available in first or second degree cases. The surety must complete a Bail Recognizance Form for the remaining 90%. The defendant also completes portions of the form.
- **Real Estate or Property** may also be offered as bail with approval of the court and compliance with certain conditions.



- 
- **Bail Bonds:** Those who need assistance in posting bail may contact a bail bondsman. A bail bondsman is a person (surety) who guarantees the State that the accused will appear for his or her court proceeding. Bail Bondsmen must be registered by the insurance company for which they are authorized to write bail bonds. The names of those who are authorized to write bail in New Jersey are listed in the Bail Registry. The Bail Unit staff checks the Bail Registry before accepting bail written by any bondsman.

Bail bondsmen charge non-refundable fees for their services and require collateral in most cases before they will post a bond.

**NOTE:** The court does not endorse the services of any bail bondsman. Anyone needing this service may find bondsmen listed in the phone book.

**Bail Procedures:**

Bail must be set within 12 hours of arrest.

Bail on indictable cases can be posted between the hours of 8:30 a.m. and 4:00 p.m. in the Bail Unit, Room 118 on the first floor of the Veterans Courthouse.

Bail for all indictable cases and cases downgraded to the Municipal Court can be posted at the entrance of the Essex County Corrections Facility (Jail), located at 356 Doremus Avenue, Newark, New Jersey, twenty four (24) hours a day.

**There is a *non-refundable filing fee of \$30* for posting a bail.**

**IMPORTANT**

*If the defendant released on bail or bond fails to appear for any court date, this will result in the issuance of a bench warrant for the defendant and an immediate forfeiture of the bond, bail money or property posted by the surety.*

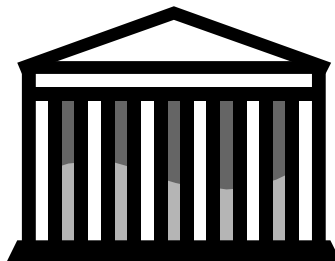
**Bail Reduction Motions:**

Motions for bail reductions can be requested by the defendant's attorney in Room 912 of the Veterans Courthouse at 50 West Market Street, Newark, New Jersey. A hearing will take place in Superior Court in approximately three days after filing a motion for a bail reduction.

**Return of Bail:**

Generally cash and property bail will be returned to the surety in full only upon the completion of the entire case. The defendant must have appeared for all of the court dates for this discharge to take place.

To have bail monies returned after the final disposition of a case has been made, apply at the Bail Unit located on the 1st floor of the Veterans Courthouse. *Please be sure to bring valid identification and your copy of the bail forms with you.* Valid identification consists of proof of address and your social security card, along with bail receipt. If a receipt is not provided, then two forms of identification are required, one of which provides proof of address. (Please be advised that if a P.O. Box is used, identification provided must coincide with the P.O. Box address).



**Expungements.....973-693-6863**

*Room 1012 - Veterans Courthouse*

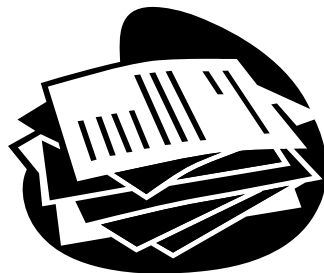
When the court grants an order for expungement, it permanently seals a defendant's criminal record from all inquiries made by agencies seeking criminal history information. The expunged record or any information pertaining to it will not be released for any reason except as authorized by law. To obtain more information about expungements, please call the number listed above.

Expungement forms can be obtained in Room 1012, Veterans Courthouse, or on the judiciary website at:

***njcourtsonline.com***

The use of an attorney is recommended for expungement applications, but is not required. There is a \$52.50 filing fee, which is payable by cash, money order or personal check (made payable to **Treasurer, State of New Jersey**).

Four (4) copies (1 original, 3 photocopies) of the application and the required filing fee should be submitted to Room 1012 of the Veterans Courthouse.



**~ Related Offices ~**

***Family Crisis Intervention Unit***

212 Washington Street  
Newark, NJ 07102  
973-286-2966

***Division of Youth & Family Services***

212 Washington Street  
Newark, NJ 07102  
1-877-NJ-ABUSE (652-2873)

***Essex County Juvenile Detention Center***

80 Duryea Street  
Newark, NJ 07103  
973-497-4720

***Essex County Public Defender — Juvenile***

31 Clinton Street  
Newark, NJ 07102, 4th floor  
973-648-3470

***Essex County Prosecutor's Office — Juvenile***

212 Washington Street, Room 961  
Newark NJ 07102  
973-621-5384

***Probation Division — Child Support Enforcement***

212 Washington Street, 11th floor  
Newark NJ 07102  
973-693-5600

***Partners for Women and Justice***

60 South Fullerton Avenue  
Montclair, NJ 07042  
973-233-0111  
WWW.PFWJ.ORG

*Promotes equal access to the judicial system for low-income and abused women who cannot afford legal representation.*

***The Rachel Coalition***

256 Columbia Turnpike, Suite 105  
Florham Park, NJ 07935

973-765-9050 *general information*  
973-740-1233 *(24 hour crisis line-confidential)*

*Provides advocacy services and access to legal and medical support for victims of domestic violence.*

# Family Division



**Family Division**

Wilentz Justice Complex  
212 Washington Street  
Newark, NJ 07102

**Automated Attendant.....973-693-6600**

**Family Information and Community Relations Center**

*Room 103.....973-693-6678*

The Family Information and Community Relations Center provides information about the Family Court. Community Relations Liaisons answer questions about family related issues such as divorce, child custody, parenting time (visitation), child support, domestic violence, juvenile delinquency and child abuse and neglect.

The liaisons can arrange for interpreters for limited English proficiency individuals or accommodations for the disabled.

**FAMILY DIVISION UNITS**

**Non-Dissolution Unit.....973-693-5560**

*Room 1365*

The Non-Dissolution Unit handles custody, parenting time, paternity and non-welfare child support cases for unmarried couples or married couples who have not yet filed for divorce.

**Dissolution Unit.....973-693-6710**

*Room 113*

The Dissolution Unit handles all divorce complaints, complaints for dissolution of civil unions, as well as post-judgment motions (requests for relief after divorce or dissolution of a civil union).

**Children in Court Services Unit.....973-693-6610**

*Room 1265*

The Children in Court Services Unit handles cases involving the Division of Youth and Family Services (DYFS). The cases involve child abuse and neglect, termination of parental rights, kinship legal guardianship and the related work of the Child Placement Review Boards.

**Domestic Violence Unit.....973-693-6840/6616**

*Room 1251*

The Domestic Violence Unit handles domestic violence complaints. Temporary and permanent restraining orders are issued by the Superior Court. Domestic Violence complaints may be heard by a Domestic violence hearing officer or a judge depending on the facts of the case.

In the evenings, requests for restraining orders should be filed at a police station or municipal court in the municipality where the incident occurred, or where the plaintiff lives or is sheltered, or where the defendant lives.

**Please note that the Domestic Violence Unit has a separate plaintiff's waiting room that is open from 8:00 a.m. – 5:00 p.m. and is fully staffed at all times. The room has ample seating, secure rest rooms, a children's play area, and literature on the courts, domestic violence and related services. There is also a separate waiting area for defendants in Room 1207.**

**Juvenile Unit .....973-693-6775**  
*Room 915*

The Juvenile Unit handles complaints filed against persons under the age of 18. Juvenile delinquency is behavior that if committed by an adult would constitute a crime, disorderly persons offense or municipal ordinance violation. Juveniles being held in the Juvenile Detention Center are entitled to a detention hearing within 24 hours either in court or via a telephone conference on weekends or holidays. Juvenile cases may be diverted to a Juvenile Conference Committee or Intake Service Conference. Juvenile cases heard at the court may be before a Juvenile Referee or Judge depending on the facts of the case.

**Uniform Interstate Family Support Act (UIFSA)**  
*Room 1307.....973-693-5524*

The Uniform Interstate Family Support Act governs the collection and enforcement of child support orders across state lines including case establishment or modification and filing for emancipation of a minor. Under UIFSA, the plaintiff is not required to appear at the hearing. Individuals may obtain applications in person or by mail. There is a \$6 application fee for filing. Applicants should expect a three-month waiting period for a response from the other state. Intake interviews are conducted from 9:00 a.m.-11:00 a.m. by appointment only.

## **FAMILY DIVISION PROGRAMS**

### **Child Welfare Mediation Program.....973-693-5536**

In Child Welfare Mediation, parties meet in a confidential setting to explore options and resolve issues concerning children in the care of the Division of Youth and Family Services. With the assistance of a professional mediator, the parties reach their own agreement regarding permanent plans of the child. Child Welfare mediation is part of the Children in Court Services Unit.

### **Early Settlement Program.....973-693-6708**

The goal of the Early Settlement Program is to resolve disputed issues between divorcing parties without a trial.

### **Family Mediation Service.....973-693-6622/6722**

Mediation is an informal proceeding where divorcing spouses can meet with a mediator to discuss and resolve issues regarding custody and parenting time. Cases in which one or both parties have an active Domestic Violence Restraining Order are excluded from this program.

### **Intake Service Conference.....973-693-6784**

Court Intake Services Conference is held in accordance with N.J.S.A. 2A:4A-74. An Intake Service Conference (ISC) is a voluntary conference facilitated by a Senior Probation Officer (as approved by the Administrative Offices of the Court (AOC) in which the juvenile and the parent/guardian go to the juvenile unit to meet with the probation officer, and they are given an opportunity to discuss the juvenile delinquency charges filed against the juvenile.

### **Juvenile Services Unit Programs.....973-693-6775**

The court has developed special programs to address and prevent delinquency. These programs are utilized as part of the disposition of a juvenile delinquency case. The Juvenile Auto Theft Prevention Program (JATPP) is held in the Veterans Courthouse the first Monday and Wednesday of each month. The Prevention Intervention Education Program (PIE), is a program run by Integrity House, Inc. and is also held in the Veterans Courthouse.

The Project Pride Program is coordinated by the Department of Corrections and is held on the first Monday of each month in the Wilentz Justice Complex.

**Litigant Services Specialist.....973-693-5539**  
*Room 1365*

The litigant services specialist provides information and support services to self-represented (*pro se*) litigants to assist them in understanding and navigating the Non-Dissolution and Dissolution Units in the court.

**Parent Education Program.....973-693-5528**

Cases in which divorcing parents have child custody or parenting time disputes are scheduled for a mandatory Parent Education Program. The Parent Education Program for divorcing parties is required by law and is designed to assist families through the difficult transition of separation and divorce. This three-hour program is offered twice a month; once during the day at the Wilentz Justice Complex and in the evening at the Veterans Courthouse. A parent education workshop for unmarried parents is held in the Wilentz Justice Complex during the day. Cases in which one or both parties have an active Domestic Violence Restraining Order are excluded from this program.

**Supervised Visitation Program.....973-693-5521**

The Supervised Visitation Program provides parents or guardians with an opportunity to visit with their children, by court order, in a safe, neutral and supervised environment.

## **Family Division Services**

### **Parking/Handicapped Parking**

Metered parking is available in the streets surrounding the Wilentz Justice Complex. Designated handicapped parking spaces are available on Bank Street, between Halsey and Washington Streets. Several hourly parking facilities are also conveniently located nearby.

### **Attorney Conference Rooms**

Attorney Conference Rooms are available on the 9th floor (4 rooms available), 10th floor (3 rooms available), 12th floor (1 room available). Use of these rooms is permitted on a first-come, first-serve basis. Additional space for attorney-client meetings can be arranged by Family Division Administration, room 1053.

### **Public Copy Machine**

A public copy machine is available in the Information and Community Relations Center room 103. The fee is 10¢ per copy.

### **Baby Changing Facilities**

Baby changing stations are located in Women's Restrooms on Floors 1, 9, 10, 11, 12 and 13.

### **Playrooms**

Playrooms are located on floors 10, 12 (domestic violence plaintiff's waiting room) and 13. Children must be monitored at all times, as the playrooms are not staffed.



## **Information Regarding Marriages and Civil Unions**

### **Marriage Licenses/Civil Union Licenses**

Marriage Licenses and Civil Union Licenses may be obtained from the registrar in the New Jersey municipality in which either party to the proposed marriage or civil union lives. If neither party is a resident of New Jersey, a license may be obtained in the municipality in which the proposed marriage is to be performed and is only good for use in that municipality. Once the license is issued it is good for 30 days from the date of issuance. The fee for a marriage or civil union license is \$28.00.

### **Marriage Waivers**

Forms to waive the mandatory seventy-two hour waiting period for marriage or a civil union can be obtained in room 113 of the Wilentz Justice Complex, 212 Washington Street, Newark, NJ. The completed form must be signed by the presiding judge of the family division, courtroom 15, 10th floor, Wilentz Justice Complex. After it has been signed by the judge, the requesting party can use the waiver to get married or have a civil union performed.

### **Marriage Ceremonies**

In New Jersey, any of the following individuals may solemnize or perform marriage or civil union ceremonies:

- ▶ Judges of the following courts: United States Court of Appeals for the 3rd Circuit, Federal District Court, Municipal Court, Superior Court, Tax Court, or a judge of the Superior Court or Tax Court who has resigned in good standing.
- ▶ US Magistrates, surrogates of any county, county clerks, mayors or deputy mayors who have been authorized by the mayor to solemnize a marriage or civil union, chairperson of any township committee or village of this state.
- ▶ Ministers of every religion, religious societies, institutions and organizations may perform marriage or civil union ceremonies according to the rules and customs of the society, institution or organization.

<b>Filing Fee for Divorce Complaints:</b>	
<b>Without Children</b>	<b>\$250.00</b>
<b>With Children Re: Custody, Visitation or Support</b>	<b>\$275.00</b>
<p>All complaints must have the following documents attached at the time of filing:</p> <ul style="list-style-type: none"> <li>• Verification of Non-Collusion</li> <li>• Affidavit of Insurance Coverage</li> <li>• Confidential Litigants Information Sheet - Needed when support, custody, or visitation is requested.</li> </ul>	
<b>Filing Fee for Answers in Divorce Cases:</b>	
<b>Without Children</b>	<b>\$135.00</b>
<b>With Children Re: Custody, Visitation or Support</b>	<b>\$160.00</b>
<p>All of the above documents must have the following documents attached at the time of filing:</p> <ul style="list-style-type: none"> <li>• Affidavit of Insurance Coverage</li> <li>• Confidential Litigants Information Sheet - Needed when support, custody, or visitation is requested.</li> </ul>	
<b>Filing Fee for Motions in Divorce Cases:</b>	
<b>Fee</b>	<b>\$30.00</b>
<p>The following documents must be filed with the motion at the time of filing:</p> <p><u>Forms</u></p> <ol style="list-style-type: none"> <li>1. Certification in Support of Notice of Motion</li> <li>2. Order</li> <li>3. Certification of Filing of Service</li> <li>4. Notice to Litigants</li> <li>5. Statement for Probation Division</li> <li>6. Letter to the clerk</li> </ol> <p>If there is a request for monetary relief in the motion, then a case information statement (CIS) is required.</p> <p>We require the original and one copy of each document submitted with a self addressed stamped envelope.</p>	

# Probation Division



**Probation Division**

60 Evergreen Place - seventh floor  
East Orange, NJ 07018  
Fax (973) 395-3071

**Automated Attendant.....973-395-3010**  
**Receptionist.....973-395-3020**

The Essex Vicinage Probation Division is the Enforcement arm of the court. Probation plays a vital role in accomplishing the mission of the court. The fair and just resolution of disputes can only be achieved when court orders are fully and fairly enforced. The constitutional rights of citizens, such as the rights to safety and property, are protected by effective supervision of probationers in the community. The Probation Division’s two primary areas of responsibility are offender supervision and child support enforcement. The following statement of the role of probation services supports and builds on the Judiciary mission statement and clearly sets forth the essential purpose of probation:

*The role of probation is to promote the welfare and safety of our children, families, and communities in New Jersey by enforcing court orders, supervising offenders, monitoring behavior, and intervening to produce positive outcomes.*

**Adult and Juvenile Supervision**

60 Evergreen Place – 7th floor  
East Orange, NJ 07018

The Probation Division currently supervises more than 7,000 adult offenders sentenced to a term of probation from the Superior, Remand and Municipal courts, an additional 11,000 collections only cases and more than 700 juvenile offenders sentenced to a term of probation in the Family court. Among the offenders supervised are those on specialized caseloads including Intake, Supervisory Treatment, Pre-Trial Intervention, Domestic Violence, Sex Offenders, Drug Court, Newark Alliance for Compliance, and the Greater Newark Safer Cities Initiative. The Probation Division operates under Outcome Based Standards.

- Adults on probation must be employed or making documented efforts to become trained and employed. Juveniles must attend school (if legally required) and thereafter work or seek training or employment. Probation officers must verify employment and/or school attendance.

- Probation sentences require offenders to pay a number of financial assessments, which can include court costs, Safe Neighborhood Funds, Victims Crime Compensation Board, fines, restitution or Drug Enforcement Demand Reduction. There may also be supervision fees and transaction fees. Probation officers must make sure that regular payments are made in keeping with the payment plan established by the judge at the time of sentencing. Failure to pay can result in a summons to the Comprehensive Enforcement Court.
- The court may require that the probationer seek counseling for substance abuse or mental health or family problems. Probation officers make referrals to treatment programs and verify attendance and compliance.
- Probation Officers regularly test for substance abuse. They employ an array of technologies, including urine testing, oral swabs, breathalyzer and eye scans. Probation has a full-time TASC (Treatment Assessment Services for the Courts) evaluator on staff.
- Often, persons on probation are ordered to do community service. Probation Officers place the individual at an approved site and monitor compliance. Failure to do the required hours can result in a summons to Comprehensive Enforcement Court.
- Probationers who fail to comply with the order of the court are returned on a Violation of Probation. These proceedings may result in incarceration.
- Probationers who comply with the court order may be eligible for early release. The probation officer prepares an order for early discharge and submits the request to the court.

Adult and Juvenile Supervision is located at 60 Evergreen Place in East Orange. The office opens at 8:30 a.m. daily and remains open until 7:30 p.m. Monday through Thursday. Evergreen closes at 4:30 p.m. on Friday. The cashier is open during those same hours to accept payment on court ordered obligations. Payments must include CAPS (client identification number). Checks should be made payable to *Treasurer, State of New Jersey*. Payments may also be mailed to:

**Essex Probation Division  
60 Evergreen Place, 7th Floor  
East Orange, New Jersey 07018**

A team of officers is also stationed at both the Wilentz Justice Complex and the Veterans Courthouse to meet with probationers immediately after they come from court. At Intake, the probationers are instructed about and sign for the conditions of probation and the cases are established in the statewide databases of FACTS and CAPS. Payments on court ordered financial assessments may be made at the Veterans Courthouse, the Wilentz Building and at 60 Evergreen, where the cashier remains open during evening reporting hours.

**~ Volunteers in Probation ~**

**Essex Probation is always seeking volunteers to work one-on-one with probationers. If you would like to assist an offender in need of supervision (both juvenile and young adult), please contact:**

***Volunteers in Probation (VIP) Program***  
**973-395-3020**

**Child Support Enforcement Unit**

*212 Washington Street – Room 1109*

*Newark, NJ 07102*

*Fax 973-693-6407*

**Client Services.....973-693-6318**

**Automated.....973-693-6400**

Probation's Child Support Enforcement Unit enforces child support orders. The unit monitors child support payments and seeks court action when those payments are overdue. Probation Officers use many techniques to ensure that overdue payments are made, including: credit reporting; immediate income withholding; seizure of state and federal tax refunds, lottery winnings, and unemployment benefits; license suspension and Financial Institution Data Match (FIDM). The Probation Division oversees the collection of more than \$114 million in child support payments annually.

**Client Service****8:30 a.m. - 4:00 p.m. (Monday - Friday)**

A child support representative is available to answer questions about your child support case. Each caseworker can be contacted by calling him/her directly. If he or she is not available, leave a voice mail message. Please leave the names of the parties, case number and a telephone number. Please be assured that all calls will be returned within 24 hours.

By dialing the automated attendant at **973-693-6400**, information may be obtained concerning individual child support cases including information on hearings, adjournments and the caseworker's name and telephone number. Information is available in English and Spanish. Child support representatives are available to discuss specific cases. For routine case or payment information, it is best to call:

**24-hour Child Support Hotline  
1-800-621-KIDS (5437)**

The New Jersey Office of Child Support has an interactive Web Site that enables the public to get information about individual child support cases online. By going to:

***NJCHILDSUPPORT.ORG***

You can find information about the case status and recent payments. When prompted, enter the case number (CS number) and enter the last 4 digits of the party's social security number.

**Cashier Hours****8:30 a.m. - 4:00 p.m. (Monday - Friday)**

Payments may be made in person in the cashier department located on the 1<sup>st</sup> floor. For proper credit and identification, please include the case number on all payments and correspondence.

**Parents who owe or are owed child support should be aware of the following:**

Child support is calculated according to the New Jersey Rules of Court and the Child Support Guidelines. The Guidelines ensure that the income of both parents and special needs of the children are considered when calculating child support. Child support obligations may be automatically adjusted every two years to reflect changes in the cost of living index. The child support guidelines are available at:

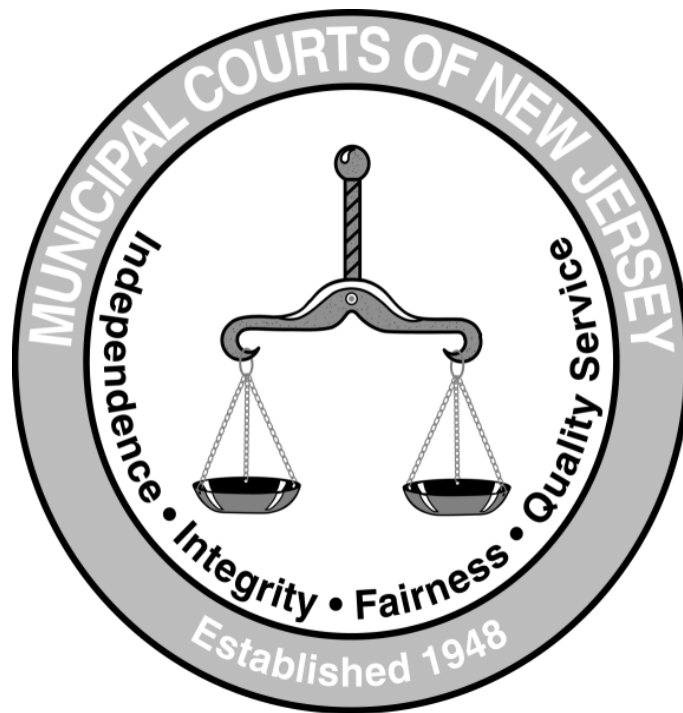
***NJCOURTSONLINE.COM.***

The Deadbeat Parents Punishment Act of 1998 is the federal legislation that makes it a felony for a parent to move to another state or country with the intention of evading child support payments if the debt has remained unpaid for over one year or is greater than \$5,000.

**Other collection and enforcement remedies include:**

- **Immediate Income Withholding:** All child support orders are subject to payment by income withholding collected through wages, unemployment benefits, worker's compensation, commissions, or retirement benefits.
- **License Suspension:** If a child support bench warrant has been issued, the driver's license of the person owing child support may be suspended without prior notice. The person owing support may also face the suspension of a professional or occupational license if the payments are six months or more in arrears.
- **Asset Seizure:** This method allows for a levy to be placed upon the financial account of the delinquent parent (i.e., checking or savings account) if the child support arrearage equals three months of payments.
- **New Hire Reporting:** All employers are required to report information on all new employees to the state. This information is matched with information in the automated child support enforcement system (ACSES) and can automatically generate a wage withholding.
- **Credit Reporting:** The name of any parent delinquent in payment, and the amount of past due support can be reported to credit reporting agencies.
- **Lottery and Tax Intercept:** If a parent owes more than \$1,000 in child support arrears and wins \$600 or more, or is entitled to a federal or state tax refund, homestead rebate or property tax rebate, these funds may be intercepted and applied to the child support account.
- **Passport Denial:** If a parent owes past due child support equal to or greater than \$2500, a new passport or renewal can be denied by the U.S. Department of State.

# Municipal Division



## **Municipal Division**

### **General Information.....973-693-5790**

There are twenty-two (22) municipal courts in Essex Vicinage. Office hours, days and hours of court sessions vary. Call the municipal court directly to find out their hours of operation.

To file a complaint regarding any of the following types of cases, please contact the municipal court in the jurisdiction where the offense occurred:

- Motor Vehicle Violations
- Disorderly Persons Complaints
- Petty Disorderly Persons Complaint
- Ordinance Violations
- Driving While Intoxicated
- Parking Violations
- Fish and Game Violations
- Weights and Measures Violations

Most criminal (indictable) complaints are initially filed in municipal court. These cases are then sent to the Superior Court-Criminal Division where the first appearance occurs in the Central Judicial Processing Court (CJP). CJP arraigns all indictable cases for Essex County. It is located in the Essex County Veterans Courthouse, 50 West Market Street, Newark, New Jersey 07102.

Domestic violence complaints and temporary restraining orders may also be filed in municipal court. These cases are forwarded to the Superior Court, where they are handled by the Family Division. It is located at the Wilentz Justice Complex, 212 Washington Street, Newark, New Jersey 07102.

### **Municipal Mediation**

The Municipal Courts have a Municipal Mediation Program. Volunteers from the community serve as mediators to assist parties in reaching a mutually acceptable agreement to resolve their disputes. Typical cases assigned to mediators involve neighbors and friends. These cases can include disputes about trespass, harassment, noise, animals, or property.

**Municipal Appeals.....973-693-5787**

To appeal a Municipal Court decision you must:

1. File a *Notice of Municipal Court Appeal* with the court administrator of the municipal court where the matter was originally heard within 20 days after the case is decided. Pay a non-refundable \$75 filing fee at the Criminal Records Office, Room 1012, Veterans Courthouse, via certified check or money order made payable to: Treasurer, State of New Jersey.

2. As part of the appeals process, you must order an original and a copy of the court transcript. The transcript requires payment in advance. Contact the Municipal Court to inquire about the specific cost of the transcript. If you cannot afford to pay for the transcript, ask court staff at either the Municipal or Superior Court how to apply to have the transcript produced at court expense.

3. Within five days after filing the *Notice of Municipal Court Appeal*, you must file a copy with the Criminal Records Office, 10th Floor, Essex County Veterans Courthouse, 50 West Market Street, Newark, New Jersey 07102 and another copy with the Prosecutor.

a. Appeals of criminal and traffic proceedings are filed with the county prosecutor, 3rd Floor, Essex County Veterans Courthouse, 50 West Market Street, Newark, New Jersey 07102.

b. Appeals of cases involving municipal ordinances are filed with the municipal prosecutor.

4. Submit the *Certification of Timely Filing* along with the *Notice of Municipal Court Appeal* to the Criminal Records Office when paying the filing fee.

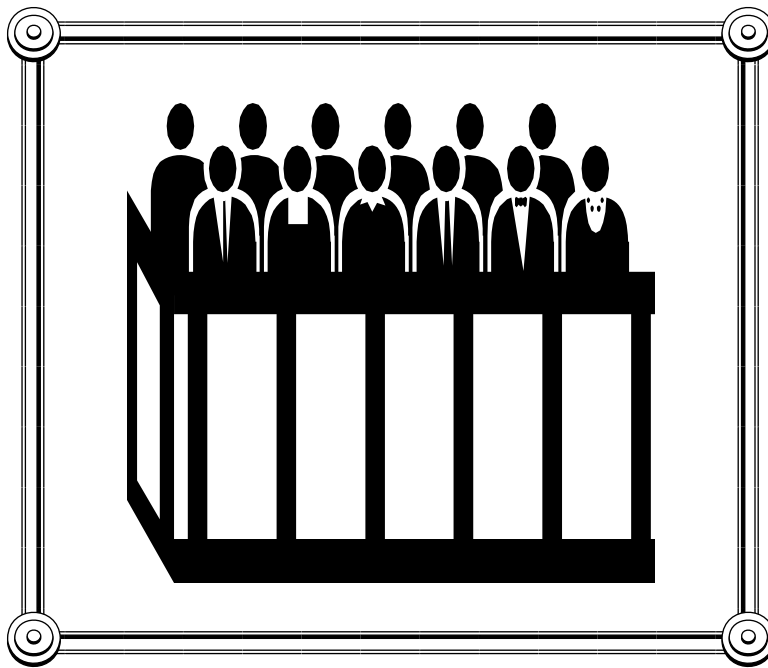
All forms discussed above can be obtained from the municipal court or found on the judiciary website, at:

**NJCOURTSONLINE.COM**

## Municipal Court Locations & Telephone Numbers

<p>Belleville Township 152 Washington Avenue Belleville, NJ 07109 (973) 450-3319</p>	<p>Glen Ridge Borough 825 Bloomfield Ave. Glen Ridge, NJ 07028 (973) 748-8116</p>	<p>Nutley Township 228 Chestnut Street Nutley, NJ 07110 (973) 284-4945</p>
<p>Bloomfield Township Law Enforcement Bldg. Bloomfield, NJ 07003 (973) 680-4078</p>	<p>Irvington Township Civic Square Irvington, NJ 07111 (973) 399-6674</p>	<p>Orange City 29 Park Street Orange, NJ 07050 (973) 266-4161</p>
<p>Caldwell Borough One Provost Square Caldwell, NJ 07006 (973) 403-4630</p>	<p>Livingston Township 357 Livingston Ave. Livingston, NJ 07039 (973) 535-7970</p>	<p>Roseland Borough 19 Harrison Avenue Roseland, NJ 07068 (973) 226-0641</p>
<p>Cedar Grove Township 525 Pompton Avenue Cedar Grove, NJ 07009 (973) 857-7948</p>	<p>Maplewood Township 125 Dunnel Road Maplewood, NJ 07040 (973) 762-2839</p>	<p>South Orange TWP 201 S. Orange Ave. S. Orange, NJ 07079 (973) 378-7793</p>
<p>East Orange City 221 Freeway Dr., East East Orange, NJ 07018 (973) 266-5300</p>	<p>Millburn Township 435 Essex Street Millburn, NJ 07041 (973) 564-7065</p>	<p>Verona Borough 600 Bloomfield Ave. Verona, NJ 07044 (973) 857-4774</p>
<p>Essex Fells Borough &amp; North Caldwell Twp. Boro. Hall, Gould Ave. N. Caldwell, NJ 07066 (973) 228-6420</p>	<p>Montclair Township 647 Bloomfield Ave. Montclair, NJ 07042 (973) 509-4774</p>	<p>W. Caldwell Township 21 Clinton Road W. Caldwell, NJ 07006 (973) 226-3373</p>
<p>Fairfield Township 230 Fairfield Road Fairfield, NJ 07004 (973) 882-2713</p>	<p>Newark City Brennan/Marshall Court Complex 31 Green Street Newark, NJ 07102 (973) 733-6520</p>	<p>W. Orange Township 66 Main Street W. Orange, NJ 07052 (973) 325-4082</p>

# Jury Management



## **Jury Management Office**

*Veterans Courthouse*

**Petit Jury - 1st Floor Room 150.....973-693-5913**  
**Grand Jury - 4th Floor.....973-693-5900**  
**Juror Call-Off.....973-693-5896**

The first contact most citizens have with the justice system is through their service as jurors. No single service provided by our courts is more firmly embedded in our legal system than that of jury duty. The Jury Management Office is committed to providing professional and courteous services to all who rely on the judiciary.

### **Eligibility**

All United States citizens who are over the age of 18, are residents of Essex County, able to mentally and physically perform the functions of a juror and able to read and understand the English language are eligible to serve on a jury in Essex County. Of these people, only convicted felons (*anyone who has ever been convicted of an indictable offense*) are not qualified to serve.

### **Selection**

The legislature and governor determine the method of jury selection and the qualifications and acceptable excuses for jury service. In 1995, the legislature changed the law to broaden the group of people required to report for jury service. Under the 1995 law, if you have a driver's license, are a registered voter, have applied for the Homestead Tax Rebate, or file a New Jersey State Income Tax Return, your name is in the jury pool. Under the 1995 law, nearly all exemptions were eliminated, including exemptions for legislators, judges, doctors, firefighters, police officers and others. In 1997, the legislature revised the statutory qualifications to disqualify from jury service those individuals convicted of any indictable offense under the laws of this state, another state or the United States.

**Process**

The Jury Management Office is responsible for the qualifying, excusing, disqualifying and rescheduling of jurors. The office manages all questionnaires/summonses of prospective Essex County jurors, including summonses for petit, grand and state grand jury. The number of persons summoned is based on the needs of the courts.

**Petit Jury**

Most people who serve as jurors sit on what is known as petit jury. A petit jury decides the outcome of a criminal or civil trial based on facts presented during the trial. The anticipated term of service is two days or the duration of one trial. Petit jurors are paid \$5 per day for the first three days of service and \$40 for each additional day.

**Grand Jury**

A grand jury considers alleged violations of criminal law and determines whether or not an indictment should be returned against the person accused of the crime. The term of service is typically one day a week for 21 weeks. Grand jurors are paid \$5 for each day of service.

**State Grand Jury**

The state grand jury has statewide jurisdiction and has the same powers, duties and functions of a county grand jury. Only the Attorney General or a designee may present evidence to the state grand jury. Prospective state grand jurors are summoned using a qualification process to ensure statewide representation. Questionnaires for prospective state grand jurors are qualified by the Essex Vicinage Jury Management Office, as well as other New Jersey vicinages, and submitted to the Administrative Office of the Courts (AOC) located in Trenton.

## ~ Legal Service Referrals in Essex County ~

### **Legal Services of New Jersey**

100 Metroplex Drive - PO Box 1357  
Edison, NJ 08818-1357  
1-888-LSNJ-LAW (1-888-576-5529)

*Information and referrals to county legal service programs - English and Spanish*

### **Essex-Newark Legal Services**

5 Commerce Street, Newark, NJ 07102  
973-624-4500

*Attorneys for income-eligible residents*

### **Essex County Legal Aid Association**

Reduced Fee Program  
Hall of Records - Room 118  
465 Martin Luther King Jr. Blvd., Newark, NJ 07102  
973-622-1513

*Attorneys for income-eligible residents and private attorneys for reduced fee*

### **Essex County Bar Association**

Lawyer Referral Service  
Historic Courthouse - Room B01  
470 Dr. Martin L. King Jr. Blvd, Newark, NJ 07102  
973-622-6204

*Private attorneys for hire*

### **Essex County Public Defender**

31 Clinton Street, Newark, NJ 07102  
973-648-6200 - *Adult*      973-648-3470 - *Juvenile*  
*Court-appointed attorneys for income-eligible residents*

### **Rutgers University School of Law-Newark**

Center of Law and Justice  
123 Washington Street, Newark, NJ 07102  
973-353-3000

### **Seton Hall University School of Law**

Center for Social Justice  
833 McCarter Highway, Newark, NJ 07102  
973-624-8700

### **Community Health Law Project**

185 Valley Street, South Orange, NJ 07079  
973-275-1175

*Legal representation and advocacy for people with disabilities and the elderly*

# Office of the Ombudsman



## Information & Community Relations

**Office of the Ombudsman**

*Room 101 - Veterans Courthouse.....973-693-5728*

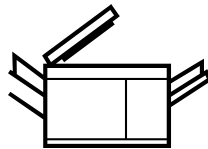
The Office of the Ombudsman works to improve access to the courts by providing public information and strengthening community relations. The ombudsman helps to ensure that everyone has access to the courts.

The ombudsman also provides confidential services to anyone with concerns or complaints about the court. Concerned court users may phone, write, fax or send an e-mail to the office. Upon receiving information about an issue, the ombudsman makes appropriate inquiries to help resolve the concerns, conducts an investigation and works to resolve the problem. Most issues are resolved with an explanation or a referral to an appropriate formal disciplinary body. The ombudsman also follows-up on the matter to ensure that problems are addressed in a timely manner. Finally, the ombudsman collects data about the public’s concerns to make recommendations for the improvement of court services.

**The Information & Community Relations Center**

*Room 132 - Veterans Courthouse.....973-693-5725 / 5774*

The ombudsman supervises the Information and Community Relations Center. Community Relations Liaisons in the center answer questions about all court divisions and special programs. They also provide the public with information, including publications and forms related to court services, processes and programs.



**A public copier is available in the Information and Community Relations Center.**

**Family Information Desk**

*1st Floor - Wilentz Justice Complex .....973-693-6678*

Court users who need general information about child support enforcement or the Family Division may call or visit the Family Information Desk.

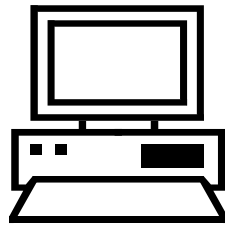
### **Public Access Terminals**

*Room 132 Information and Community Relations Center - Veterans Courthouse*

Two computers are available for the public to access Civil and Criminal case information. The public can also print out information for a fee. The computers are available from 8:30 A.M. to 4:30 P.M., Monday through Friday.

In order to obtain Civil Division case information, the researcher must have a name or docket number. Additional information may be obtained from the Civil Records Vault located in Room 240 of the Hall of Records.

Requests for copies of criminal case records must be submitted to the Criminal Records Unit in Room 1012 of the Veterans Courthouse.



### **Community Relations Services**

Staff in the Office of the Ombudsman and the Information Center organize various public awareness and community outreach programs that help to familiarize the public with the court system. These programs include the following:

#### ***Court Tours:***

Courthouse tours familiarize the community with the court complex and demonstrate the legal system at work. Understanding how the courts operate helps the public use the legal system effectively. Tours may include a welcome by a judge, an overview of the New Jersey courts, a court information packet, a guided walk through the court complex and observation of court sessions. Some tours also include visits to the Sheriff's Office, or presentations on a selected topic. Tours of the renovated Historic Courthouse are also available.

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***Speaker's Bureau Program:***

Presentations are made by a court employee on the legal system and related topics. These educational sessions help to familiarize the community with the courts and methods of resolving disputes. Additionally, issues raised at the session sensitize judiciary staff to community concerns. Knowledgeable staff members can visit schools, organizations, groups, clubs and community agencies to answer questions about the court.

To schedule a courthouse tour or request a speaking engagement, contact the Information and Community Relations Center at 973-693-5725/5774. Courthouse tours are scheduled at least three weeks in advance. Speaker's Bureau engagements are scheduled at least one month in advance. Responses to requests for court tours and speaking engagements are given within one to three business days.



**Note:**

To learn more about the special events organized by the Office of the Ombudsman and the Information and Community Relations Center, please call 973-693-5725/5774.

# Preparing for Court



## Structure of the New Jersey Courts

### Supreme Court

- > New Jersey's highest court.
- > Known as a court of last resort.
- > Reviews decisions of the state's lower courts.
- > Composed of a Chief Justice and 6 Associate Justices.

### Appellate Division of Superior Court

- > Intermediate appeals court.
- > Reviews decisions of the Trial, Tax and Municipal Courts.
- > Appellate Division decisions are appealed to the Supreme Court.
- > Judges sit in 1 of eight appellate parts.

### Tax Court

- > Hears cases involving tax laws.
- > Tax Court decisions are appealed to the Appellate Division.
- > 12 Judges authorized.

### Superior Court

- > New Jersey's trial court.
- > Conducts criminal, civil and family-law cases.
- > Reviews decisions of the Municipal Courts.
- > Superior Court decisions are appealed to the Appellate Division.
- > Composed of approximately 393 judges based in the 21 counties.

### Municipal Court

- > Hears motor vehicle and minor criminal cases.
- > Municipal Court decisions are appealed to the Superior Court.
- > There are 537 Municipal Courts in New Jersey.

## ~ Federal Courts and Offices ~

### **United States Supreme Court**

US Supreme Court Bldg.  
1 First Street, N.E.  
Washington, DC 20543  
202-479-3000

### **United States Court of Appeals**

M.L. King, Jr. Federal Bldg.  
Federal Square and Walnut Street  
PO Box 999  
Newark, NJ 07102  
(973) 645-3831

### **United States Tax Court**

Jacob K. Javitz Federal Bldg.  
26 Federal Plaza, Room 206  
New York, NY 10278  
212-264-3494  
Internet: [www.ustaxcourt.gov](http://www.ustaxcourt.gov)

### **United States Bankruptcy Court**

M.L. King, Jr. Federal Bldg.  
50 Walnut Street, third floor  
PO Box 1352  
Newark, NJ 07102  
973-645-4764

### **United States District Court**

M.L. King, Jr. Federal Bldg.  
50 Walnut Street  
Newark, NJ 07102  
973-645-3730

### **United States Attorney's Office**

970 Broad Street, Room 700  
Newark, NJ 07102  
973-645-2700

(After hours, weekends, holiday and emergency)  
[pacer.njd.uscourts.gov](http://pacer.njd.uscourts.gov)

## ~ State Courts ~

### **Supreme Court of New Jersey**

Hughes Justice Complex  
25 W. Market Street  
PO Box 970  
Trenton, NJ 08625-0970  
609-292-4837

### **Tax Court of New Jersey**

Hughes Justice Complex  
25 W. Market Street  
PO Box 972  
Trenton, NJ 08625-0972  
609-292-5082

### **Superior Court of New Jersey - Appellate Division**

Hughes Justice Complex  
25 W. Market Street  
PO Box 006  
Trenton, NJ 08625-0006  
609-292-4822

## **Preparing for your court appearance:**

Whenever you contact or appear in court, it is important to have the information notifying you of your docket or indictment number, date to appear and the location of the courtroom in which you are scheduled to appear. If you have an attorney, you should meet with him/her to discuss your case.

If you have questions about the court date or judge in a **Criminal** case, go to Room 1012 in the Veterans Courthouse or call 973-693-5965.

If you have questions about the court date or judge in a **Civil** case, go to Room 201 in the Hall of Records or call 973-693-5529.

If you have questions about the court date or judge in a **Family** case, go to the specific Family Division office that is handling your case. Those offices are listed on pages 34-37.

If you need an interpreter or an accommodation for a disability, you must notify the court as soon as possible. Information about the availability of special services and assistance can be obtained by calling 973-693-5700 or the Information and Community Relations Center at 973-693-5725/5774.

You can learn more about the rules governing the practice, procedure and administration of the state's courts in the New Jersey Rules of Court, which can be found in public libraries, law libraries and on the judiciary web site at [njcourtsonline.com](http://njcourtsonline.com) in the "Legal Reference Desk" section.

### **On the day of your court appearance...**

- ✓ Arrive on time. If you are late, the judge may postpone, dismiss or decide your case in your absence.
- ✓ When entering the courtroom, remove all hats and turn off all cell phones and pagers.
- ✓ Bring your court notice with you, it contains your case information.
- ✓ Do not bring any food or beverages into the courtroom.
- ✓ Upon arriving in court, notify the Sheriff's Officer of your arrival and your case number.
- ✓ When your name or case number is announced, move to the front of the courtroom.
- ✓ If you need additional time to prepare your case, you may ask the judge to grant you an adjournment. An adjournment is the postponement of a session, hearing, trial or other proceeding to another date or time. It is within the judge's discretion to grant or deny an adjournment.
- ✓ While addressing the court, you must use appropriate language. Address the judge as "Your Honor" and speak directly to the judge and not to the other party.
- ✓ If you have any documents to present to the judge, you should give it to the Sheriff's Officer who will give it to the judge.
- ✓ You should not interrupt the opposing party while he or she is speaking. After the other party is finished speaking, you or your lawyer may request an opportunity from the judge to respond. An opportunity to respond is left to the judge's discretion.
- ✓ After each party has presented his or her side, the judge or jury will make a decision.

## Welcome to the New Jersey State Courts

We will be happy to help you if we can. However, we are allowed to help you only in certain ways. We want to be fair to everyone in a case. This is a list of some things the court staff *CAN* and *CAN-NOT* do for you. Please read it carefully before asking the court staff for help.

- > **WE CAN** explain and answer questions about how the court works.
  - > **WE CAN** tell you what the requirements are to have your case considered by the court.
  - > **WE CAN** give you some information from your case file.
  - > **WE CAN** provide you with samples of court forms that are available.
  - > **WE CAN** provide you with guidance on how to fill out forms.
  - > **WE CAN** usually answer questions about court deadlines.
  - > **WE CANNOT** give you legal advice. Only your lawyer can give you legal advice.
  - > **WE CANNOT** tell you whether you should bring your case to court.
  - > **WE CANNOT** give you an opinion about what will happen if you bring your case to court.
  - > **WE CANNOT** recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
  - > **WE CANNOT** talk to the judge for you about what will happen in your case.
  - > **WE CANNOT** let you talk to the judge outside of court.
  - > **WE CANNOT** change an order issued by a judge.
- We look forward to helping you in accordance with these guidelines.**

**~ Legal Service Referrals in Essex County ~**

**Legal Services of New Jersey**

100 Metroplex Drive - PO Box 1357  
Edison, NJ 08818-1357  
1-888-LSNJ-LAW (1-888-576-5529)

*Information and referrals to county legal service programs - English and Spanish*

**Essex-Newark Legal Services**

5 Commerce Street, Newark, NJ 07102  
973-624-4500

*Attorneys for income-eligible residents*

**Essex County Legal Aid Association**

Reduced Fee Program  
Hall of Records - Room 118  
465 Martin Luther King Jr. Blvd., Newark, NJ 07102  
973-622-1513

*Attorneys for income-eligible residents and private attorneys for reduced fee*

**Essex County Bar Association**

Lawyer Referral Service  
Historic Courthouse - Room B01  
470 Dr. Martin L. King Jr. Blvd, Newark, NJ 07102  
973-622-6204

*Private attorneys for hire*

**Community Health Law Project**

185 Valley Street, South Orange, NJ 07079  
973-275-1175

*Legal representation and advocacy for people with disabilities and the elderly*

**Essex County Public Defender**

31 Clinton Street, Newark, NJ 07102  
973-648-6200 - Adult      973-648-3470 - Juvenile  
*Court-appointed attorneys for income-eligible residents*

**Rutgers University School of Law-Newark**

Center of Law and Justice  
123 Washington Street, Newark, NJ 07102  
973-353-3000

**Seton Hall University School of Law**

Center for Social Justice  
833 McCarter Highway, Newark, NJ 07102  
973-624-8700

**~ Immigration Assistance Agencies ~**

**United States Department of Justice**

*Immigration and Naturalization Service*

District Office (Newark)

970 Broad Street

Newark, NJ 07102-2535

973-645-4421 or 1-800-375-5283

**New Jersey Immigration Policy Network**

89 Market Street, 7th floor

Newark, NJ 07102

973-621-0031

**Catholic Community Service**

*Office of Immigration*

976 Broad Street

Newark, NJ 07102

973-733-3516

**Legal Services of New Jersey**

*Information and Referral Line*

100 Metroplex Drive, Suite 402

PO Box 1357

Edison, NJ 08818

1-888-576-5529

**American Friends Service Committee**

*Immigrant Rights Program*

89 Market Street, sixth floor

Newark, NJ 07102

973-643-1924

# Directions to the Essex Vicinage Courts



## **DIRECTIONS TO THE VETERANS COURTHOUSE 50 WEST MARKET STREET**

### **NJ TURNPIKE**

Take Exit 15W to I-280 West. Take I-280 West to Exit 14B (Martin Luther King Jr., Blvd.). Go to the bottom of the ramp and turn left. At the next stop sign, turn left. Go straight about one mile until you come to Essex County College. There is an overpass across the road (that corner is King Boulevard and West Market Street). The Historic Courthouse is on your left, the Hall of Records is on the right, and the Veterans Courthouse is directly behind the Hall of Records. There is parking on South Orange Avenue around the corner from the Veterans Courthouse.

### **GARDEN STATE PARKWAY**

Take Garden State Parkway to Exit 145. Take I-280 East to Exit 14A - King Boulevard. Go to bottom of ramp and make a right onto Martin Luther King Boulevard. Go straight about one mile to West Market Street. There is an overpass for Essex County College across the road (corner is King Boulevard and West Market Street). The Historic Courthouse is on your left, the Hall of Records is on the right, and the Veterans Courthouse is directly behind the Hall of Records. There is parking on South Orange Avenue around the corner from the Veterans Courthouse.

### **I- 78, ROUTES 22, 24 or 1&9**

Take any of these highways towards Newark. Take exit for Route 21. Take Route 21 (McCarter Highway) to Raymond Boulevard and make a left. Go one block and make another left onto Mulberry Street. Go one more block and make a right onto Market Street. Market Street becomes West Market Street. The building on the left is the Historic Courthouse. The Hall of Records is the building behind it, and the building behind that is the Veterans

**FROM BLOOMFIELD AVENUE (MONTCLAIR, VERONA, BLOOMFIELD OR BELLEVILLE)**

Take Bloomfield Avenue down to Summer Avenue. Make a right onto Summer Avenue. Go straight until the road curves to the left. Follow the curve and then make a quick right onto Martin Luther King Boulevard. Go straight about one mile to West Market Street. There is an overpass across the road (that corner is King Boulevard and West Market Street). The Historic Courthouse is on the left, the Hall of Records is on the right, and the Veterans Courthouse is directly behind the Hall of Records. There is parking on South Orange Avenue around the corner from the Veterans Courthouse.

**DIRECTIONS TO WILENTZ JUSTICE COMPLEX  
212 WASHINGTON STREET**

**ROUTE 22, 24, 1 & 9 OR I-78 - NEWARK**

Take the Exit for Route 21 (Newark). Route 21 becomes McCarter Highway in downtown Newark. From McCarter Highway, turn left onto Raymond Boulevard, then turn left onto Mulberry Street. Turn right onto Market Street. Take Market Street to Washington Street and make a right. The Wilentz Justice Complex is one block up on the right.

**GARDEN STATE PARKWAY**

Take the Garden State Parkway to Exit 145 to I-280 East. Take Exit 14A for Dr. Martin Luther King, Jr. Boulevard. Make a right at the traffic light at the bottom of the exit ramp onto Dr. Martin Luther King Boulevard. Take King Boulevard to Market Street and make a left. Take Market Street south for two blocks then make a left onto Washington Street. The Wilentz Justice Complex is the second building on the right.

### **NJ TURNPIKE**

From the NJ Turnpike, take Exit 15W to I-280 West. Take Exit 14B for Dr. Martin Luther King Jr. Blvd. Make a right at the traffic light at the bottom of the ramp onto King Blvd. Take this to Market Street and make a left. Take Market Street South two blocks then make a left onto Washington Street. The Wilentz Justice Complex is the second building on the right.

### **ROUTE 3**

From Route 3, take the Exit for Route 21 South (Newark). Take Route 21 south into downtown Newark where it becomes McCarter Highway. From McCarter Highway, turn right onto Raymond Boulevard, then turn left onto Mulberry Street. Turn right onto Market Street. Take Market Street to Washington Street and make a right. The Wilentz Justice Complex is one block up on the right.

## **DIRECTIONS TO PROBATION DEPARTMENT 60 EVERGREEN PLACE**

### **GARDEN STATE PARKWAY**

Exit Garden State Parkway at 145, keep left at the fork in the ramp. Follow signs for Evergreen Place and So. Clinton Street exit. You will see another ramp. Keep to the right at this fork in the ramp. Merge onto Freeway Drive West. Go straight approximately 5-6 traffic lights, turn left onto Evergreen Place. Go thru traffic light about 12 blocks. The building is on the left side.

### **ROUTE I-280 (EAST)**

Exit at Harrison St./Clinton St./East Orange. Merge onto Freeway Drive East. Turn right onto Evergreen Place. Go approximately 12 blocks. The building is on the left side.

**ROUTE I-280 (WEST)**

Follow signs for Evergreen Place and So. Clinton Street exit. Keep right at the fork in the ramp. Merge onto Freeway Drive West. Stay in left lane. Go approximately 5-6 traffic lights. Turn left onto Evergreen Place. Go approximately 22 blocks. Building is on the left.

**ROUTE 22, 24, 1&9, OR I-78**

Take the Exit for Route 21 North (Newark). Route 21 becomes McCarter Highway in downtown Newark. From McCarter Highway turn left onto Raymond Boulevard. Go one block and make a left onto Mulberry Street. Go one block and make a right onto Market Street. Market Street becomes West Market Street. Take West Market to Central Avenue and turn left onto Central Ave. Go approximately 3 miles to Evergreen Place. Turn right onto Evergreen Place. Go approximately two blocks. Building is on the right.

**ROUTE 3**

From Route 3, take the Exit for Route 21 South, going toward Newark. Take Route 21 South into downtown Newark where Route 21 becomes McCarter Highway. Take McCarter Highway to Raymond Boulevard and make a right. Go one block and make a left onto Mulberry Street. Go one block and make a right onto Market Street. Market Street becomes West Market Street. Take West Market to Central Avenue and make a left onto Central Ave. Go approximately 3 miles to Evergreen Place. Turn right onto Evergreen Place. Go approximately two blocks. Building is on the right.

**Information on the Judiciary Web site  
*njcourtsonline.com***

The New Jersey Judiciary web site offers valuable information about the structure of the New Jersey court system, job opportunities, forms, legal references and other topics, including information for children about the courts.



In addition, the Web site allows the public to access information that is specific to the Essex Vicinage under the heading:

***Local/County Courts***

The page includes information about the Essex Vicinage, representing yourself in court, forms with accompanying instructions, juror information and court operations.

# Support Your Court



**Volunteer Opportunities**

*Superior Court of New Jersey - Essex Vicinage  
50 West Market Street, Room 812-Veterans Courthouse  
Newark, NJ 07102*

**Volunteer Coordinator.....973-693-5717  
.....Fax: 973-424-6832**

The Superior Court of New Jersey is here to serve the citizens of Essex County. There are several important areas where hundreds of citizens assist the court as volunteers. Our enthusiastic volunteers gain much satisfaction from this work. We are always looking for more volunteers. To be appointed you must complete the application process and meet the qualification criteria. Thorough training is provided before the volunteer assignment begins.

**CASA.....Weekdays and some weekends (Flexible Hours)**  
**Court Appointed Special Advocates** are volunteers who provide a voice for foster children who are removed from their homes due to abuse, abandonment or neglect. Advocates visit the child in the foster placement and gather information from all key parties in the child’s current life to help the judge and Child Placement Review Board determine the best permanency plan for the child.

**CPR .....Monday - Thursday (Flexible Hours)**  
**Child Placement Review Boards** are a legislatively-mandated volunteer program responsible for reviewing the cases of children placed in foster care by the Division of Youth and Family Services (DYFS). Volunteer Board members review the DYFS case plan and make recommendations to a judge. The goal of the program is to assist the court in ensuring that out of home placement serves the best interests of the child. CPR is seeking concerned citizens from the community to participate on the review boards

**JATPP.....Monday and Wednesday 5 - 8 p.m.**  
**Juvenile Auto Theft Prevention Programs** use community interest groups and volunteers to educate first time juvenile offenders arrested for auto theft. Its aim is to prevent further auto thefts and other delinquent behavior.

**JCC.....Once monthly in each municipality (Evenings)**  
**Juvenile Conference Committees** hold informal hearings on complaints against juveniles with the goal of avoiding formal court action and preventing future misconduct.

**MMP.....Monday - Friday (Day and Evenings)**  
**Municipal Mediation Program** provides an avenue to resolve disputes outside of the traditional court litigation. Volunteer mediators assist disputing parties in reaching a mutually acceptable solution. Basic mediation and conciliation skills training (an 18-hour course) are required of all volunteers prior to appointment.

**SCM.....Monday -Thursday, 8:30 a.m. - 12 p.m.**  
**Special Civil Mediation** is a program to help parties come to an agreement in their dispute which is mutually acceptable and avoids formal court hearings. Mediation is often a more satisfactory resolution than other means. Mediation training is provided for both attorneys and non-attorney mediators.

**SVP ..... Fridays, 4 - 6 p.m., alternate Saturdays 10 a.m. - 2 p.m. and alternate Saturdays 12:30 - 2:30 p.m.**  
**Supervised Visitation Program** enables non-custodial parents to visit their children in a structured setting when the court deems such an arrangement necessary. Volunteers assist court staff in the monitoring of the visits which are very important to the affected children.

**NAC .....Seven days per week (Flexible Hours)**  
**Newark Alliance for Compliance Program** has volunteer mentors who work with Juvenile Probationers to serve as a positive role model and assist the juvenile in navigating the treacherous teen years in Newark and the surrounding municipalities.

**ACMC - Essex Vicinage**  
**Advisory Committee on Minority Concerns** is the local representative of the New Jersey Supreme Court Committee on Minority Concerns. The goal of the Committee is to advise the Court on how the judiciary can best assure fairness, impartiality and equal access.  
*Working committee that meets monthly 5-7:30 p.m. Must send letter of interest, resume and two letters of recommendation.*



# **NEW JERSEY JUDICIARY**

## **Administrative Office of the Courts**

**Stuart A. Rabner**  
Chief Justice

**Glenn A. Grant, J.A.D.**  
Acting Administrative Director  
of the Courts

**Patricia K. Costello**  
Assignment Judge

**Collins E. Ijoma**  
Trial Court Administrator