Civil Division Fact Sheet

Superior Court of New Jersey-Sussex County Judicial Center

43-47 High Street, Newton, NJ 07860

CIVIL INTAKE OFFICE

Location: Plaza Level
Telephone: 973.579.0918

The Civil Intake Office is a centralized location where attorneys and litigants who are representing themselves can receive information and forms for Civil and Special Civil Cases.

The Civil Part is NJ's civil court of general jurisdiction. There is no limit to the amount that can be sued for.

The Special Civil Part (SCP) is the civil court of limited jurisdiction. The Special Civil Part deals with three types of cases

- Landlord/Tenant Matters
- Small Claims lawsuits up to $3,000
- Special Civil lawsuits up to $15,000

Additional civil procedures that are handled by the Civil Intake Office

- Change of Name
- Abandoned Vehicle Title

CIVIL CASE RECORDS

Location: Plaza Level
Telephone: 973.579.0918

Copies of Civil Records may be obtained from this office.

CHANCERY DIVISION

Telephone: 973.579.0918

The jurisdiction of the Chancery Division to grant relief, generally exists in the following areas:

General

Equity Relief

- Enforcing the performance of contracts, trusts and fiduciary obligations
- Re-executing or correcting instruments erroneously drafted
- Setting aside transactions that were illegal
- Executing writs of attachment
- Stopping actions that will cause irreparable harm

Foreclosures

- Granting relief involving the reacquisition of property upon default of mortgage or tax payments

Probate

- Protecting infants or persons with mental incapacities
- Executing wills
- Completing gifts according to the donor's intent

OTHER IMPORTANT COURT INFORMATION

Transcript Requests
Location: Law Library
Telephone: 973.579.0702
This office receives, processes and monitors court transcripts and provides them as a matter of public record for all cases.

Interpreter's Services
Individuals who need an interpreter should contact the division to which their cases have been assigned.

ADA Information
Individuals who need an accommodation should contact the division to which their cases have been assigned.

Assistant Trial Court Administrator's Office
Location: 2nd Floor, Justice Center
Telephone: 973.579.0738
This office oversees operational matters within the Courts.

Office of The Ombudsman
Location: Morris County Courthouse, rm. 253
Telephone: 973.656.3969