

GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

www.njcourts.com • Phone: 609-984-0275 • Fax: 609-984-6968

TO: **Hon. Carmen Messano**
 Assignment Judges
 Hon. Patrick DeAlmeida
 Civil, Criminal, Family, General Equity and
 Municipal Presiding Judges
 AOC Directors and Assistant Directors
 Clerks of Court
 Trial Court Administrators
 Division Managers, All Divisions

Supplement to Directive #03-11

FROM: **Glenn A. Grant, J.A.D.** 

SUBJ: **Supplement to Directive #03-11 - Waiver of Copying Fees for**
 Requests of Fewer Than 20 Pages

DATE: **March 7, 2017**

This promulgates an amendment to Directive #03-11, "Procedures for Providing Access to Court Records and Administrative Records Pursuant to Rule 1:38," as approved by the Supreme Court. The amendment, attached hereto, is effective immediately.

The revision amends Paragraph 4, attached, of the Procedures for Providing Access to Court Records and Administrative Records Pursuant to Rule 1:38 so as to provide that copy fees are to be waived for requests of fewer than 20 pages where the fee is not set by statute.

Questions or concerns regarding this Directive or about Rule 1:38 may be directed to Michelle M. Smith, Clerk of the Superior Court, at 609-984-4200.

Attachment

cc: Chief Justice Stuart Rabner
 Steven D. Bonville, Chief of Staff
 Melaney S. Payne, Special Assistant
 Ann Marie Fleury, Special Assistant
 Mary B. Patterson, Asst Chief, SCCO
 ATCAs/Operations Managers
 Finance Division Managers

**Paragraph 4 of the Procedures for Providing Access to
Court Records and Administrative Records Pursuant to Rule 1:38**

4. **Copy Fees.** The fees for copying a paper court record, which are listed on the records request form, are 5 ¢ per page letter size and 7 ¢ per page legal size. Attachment B describes additional fees charged for certified records, exemplified records and copies of records with a court seal. Personal check, money order, cash or attorney collateral account is acceptable for payment. Copy fees are to be waived when federal, state, or local government entities, including military recruiters, request a small number of copies of records, or for any copy request of fewer than 20 total pages where the fee is not set by statute. Individuals making such requests on behalf of a government agency should furnish official identification. Government agencies requesting a large number of copies may still be assessed a charge to defray at least a portion of the Judiciary's costs.