

NOTICE TO THE BAR

APPENDICES TO THE RULES OF COURT – CURRENT VERSIONS OF THOSE APPENDICES RELATING TO THE SPECIAL CIVIL PART

This notice publishes the current versions of eleven Appendices to the Rules of Court that relate to the Special Civil Part (Rules Appendices VI, XI-A(1); XI-A(2); XI-B; XI-G; XI-I; XI-J; XI-N; XI-P; XI-Q; and XI-Y). These current versions of these Appendices reflect all recent changes made and directed to be made either through the Omnibus Rule Amendment Order, separate orders, or notices to the bar (as well as certain housekeeping revisions), as set forth below. These versions are effective retroactive to September 1, 2018.

On March 7, 2017, the Supreme Court adopted amendments to various Part VI Court Rules, replacing “Clerk of the Special Civil Part” with “Clerk of the Superior Court” in Rules 6:1-1, 6:1-3, 6:2-2, 6:4-1, and 6:7-3. The amendments were published by Notice to the Bar dated April 6, 2017. That Notice provided that conforming revisions should be made to affected Rules Appendices so as to change “Clerk of the Special Civil Part” to “Clerk of the Superior Court.” This Notice to the Bar formally implements that direction in the attached Appendices.

Some Special Civil Part-related Rules Appendices recently were revised to remove the words “under the section for Forms” from the language directing users where to find electronic versions of the form on the Judiciary website (njcourts.gov) since there is not a separate Forms section. Rather, these forms are available through the Self-Help Center page (in the Forms and Instructions portion) on the Judiciary website.

To ensure that changes to party information are captured in Judiciary systems, including eCourts and ACMS, a checkbox has been added to certain forms to highlight when a new address or phone number has been provided.

Consistent with its continued commitment to court access, the Court, as part of its July 27, 2018 Omnibus Rule Amendment Order, added Spanish translations of certain existing Special Civil Part forms/Rules Appendices.

Questions regarding the above-described revisions to these Rules Appendices may be directed to Special Assistant Jessica Lewis Kelly at Jessica.LewisKelly@njcourts.gov. General questions regarding these Rules Appendices may be directed to Special Civil Part Chief Lloyd Garner at Lloyd.Garner@njcourts.gov.



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

Dated: September 14, 2018

Re:

**Superior Court of New Jersey
Law Division, Special Civil Part**
_____ County

v.

Docket No. _____

Notice to Debtor

To: _____, designated defendant:

An attempt has been made to levy upon your asset, in an amount not to exceed \$_____ at the instruction of: _____ to satisfy in whole or in part the judgment against you in the above matter. If you are an individual rather than a business entity, some property may be exempt from execution by Federal and State law, including but not limited to clothing and a total of \$1,000.00 of cash and personal property, except for goods purchased as part of the transaction which led to the judgment in this case. In addition, welfare benefits, social security benefits, S.S.I. benefits, V.A. benefits, unemployment benefits, workers' compensation benefits and child support you receive are exempt, even if the funds have been deposited in a bank account. If any funds belong to a joint owner an objection to the levy can be filed to release the funds not owned by the debtor from the levy.

If the levy is against an account at a bank listed below, the bank has already been notified to place a hold on any account that you may have at the bank. However, the funds will not be taken from your account until the court so orders. If you are entitled to an exemption as an individual, you may claim your exemption by notifying the clerk of the court and the person who ordered this levy of your reasons why your property is exempt. This claim must be in writing and if it is not mailed within 10 days of service of this notice, your property is subject to further proceedings for execution. The address of the court is: _____. If this judgment has resulted from a default, you may have the right to have this default judgment vacated by making an appropriate motion to the court. Contact an attorney or the clerk of the court for information on making such a motion, or, for forms and instructions, go to: njcourts.gov/forms/10543_motion_spccvl.pdf.

A Writ of Execution has been served on the following:

1. _____
2. _____
3. _____
4. _____
5. _____

The name and address of the person who ordered this levy is:

Certification of Service

I mailed a copy of this notice to the defendant(s) and the person who requested the levy on _____, 20____, the same day this levy was made or the execution was served on a bank. I certify that the foregoing statements made by me are true. I am aware that if the foregoing statements made by me are willfully false, I am subject to punishment.

Date: _____

(Signature)

(Court Officer)

Para la información específica en esta causa, vea la versión en inglés

Asunto:

Tribunal Superior de Nueva Jersey
División de Derecho, Parte Civil Especial
Condado de _____

contra

Nro. del expediente _____

Aviso al Deudor
(Notice to Debtor)

A: _____, demandado(a) designado(a):

Se han tratado de gravar sus activos en una cantidad que no exceda de \$ _____ siguiendo las instrucciones de: _____ para satisfacer totalmente o en parte un fallo en su contra en el asunto indicado arriba. Si usted es un individuo en vez de una entidad comercial, por ley federal y estatal alguna propiedad puede ser exenta de la ejecución, la cual incluye, aunque no se limita a ropa y un total de \$1,000.00 en efectivo y propiedad personal, salvo las mercancías compradas como parte de la transacción que llevó al fallo en esta causa. Además, los beneficios de asistencia pública, seguridad social, S.S.I., veteranos, desempleo, compensación por accidentes de trabajo, así como la manutención de menores que usted reciba están exentos, inclusive si los fondos se han depositado en una cuenta bancaria. Si cualquiera de los fondos pertenece a un dueño conjunto, se puede presentar una objeción al gravamen para que se liberen del gravamen los fondos de los cuales el (la) deudor(a) no es el (la) dueño(a).

Si el gravamen se impone contra una cuenta en un banco enumerado abajo, ya se le ha notificado al banco que ponga una retención sobre cualquier cuenta que usted pueda tener en ese banco. Sin embargo, los fondos no serán tomados de su cuenta hasta que el juez así lo ordene. Su usted, como individuo, tiene derecho a una exención, puede reclamar su exención notificándoles al secretario del tribunal y a la persona que ordenó este gravamen los motivos por los cuales su propiedad está exenta. Esta reclamación tiene que hacerse por escrito y, si no se envía por correo dentro de los 10 días del diligenciamiento de este aviso, su propiedad está sujeta a procedimientos adicionales para la ejecución. La dirección del tribunal es: _____. Si este fallo ha sido como resultado de un incumplimiento, usted puede tener derecho a que se anule el fallo si presenta un pedimento apropiado al juez. Comuníquese con un abogado o con el secretario del tribunal para obtener información sobre cómo presentar tal pedimento y para obtener los formularios e instrucciones, vaya a: njcourts.gov/forms/10543_motion_spcv1_spn.pdf.

Se ha notificado una orden de ejecución a los enumerados a continuación:

1. _____
2. _____
3. _____
4. _____
5. _____

El nombre y apellido y la dirección de la persona que ordenó este gravamen son:

Certificación de la Entrega

Envíe por correo una copia de este aviso al (a los) demandado(s) y a la persona que solicitó el gravamen el _____ de 20____, el mismo día que se impuso este gravamen o se le entregó la ejecución a un banco. Certifico que las declaraciones que preceden hechas por mí son verdaderas. Sé que, si mis declaraciones precedentes fueran voluntariamente falsas, estoy sujeto a castigo.

Fecha: _____

(Firma)

(Funcionario Judicial)



Court's Address and Phone Number:
_____ Special Civil Part

Telephone No. _____

**Superior Court of New Jersey
Law Division, Special Civil Part**

_____ County

Docket No: DC _____

**Civil Action
SUMMONS**

Check one ☐ Contract ☐ Tort

YOU ARE BEING SUED!

Person or Business Suing You (Plaintiff)

(See the following page(s) for additional plaintiffs)

Plaintiff's Attorney Information

Person or Business Being Sued (Defendant)

(See the following page(s) for additional defendants)

The Person or Business Suing You Claims You Owe the Following:

Demand Amount	\$ _____
Filing Fee	\$ _____
Service Fee	\$ _____
Attorney's Fees	\$ _____
TOTAL	\$ _____

FOR JUDICIARY USE ONLY

In the attached complaint, the person or business suing you briefly tells the court his or her version of the facts of the case and how much money he or she claims you owe. **If you do not answer the complaint, you may lose the case automatically and the court may give the plaintiff what the plaintiff is asking for, plus interest and court costs. You have 35 days from the date of service to file your answer or a signed agreement.** If a judgment is entered against you, a Special Civil Part Officer may seize your money, wages or personal property to pay all or part of the judgment. The judgment is valid for 20 years.

IF YOU DISAGREE WITH THE PLAINTIFF'S CLAIMS, A WRITTEN ANSWER OR SIGNED AGREEMENT MUST BE RECEIVED BY THE COURT ABOVE, ON OR BEFORE _____, OR THE COURT MAY RULE AGAINST YOU. IF YOU DISAGREE WITH THE PLAINTIFF, YOU MUST DO ONE OR BOTH OF THE FOLLOWING:

1. **Answer the complaint.** An answer form that will explain how to respond to the complaint is available at any of the New Jersey Special Civil Part Offices or on the Judiciary's Internet site njcourts.gov. If you decide to file an answer to the complaint made against you:
 - Fill out the Answer form AND pay the applicable filing fee by check or money order payable to: **Treasurer, State of New Jersey**. Include **DC** _____ (your Docket Number) on the check.
 - Mail or hand deliver the completed Answer form and the check or money order to the court's address listed above.
 - Hand deliver or send by regular mail a copy of the completed Answer form to the plaintiff's attorney. If the plaintiff does not have an attorney, send your completed answer form to the plaintiff by regular and certified mail. This **MUST** be done at the same time you file your Answer with the court on or before _____.
2. **Resolve the dispute.** Contact the plaintiff's attorney, or contact the plaintiff if the plaintiff does not have an attorney, to resolve this dispute. The plaintiff may agree to accept payment arrangements. If you reach an agreement, mail or hand deliver the **SIGNED** agreement to the court's address listed above on or before _____.

Please Note - You may wish to get an attorney to represent you. If you cannot afford to pay for an attorney, free legal advice may be available by contacting Legal Services at _____. If you can afford to pay an attorney but do not know one, you may call the Lawyer Referral Services of your local County Bar Association at _____. Notify the court now if you need an interpreter or an accommodation for a disability for any future court appearance.

/s/ Name _____

Clerk of the Superior Court



Dirección y teléfono del tribunal:

Parte Civil Especial de _____

Número de teléfono: _____

**El Tribunal Superior de Nueva Jersey
División de Derecho, Parte Civil Especial**

Condado de _____

Número del expediente: DC _____

**Demanda de Acción Civil
NOTIFICACIÓN DE DEMANDA**

Marque si es ☐ Contrato ☐ Ilícito Civil

¡LE ESTÁN DEMANDANDO!

**Persona o entidad comercial que le está demandando
(el demandante)**

El Demandante: Consigne la información al dorso.
(Vea en la(s) página(s) siguiente(s) los demandantes adicionales)

Información sobre el abogado del demandante

El Demandante: Consigne al dorso la información sobre el
abogado del demandante.

**Persona o entidad comercial que está siendo
demandada (el demandado)**

El Demandante: Consigne la información al dorso.
(Vea en la(s) página(s) siguiente(s) los demandados adicionales)

**La persona o entidad comercial que le está demandando
afirma que usted le debe lo siguiente:**

Cantidad a la vista	XXXXXXXXXX
Tasa judicial	XXXXXXXXXX
Cargo del emplazamiento	XXXXXXXXXX
Honorarios del abogado	XXXXXXXXXX
TOTAL	XXXXXXXXXX

PARA USO EXCLUSIVO DEL PODER JUDICIAL

En la demanda adjunta la persona o entidad comercial que le está demandando le informa brevemente al juez su versión de los hechos de la causa y la suma de dinero que afirma que usted le debe. **Si usted no responde a la demanda, puede perder la causa automáticamente y el juez puede dar al demandante lo que está pidiendo más intereses y los costos legales. Usted tiene 35 días a partir de la fecha del emplazamiento para presentar su respuesta o un acuerdo firmado.** Si se dicta un fallo en su contra, un Oficial de la Parte Civil Especial puede embargar su dinero, sueldo o sus bienes muebles (personales) para pagar todo el fallo o una parte del mismo. El fallo es válido por 20 años.

SI USTED NO ESTÁ DE ACUERDO CON LAS ALEGACIONES DEL DEMANDANTE, EL TRIBUNAL TIENE QUE RECIBIR UNA RESPUESTA POR ESCRITO O UN ACUERDO FIRMADO PARA EL _____, O ANTES DE ESA FECHA, O EL JUEZ PUEDE EMITIR UN FALLO EN SU CONTRA. SI USTED NO ESTÁ DE ACUERDO CON EL DEMANDANTE, DEBE HACER UNA DE LAS SIGUIENTES COSAS O LAS DOS:

- 1. Responder a la demanda.** Un formulario de respuesta que le explicará cómo responder a la demanda está disponible en cualquiera de las Oficinas de la Parte Civil Especial de Nueva Jersey o en el sitio Internet del Poder Judicial njcourts.gov. Si usted decide presentar una respuesta a la demanda que se hizo en su contra:
 - Llene el formulario de Respuesta Y pague la tasa judicial de presentación que corresponda mediante un cheque o giro bancario o postal acreditable al: "**Treasurer, State of New Jersey**" (Tesorero del Estado de Nueva Jersey). Incluya el número **DC** _____ (el número de su expediente) en el cheque.
 - Envíe por correo el formulario de Respuesta llenado y el cheque o giro bancario o postal a la dirección del tribunal que figura más arriba, o entréguelos personalmente en dicha dirección.
 - Entregue personalmente o envíe por correo común una copia del formulario de Respuesta llenado al abogado del demandante. Si el demandante no tiene abogado, envíe su formulario de respuesta llenado al demandante por correo común y por correo certificado. Esto **SE TIENE** que hacer al mismo tiempo que presente su Respuesta al tribunal a más tardar el _____.
- 2. Resolver la disputa.** Comuníquese con el abogado del demandante, o con el demandante si éste no tiene abogado, para resolver esta disputa. El demandante puede estar de acuerdo con aceptar arreglos de pago. **Si llegara a un acuerdo, envíe por correo el acuerdo FIRMADO** a la dirección del tribunal que figura más arriba, **o entréguelo personalmente** en dicha dirección a más tardar el _____.

Nota - Puede que usted quiera conseguir que un abogado para que lo represente. Si usted no puede pagar un abogado, podría obtener consejos legales gratuitos si se comunica con Legal Services (Servicios Legales) llamando al _____. Si usted puede pagar un abogado, pero no conoce a ninguno, puede llamar al Lawyer Referral Services (Servicios de Recomendación de Abogados) del Colegio de Abogados (Bar Association) de su condado local al _____. Notifique al tribunal ahora si usted necesita un intérprete o un arreglo por una discapacidad para cualquier comparecencia futura en el tribunal.

/s/ Nombre y apellido _____
Secretario del Tribunal Superior

SMALL CLAIMS SUMMONS AND RETURN OF SERVICE



THE SUPERIOR COURT OF NEW JERSEY

Law Division, Special Civil Part

SMALL CLAIMS SUMMONS

YOU ARE BEING SUED!

IF YOU WANT THE COURT TO HEAR YOUR SIDE OF THIS CASE, YOU MUST APPEAR IN COURT. IF YOU DO NOT, THE COURT MAY RULE AGAINST YOU. READ ALL OF THIS PAGE AND THE NEXT PAGE FOR DETAILS.

In the attached complaint, the person suing you (who is called *the plaintiff*) briefly tells the court his or her version of the facts of the case and how much money he or she claims you owe. **You are cautioned that if you do not come to court on the trial date to answer the complaint, you may lose the case automatically**, and the court may give the plaintiff what the plaintiff is asking for, plus interest and court costs. If a judgment is entered against you, a Special Civil Part Officer may seize your money, wages or personal property to pay all or part of the judgment and the judgment is valid for 20 years.

You can do one or more of the following things:

1. *Come to court to answer the complaint.* You do not have to file a written answer, but if you dispute the complaint and want the court to hear your side of the case, you must appear in court on the date and at the time noted on the next page.

AND/OR

2. *Resolve the dispute.* You may wish to contact the plaintiff's lawyer, or the plaintiff if the plaintiff does not have a lawyer, to resolve this dispute. **You do not have to do this unless you want to.** This may avoid the entry of a judgment and the plaintiff may agree to accept payment arrangements, which is something that cannot be forced by the court. You will have to appear in court on the trial date unless a written agreement is reached and filed with the court.

AND/OR

3. *Get a lawyer.* If you cannot afford to pay for a lawyer, free legal advice may be available by contacting Legal Services at _____. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at _____.

If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

La traducción al español se encuentra al dorso de esta página.

Clerk of the Superior Court

**NOTIFICACIÓN DE DEMANDA EN RECLAMACIÓN DE MENOR CUANTÍA Y
CONSTANCIA DE EMPLAZAMIENTO**



**EL TRIBUNAL SUPERIOR DE NUEVA JERSEY
División de Derecho, Parte Civil Especial
NOTIFICACIÓN DE DEMANDA RECLAMACIÓN DE MENOR CUANTÍA**

¡LE ESTÁN DEMANDANDO!

SI USTED QUIERE QUE EL TRIBUNAL VEA SU VERSIÓN DE ESTA CAUSA TIENE QUE COMPARECER EN EL TRIBUNAL. SI NO COMPARECE, EL TRIBUNAL PODRÍA DECIDIR EN SU CONTRA. PARA LOS DETALLES, LEA TODA ESTA PÁGINA Y LA QUE SIGUE.

En la demanda adjunta, la persona que le está haciendo juicio (que se llama *el demandante*) da al juez su versión breve de los hechos del caso y la suma de dinero que alega que usted le debe. **Se le advierte que si usted no viene al tribunal en la fecha del juicio para contestar la demanda, es posible que pierda la causa automáticamente** y el tribunal puede dar al demandante lo que pide más intereses y costas judiciales. Si se asienta una decisión en contra de usted, un Oficial de la Parte Civil Especial (Special Civil Part Officer) puede embargar su dinero, salario o bienes muebles para pagar toda la adjudicación o parte de ella, y la adjudicación permanece vigente durante 20 años.

Usted puede escoger entre las siguientes cosas y optar por una o más de una:

1. *Venir al tribunal para contestar la demanda.* No hace falta que presente una contestación por escrito, pero si usted disputa la demanda y quiere que el juez vea su versión de la causa, tiene que comparecer en el tribunal en la fecha y a la hora indicadas en la página que sigue.

ADEMÁS, O EN VEZ DE ELLO, USTED PUEDE

2. *Resolver la disputa.* Usted posiblemente quiera comunicarse con el abogado del demandante, o con el demandante mismo, si el demandante no tiene abogado, para resolver esta disputa. **No está obligado a hacerlo si no quiere.** Una resolución puede evitar que se asiente una adjudicación en su contra y el demandante podría estar de acuerdo con aceptar un convenio para que se le hagan los pagos -- lo cual es algo que el juez no puede imponer. Tendrá que comparecer en el tribunal en la fecha del juicio a menos que se llegue a un acuerdo por escrito que se registra en el tribunal.

ADEMÁS, O EN VEZ DE ELLO, USTED PUEDE

3. *Conseguir un abogado.* Si usted no tiene dinero para pagar a un abogado, es posible que pueda recibir consejos legales gratuitos si se comunica con la oficina de Servicios Legales (Legal Services) al _____. Si tiene dinero para pagar un abogado, pero no conoce ninguno, puede llamar a Servicios de Recomendación de Abogados (Lawyer Referral Services) del Colegio de Abogados (Bar Association) de su condado local al _____.

Si necesita un intérprete o algún arreglo por una discapacidad, tiene que notificárselo inmediatamente al tribunal.

Secretario del Tribunal Superior

SMALL CLAIMS SUMMONS AND RETURN OF SERVICE – PAGE 2

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number.

Plaintiff or Plaintiff's Attorney Information:

Name: _____

NJ Attorney ID Number _____

Address: _____

Phone: _____

Plaintiff(s)

versus

Defendant(s)

Defendant Information:

Name: _____

Address: _____

Phone: _____

SUPERIOR COURT OF NEW JERSEY LAW DIVISION, SPECIAL CIVIL PART

_____ COUNTY

Docket Number: _____
(to be provided by the court)

Civil Action
SUMMONS

(Check one): ☐ Contract ☐ Tort

Demand Amount: \$ _____

Filing Fee: \$ _____

Service Fee: \$ _____

Attorney's Fees: \$ _____

TOTAL: \$ _____

YOU MUST APPEAR IN COURT ON THIS DATE _____ **AND TIME** _____ ☐ a.m. ☐ p.m.
OR THE COURT MAY RULE AGAINST YOU.

REPORT TO: _____

RETURN OF SERVICE (For Court Use Only)

Date Served: _____

RETURN OF SERVICE IF SERVED BY COURT OFFICER

Docket Number _____

Date: _____ Time: _____ WM _____ WF _____ BM _____ BF _____ OTHER _____

HT _____ WT _____ AGE _____ HAIR _____ MUSTACHE _____ BEARD _____ GLASSES _____

NAME: _____ RELATIONSHIP: _____

Description of Premises _____

I hereby certify the above to be true and accurate:

Special Civil Part Officer

TENANCY SUMMONS AND RETURN OF SERVICE (R. 6:2-1)

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Telephone Number _____

Superior Court of New Jersey

Law Division, Special Civil Part

_____ **County**

Docket Number: LT - _____
(to be provided by the court)

Plaintiff(s)

versus

Civil Action

SUMMONS

LANDLORD/TENANT

Defendant (s)

Defendant Information:

Name: _____

Address: _____

Phone: _____

 Nonpayment

Other _____

NOTICE TO TENANT: The purpose of the attached complaint is to permanently remove you and your belongings from the premises. If you want the court to hear your side of the case you must appear in court on this date and time: _____ at _____ ☐ a.m. ☐ p.m., or the court may rule against you.

REPORT TO: _____.

If you cannot afford to pay for a lawyer, free legal advice may be available by contacting Legal Services at _____. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at _____.

You may be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at _____, telephone number _____.

If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

Si ud. no tiene dinero para pagar a un abogado, es posible que pueda recibir consejos legales gratuitos si se comunica con Servicios Legales (Legal Services) al _____. Si tiene dinero para pagar a un abogado pero no conoce ninguno puede llamar a Servicios de Recomendación de Abogados (Lawyer Referral Services) del Colegio de Abogados (Bar Association) de su condado local al _____.

Es posible que pueda recibir asistencia con la vivienda si se comunica con la agencia de asistencia publica (welfare agency) de su condado al _____, telefono _____.

Si necesita un interprete o alguna acomodación para un impedimento fisico, tiene que notificárselo inmediatamente al tribunal.

Date: _____

Clerk of the Superior Court

COURT OFFICER'S RETURN OF SERVICE (FOR COURT USE ONLY)

Docket Number: _____ Date: _____ Time: _____
WM ____ WF ____ BM ____ BF ____ OTHER ____ HT ____ WT ____ AGE ____ MUSTACHE ____ BEARD ____ GLASSES ____
NAME: _____ RELATIONSHIP: _____

Efforts Made to Personally Serve _____

Description of Premises if Posted _____

I hereby certify the above to be true and accurate: _____
Special Civil Part Officer

WARRANT OF REMOVAL

(Una traducción al español comienza en la página 3)

Docket No.: _____

Superior Court of New Jersey
Law Division, Special Civil Part
Landlord/Tenant Section Any County
(Court Address -- 1st Line)
(Court Address -- 2nd Line)
City, NJ 00ZIP
Phone No. (XXX) XXX-XXXX

Plaintiff's Name

Plaintiff(s) - Landlord(s)

- vs -

Defendant's Name

Defendant(s) - Tenant(s)

(Address -- 1st Line)

(Address -- 2nd Line)

City, NJ 00ZIP

WARRANT OF REMOVAL

To: Name of Court Officer
(Special Civil Part Officer)

You are hereby commanded to dispossess the tenant and place the landlord in full possession of the premises listed above. Local police departments are authorized and requested to provide assistance, if needed, to the officer executing this warrant.

To: Name of Defendant
(Tenant(s))

You are to remove all persons and property from the above premises within three days after receiving this warrant. Do not count Saturday, Sunday and holidays in calculating the three days. If you fail to move within three days, a court officer will thereafter remove all persons from the premises at any time between the hours of 8:30 a.m. and 4:30 p.m. on or after _____ (month) _____ (day), _____ (year). Thereafter, your possessions may be removed by the landlord, subject to applicable law (N.J.S.A. 2A:18-72 *et seq.*). The 3 day provision applicable to residential tenants does not apply to commercial property. Commercial tenants may be evicted at the time the warrant is served.

It is a crime for a tenant to damage or destroy a rental premises to retaliate against a landlord for starting an eviction proceeding in court and in addition to imposing criminal penalties the court may require the tenant to pay for any damage.

You may be able to stop this warrant and remain in the premises temporarily if you apply to the court for relief. You may apply for relief by delivering a written request to the Office of the Special Civil Part and to the landlord or landlord's attorney. Your request must be personally delivered and received by the Clerk within three days after this warrant was served or you may be locked out. Before stopping this warrant, the court may include certain conditions, such as the payment of rent.

You may also be eligible for housing assistance or other social services. To determine your eligibility, you must contact the welfare agency in your county at _____ (address) _____, telephone number (XXX) XXX-XXXX.

Only a court officer can execute this warrant. It is illegal and a disorderly person's offense for a landlord to padlock or otherwise block entry to a rental premises while a tenant who lives there is still in legal possession. A landlord can only do these things in a distraint action involving non-residential premises. If your property has been taken or you have been locked out or denied use of the rental premises by anyone other than a court officer who is executing a warrant of removal you can contact the Office of the Special Civil Part for help in (a) requesting an emergency order to return your property and/or put you back into your home; and/or (b) filing a lawsuit requesting a judgment for money.

If you do not have an attorney, you may call the Lawyer Referral Service at (XXX) XXX-XXXX. Si usted puede pagar los servicios de un abogado, pero no conoce a ninguno, puede llamar a las oficinas del Servicio de Recomendación de Abogados del Colegio de Abogados de su Condado. Teléfono: (XXX) XXX-XXXX. If you cannot afford an attorney, you may call Legal Services at (XXX) XXX-XXXX. Si usted no puede pagar un abogado, puede llamar a Servicios Legales: (XXX) XXX-XXXX.

To: Landord XXXXX XXXXX
Address: XXXXXXXXXXXXX
City, NJ 00ZIP
Telephone: (XXX) XXX-XXXX

A person commits a disorderly person's offense if he or she does any of the following things after being warned by a law enforcement officer or other public official that they are illegal: (1) illegally evicts a residential tenant without a warrant of removal issued by a court or the consent of the tenant; or (2) refuses to immediately let the tenant who was evicted this way back into the premises to live there. A person who is convicted of an offense under this section more than once within a five-year period is guilty of a crime of the fourth degree.

"Illegal eviction" means to enter onto or into the rental premises and hold it by:

- (1) any kind of violence including threatening to kill or injure the tenant;
- (2) words, circumstances or actions which are clearly intended to incite fear, apprehension or a sense of danger in the tenant;
- (3) putting the personal property or furniture of the tenant outside;
- (4) entering peacefully and then, by force or threats, putting the tenant out;
- (5) padlocking or changing the locks;
- (6) shutting off vital services such as heat, electricity and water or causing them to be shut off; or
- (7) any means other than a court officer executing a warrant of removal issued by a court.

To: Law Enforcement Officers

Tenants evicted without a warrant of removal are entitled to reenter and reoccupy the premises and shall not be considered trespassers or chargeable with any offense provided that a law enforcement officer is present at the time of reentry. It is the duty of the officer to prevent the landlord or anyone else from obstructing or hindering the reentry and re-occupancy of the dwelling by a tenant who was evicted without a warrant of removal executed by a court officer.

Date: _____

Witness: _____
(Judge)

Clerk of the Superior Court

Certification of Service and Execution of Warrant of Removal

I hereby certify that I (check as applicable) ☐ served ☐ executed this warrant of removal as follows:

Date First Served: _____	Method of Service: _____
If Unserved, Why: _____	Must Vacate By: _____
Date and Time Executed: _____	Date Executed Warrant Posted: _____
Date Executed Warrant Served on Tenant: _____	Date Executed Warrant Served on Landlord: _____
Mileage Charge for Execution: \$ _____	Additional Services Charge: \$ _____
Additional Services Performed: _____	

Signature of Special Civil Part Officer

Printed or Typed Name of Officer

[Note: Adopted effective January 2, 1989; amended June 29, 1990, effective September 4, 1990; amended July 14, 1992, effective September 1, 1992; amended July 10, 1998 to be effective September 1, 1998; amended July 12, 2002 to be effective September 3, 2002; amended July 28, 2004 to be effective September 1, 2004; amended July 27, 2006 to be effective September 1, 2006; amended March 7, 2017 effective immediately, amended July 27, 2018 to be effective September 1, 2018.]

ORDEN DE MUDANZA

Para la información específica en esta causa, vea la versión en inglés.

Número del expediente _____

Plaintiff's Name

Demandante - Propietarios

- contra -

Defendant's Name

Demandado(a) - Inquilinos

(Address -- 1st Line)

(Address -- 2nd Line)

City, NJ 00ZIP

Tribunal Superior de Nueva Jersey

División de Derecho, Parte Civil Especial

Sección de Propietarios/Inquilinos del Condado de _____

(Court Address -- 1st Line)

(Court Address -- 2nd Line)

City, NJ 00ZIP

Teléfono (XXX) XXX-XXXX

ORDEN DE MUDANZA

A: Name of Court Officer

(Funcionario de la Parte Civil Especial)

Por este medio se le ordena desahuciar al inquilino y colocar al propietario en plena posesión del inmueble detallado arriba. Los departamentos locales de la policía están autorizados para proveerle ayuda al funcionario que ejecute esta orden y se les solicita que así lo hagan si fuera necesario.

A: Name of Defendant

(Inquilino)

Usted ha de sacar a todas las personas y pertenencias del local descrito arriba dentro de los tres días siguientes al recibo de esta orden judicial. Al calcular los tres días no cuente el sábado, el domingo, ni los días feriados. Si no se muda dentro de los tres días, después de ese tiempo un funcionario judicial expulsará a todas las personas del local entre las 8:30 de la mañana y las 4:30 de la tarde a más tardar el _____ (mes) _____ (día), _____ (año). A partir de entonces, sus pertenencias pueden ser sacadas por el propietario, sujeto a la ley correspondiente (*N.J.S.A. 2A:18-72 et seq.*). La disposición de 3 días que corresponde para los inquilinos de una residencia no corresponde para una propiedad comercial. Los inquilinos de un local comercial pueden ser desalojados en el momento en que se entregue la orden judicial.

Es un crimen que un inquilino dañe o destruya un local alquilado para tomar represalia contra un propietario por haber comenzado un proceso de desalojo en el tribunal y, por ello, el juez, además de imponer penalidades por el crimen, puede requerir que el inquilino pague cualquier daño causado.

Usted podría detener esta orden y permanecer temporalmente en el inmueble si solicita una acción judicial de protección. Para solicitarla, entregue una petición por escrito al Oficina de la Parte Civil Especial y al propietario o al abogado del propietario. Su petición tiene que entregarse personalmente y ser recibida por el Secretario dentro de los tres días siguientes a que se haya diligenciado esta orden o se le puede impedir el acceso al local. Antes de detener el cumplimiento de esta orden, el juez puede incluir ciertas condiciones, tales como el pago del alquiler.

Usted también podría reunir las condiciones para obtener ayuda para la vivienda u otros servicios sociales. Para determinar si reúne las condiciones necesarias, debe comunicarse con la agencia de beneficios sociales (*welfare*) de su condado en la siguiente dirección _____ (address) _____, número de teléfono (XXX) XXX-XXXX.

Solamente un funcionario judicial puede ejecutar esta orden. Es ilegal y un delito de alteración del orden público que un propietario ponga un candado o de otro modo bloquee la entrada a un local alquilado mientras un inquilino que viva allí todavía tenga la posesión legal del inmueble. Un propietario solamente puede hacer esas cosas en una acción de embargo en un local no residencial. Si alguien que no sea un funcionario judicial que esté ejecutando una orden de mudanza ha tomado su propiedad o lo ha dejado fuera o le ha negado el uso del lugar alquilado, usted puede comunicarse con la Oficina de la Parte Civil Especial para pedir ayuda con el fin de (a) solicitar una orden de emergencia para que se le devuelva su propiedad o para que lo pongan de nuevo en su hogar; o (b) presentar una demanda en la que solicite una sentencia monetaria; o para hacer cualquiera de estas cosas.

Si usted puede pagar los servicios de un abogado, pero no conoce a ninguno, puede llamar a las oficinas del Servicio de Recomendación de Abogados del Colegio de Abogados de su Condado. Teléfono: (XXX) XXX-XXXX. Si usted no puede pagar un abogado, puede llamar a Servicios Legales: (XXX) XXX-XXXX.

A: Propietario XXXXX XXXXX
Address: XXXXXXXXXXXXX
City, NJ 00ZIP
Teléfono: (XXX) XXX-XXXX

Una persona comete un delito de alteración del orden público si hace cualquiera de las siguientes cosas después de haber sido advertido por un agente del orden público u otro funcionario público sobre su ilegalidad: (1) desaloja ilegalmente a un inquilino de su residencia sin una orden de mudanza emitida por un juez o el consentimiento del inquilino; o (2) se niega a permitir de inmediato que el inquilino desalojado de ese modo regrese a vivir en el local. Una persona culpada más de una vez de un delito según esta sección dentro de un período de cinco años es culpable de un crimen de cuarto grado.

Desalojo ilegal ("Illegal eviction") significa entrar en o al local alquilado y retenerlo:

- (1) usando cualquier clase de violencia que incluye la amenaza de matar o lesionar al inquilino;
- (2) mediante palabras, circunstancias o acciones que claramente tienen la intención de incitar temor, aprehensión o una sensación de peligro al inquilino;
- (3) poniendo las pertenencias o los muebles del inquilino fuera del local;
- (4) entrando pacíficamente y sacando entonces al inquilino a la fuerza o mediante amenazas;
- (5) poniendo un candado o cambiando las cerraduras;
- (6) cortando servicios vitales tales como calefacción, electricidad y agua o causando que se corten; o
- (7) usando cualquier medio que no sea la ejecución por un funcionario judicial de una orden de mudanza emitida por un juez.

A: Agentes del Orden Público

Los inquilinos desalojados sin una orden de mudanza tienen derecho a volver a entrar y ocupar de nuevo el local y no serán considerados intrusos ni imputables de ningún delito con tal que un agente público esté presente en el momento del reingreso. El agente tiene el deber de impedir que el propietario o cualquier otro obstruya o dificulte que el inquilino, desalojado sin una orden de mudanza ejecutada por un funcionario judicial, reingrese y vuelva a ocupar la vivienda.

Fecha: _____

Testigo: _____
(Juez)

Secretario del Tribunal Superior

Certificación del Emplazamiento y Ejecución de una Orden de Mudanza

Por este medio certifico que (marque según corresponda) ☐ entregué ☐ ejecuté esta orden de mudanza como sigue:

Fecha de la primera entrega: _____	Método de emplazamiento: _____
Si no se entregó, ¿por qué? _____	Debe desocupar el local para el: _____
Fecha y hora de ejecución: _____	Fecha ejecutada- Orden Publicada: _____
Fecha ejecutada - Orden entregada al Inquilino: _____	Fecha ejecutada- Orden entregada al Propietario: _____
Millas cobradas para la entrega: \$ _____	Cargo por servicios adicionales: \$ _____
Servicios adicionales prestados: _____	

Firma de la Funcionario de la Parte Civil Especial

Nombre del funcionario a máquina o en letra de imprenta

[Nota: Adoptado con vigor el 2 de enero de 1989; enmendado el 29 de junio de 1990, con vigor el 4 de septiembre de 1990; enmendado el 14 de julio de 1992, con vigor el 1 de septiembre de 1992; enmendado el 10 de Julio de 1998 para que entre en vigor el 1 de septiembre de 1998; enmendado el 12 de julio de 2002 para que entre en vigor el 3 de septiembre de 2002; enmendado el 28 de Julio de 2004 para que entre en vigor el 1 de septiembre de 2004; enmendado el 27 de julio de 2006 para que entre en vigor el 1 de septiembre de 2006; enmendado el 7 marzo de 2017 con efecto inmediato, enmendado el 27 julio de 2018 para que entre en vigor el 1 de septiembre de 2018.]

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number.

Plaintiff or Filing Attorney Information: ☐ Check if new address/phone number

Name _____

NJ Attorney ID Number _____

Address _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part

_____ County

Docket No: _____

Civil Action

Notice of Application for Wage Execution

_____,
Plaintiff,

v.

_____,
Defendant(s).

To: _____

Name of Judgment-Debtor

Address _____

TAKE NOTICE that an application is being made by the judgment-creditor to the above-named court, located at _____, New Jersey for a Wage Execution Order to issue against your salary, to be served on your employer, _____, (name and address of employer), for: (a) 10% of your gross salary when the same shall equal or exceed the amount of \$217.50 per week; or (b) 25% of your disposable earnings for that week; or (c) the amount, if any, by which your disposable weekly earnings exceed \$217.50, whichever shall be the least. Disposable earnings are defined as that portion of the earnings remaining after the deduction from the gross earnings of any amounts required by law to be withheld. In the event the disposable earnings so defined are \$217.50 or less, if paid weekly, or \$435.00 or less, if paid every two weeks, or \$471.25 or less, if paid twice per month, or \$942.50, or less, if paid monthly then no amount shall be withheld under this execution. In no event shall more than 10% of gross salary be withheld and only one execution against your wages shall be satisfied at a time. Your employer may not discharge, discipline or discriminate against you because your earnings have been subjected to garnishment.

You may notify the Clerk of the Court and the attorneys for the judgment- creditor, whose address appears above, in writing, within ten days after service of this notice upon you, why such an Order should not be issued, and thereafter the application for the Order will be set down for a hearing of which you will receive notice of the date, time and place.

If you do not notify the Clerk of the Court and the judgment-creditor's attorney, or the judgment-creditor if there is no attorney, in writing of your objection, you will receive no further notice and the Order will be signed by the Judge as a matter of course.

You also have a continuing right to object to the wage execution or apply for a reduction in the amount withheld even *after* it has been issued by the Court. To object or apply for a reduction, file a written statement of your objection or reasons for a reduction with the Clerk of the Court and send a copy to the creditor's attorney or directly to the creditor if there is no attorney. You will be entitled to a hearing within 7 days after you file your objection or application for a reduction.

Certification of Service

I served the within Notice upon the judgment-debtor, _____, on this date by sending it simultaneously by regular and certified mail, return receipt requested, to the judgment-debtor's last known address, set forth above. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to the punishment.

Date

Attorney for Judgment-Creditor or Judgment-Creditor Pro Se

Wage Execution

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION, SPECIAL CIVIL PART

ORDER AND EXECUTION AGAINST EARNINGS
PURSUANT TO 15 U.S.C. 1673 and N.J.S.A. 2A:17-56

County
Telephone Number _____
Docket Number _____

Judgment Number _____
Writ Number _____ Issued _____
Name and Address of Employer Ordered to Make Deductions

Plaintiff

vs

Designated Defendant
(Address)

Unless the designated defendant is currently subject to withholding under another wage execution, the employer is ordered to deduct from the earnings which the designated defendant receives and to pay over to the court officer named below, the lesser of the following: (a) 10% of the gross weekly pay; or (b) 25% of disposable earnings for that week; or (c) the amount, if any, by which the designated defendant's disposable weekly earnings exceed \$217.50 per week, until the total amount due has been deducted or the complete termination of employment. Upon either of these events, an immediate accounting is to be made to the court officer. Disposable earnings are defined as that portion of the earnings remaining after the deduction from gross earnings of any amounts required by law to be withheld. In the event the disposable earnings so defined are \$217.50 or less, if paid weekly, or \$435.00 or less, if paid every two weeks, or \$471.25 or less, if paid twice per month, or \$942.50, or less, if paid monthly then no amount shall be withheld under this execution. In no event shall more than 10% of gross salary be withheld and only one execution against the wages of the designated defendant shall be satisfied at a time. Please refer to the section of this form titled "How to Calculate Proper Garnishment Amount".

The employer shall immediately give the designated defendant a copy of this order. The designated defendant may object to the wage execution or apply for a reduction in the amount withheld at any time. To object or apply for a reduction, a written statement of the objection or reasons for a reduction must be filed with the Clerk of the Court and a copy must be sent to the creditor's attorney or directly to the creditor if there is no attorney. A hearing will be held within 7 days after filing the objection or application for a reduction. According to law, no employer may terminate an employee because of a garnishment.

Judgment Date	_____
Judgment Award.	\$ _____
Court Costs & Stat Atty. Fees	\$ _____
Total Judgment Amount	\$ _____
Interest From Prior Writs	\$ _____
Costs From Prior Writs	\$ _____
Subtotal A	\$ _____
Credits from Prior Writs	\$ _____
Subtotal B	\$ _____
New Miscellaneous Costs	\$ _____
New Interest on this Writ	\$ _____
New Credits on this Writ	\$ _____
Execution Fees & Mileage	\$ _____
Subtotal C	\$ _____
Court Officer Fee	\$ _____
Total due this date	\$ _____

Plaintiff's Attorney and Address:

Date _____

Judge

Michelle M. Smith
Clerk of the Superior Court

Make payments at least monthly to Court Officer as set forth:

Court Officer

I RETURN this execution to the Court

☐ Unsatisfied ☐ Satisfied ☐ Partly Satisfied

Amount Collected \$ _____

Fee Deducted \$ _____

Amount Due to Attorney \$ _____

Date _____

Court Officer

How to Calculate Proper Garnishment Amount

1. Gross Salary per pay period _____
2. Less:
Amounts Required by Law to be Withheld:
 - a. U.S. Income Tax..... _____
 - b. FICA (social security) _____
 - c. State Income Tax, ETT, etc..... _____
 - d. N.J. SUI..... _____
 - e. Other State or Municipal Withholding..... _____
 - f. TOTAL..... - _____
3. Equals "disposable earnings" = _____
4. If salary is paid:
 - weekly, then subtract \$217.50
 - every two weeks, then subtract \$435.00
 - twice per month, then subtract \$471.25
 - monthly, then subtract \$942.50(Federal law prohibits any garnishment when "disposable earnings" are smaller than the amount on line 4)..... - _____
5. Equals the amount potentially subject to garnishment (if less than zero, enter zero) = _____
6. Take "disposable earnings" (Line 3) and multiply by .25: \$_____ x .25 = \$_____..... _____
7. Take the gross salary (Line 1) and multiply by .10: \$_____ x .10 = \$_____..... _____
8. Compare lines 5, 6, and 7 - the amount which may lawfully be deducted is the smallest amount on line 5, line 6, or line 7, i.e., _____

Source: 15 U.S.C. 1671 *et seq.*; 29 C.F.R. 870; *N.J.S.A. 2A:17- 50 et seq.*

[Note: Former Appendix XI-I adopted effective January 2, 1989; amended June 29, 1990, effective September 4, 1990; amended July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-J and amended July 13, 1994, effective September 1, 1994; amended September 27, 1996, effective October 1, 1996; amended July 30, 1997, effective September 1, 1997; amended July 28, 2004 to be effective September 1, 2004; amended July 3, 2007, to be effective July 24, 2007; amended July 2, 2008, to be effective July 24, 2008; amended July 9, 2009 to be effective July 24, 2009; amended November 6, 2013 to be effective November 25, 2013; amended July 22, 2014 to be effective September 1, 2014; amended August 1, 2016 to be effective September 1, 2016; amended March 7, 2017 to be effective immediately.]

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part
_____ County

Docket Number: _____

_____,
Plaintiff

v.

_____,
Defendant

**Civil Action
Certification in Support of Motion for
Order Enforcing Litigant's Rights**

The following certification is made in support of plaintiff's Motion for an Order Enforcing Litigant's Rights:

1. I am the (check one) ☐ plaintiff or ☐ plaintiff's attorney in this matter.
2. On _____, 20____, plaintiff obtained a judgment against the defendant, _____,
for \$_____ damages, plus costs.

Check all applicable information below:

- 3.a ☐ On _____, 20____, an Order was entered by this Court ordering defendant, (insert name) _____
_____ to appear at _____,
on _____, 20____, at _____ ☐ am ☐ pm and make discovery on oath as to the defendant's
property and on _____, 20____, a copy of the Order was served upon defendant (check one)
☐ personally, ☐ by sending it simultaneously by regular and certified mail, return receipt requested to
defendant's last known address, as shown on the Discovery Order referenced above.
- b. ☐ On _____, 20____, I served an Information Subpoena and attached questions as permitted by
Court Rules on the defendant, (insert name) _____, (check one)
☐ personally, ☐ by sending it simultaneously by regular and certified mail, return receipt requested to
defendant's last known address as shown on the accompanying notice of motion.
- c. ☐ The regular mail has not been returned by the U.S. Postal Service.
- d. ☐ The regular mail has been returned by the U.S. Postal Service with the following notation:

- e. ☐ The certified mail return receipt card has been signed for and returned to me.
- f. ☐ Though the certified mailing has been returned by the U.S. Postal Service, it was not returned in a manner
that would indicate that the defendant's address is not valid. It was not returned with any of the following
markings by the U.S. Postal Service: "Moved, unable to forward," "Addressee not known," "No such

number/street,” “Insufficient address,” “Forwarding time expired,” or in any other manner to indicate that service was not effected.

4. Defendant has failed to comply with (check one) ☐ the Order ☐ the Information Subpoena.
5. I request that the Court enter an Order Enforcing Litigant’s Rights.
6. On _____, 20____, I served copies of this motion and certification on _____, (check one) ☐ personally, ☐ by sending them simultaneously by regular and certified mail, return receipt requested to:
Name and Address ☐ Check if new address/phone number

I certify that the forgoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____ Signature: _____

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number.

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part

_____ County

Docket Number: _____

_____,
Plaintiff

v.

_____,
Defendant

**Civil Action
Certification in Support of Application
for Arrest Warrant**

The following certification is made in support of plaintiff's application for an arrest warrant:

1. I am the (check one) ☐ plaintiff or ☐ plaintiff's attorney in this matter.
2. On _____, 20____, plaintiff obtained a judgment against the defendant, _____,
for \$_____ damages, plus costs.

Check all applicable information below:

- 3.a ☐ On _____, 20____, an Order was entered by this Court ordering defendant, (insert name) _____
_____ to appear at _____,
on _____, 20____, at _____ ☐ am ☐ pm and make discovery on oath as to the defendant's
property and on _____, 20____, a copy of the Order was served upon
_____, (check one) ☐ personally, ☐ by sending it simultaneously by regular and
certified mail, return receipt requested to _____ last known address, as shown on
the Discovery Order referenced above.
- b. ☐ On _____, 20____, I served an Information Subpoena and attached questions as permitted by
Court Rules on the defendant, (insert name) _____, (check one)
☐ personally, ☐ by sending it simultaneously by regular and certified mail, return receipt requested to
defendant's last known address as shown on the accompanying notice of motion.
- c. ☐ The regular mail has not been returned by the U.S. Postal Service.
- d. ☐ The regular mail has been returned by the U.S. Postal Service with the following notation:

- e. ☐ The certified mail return receipt card has been signed for and returned to me.
- f. ☐ Though the certified mailing has been returned by the U.S. Postal Service, it was not returned in a manner
that would indicate that the defendant's address is not valid. It was not returned with any of the following
markings by the U.S. Postal Service: "Moved, unable to forward," "Addressee not known," "No such

number/street,” “Insufficient address,” “Forwarding time expired,” or in any other manner to indicate that service was not effected.

4. The defendant, _____, has failed to comply with (check one)
☐ the Order ☐ the Information Subpoena.
5. On _____, 20____, I served a true copy of my Notice of Motion for an Order to Enforce Litigant’s Rights on defendant (check one) ☐ personally, ☐ by sending it simultaneously by regular and certified mail, return receipt requested, at the address shown on the Proof of Service at the conclusion of the Order to Enforce Litigant’s Rights.
6. Neither the regular mail nor the certified mail containing the Notice of Motion has been returned by the U.S. Postal Service in a manner that would indicate that the defendant’s address is not valid. Neither the regular nor certified mail was returned marked “Moved, unable to forward,” “Addressee not known,” “No such number/street,” “Insufficient address,” “Forwarding time expired,” or in any other manner that would indicate that service was not effected.
7. On _____, 20____, the Court entered an Order to Enforce Litigant’s Rights when defendant failed to appear on the return day of my motion for an order enforcing litigant’s rights.
8. On _____, 20____, I served a true copy of the Order to Enforce Litigant’s Rights on defendant (check one) ☐ personally, ☐ by sending it simultaneously by regular and certified mail, return receipt requested, at the address shown on the Proof of Service at the conclusion of the Order to Enforce Litigant’s Rights.
9. Neither the regular mail nor the certified mail has been returned by the U.S. Postal Service in a manner that would indicate that the defendant’s address is not valid. Neither the regular nor certified mail was returned marked “Moved, unable to forward,” “Addressee not known,” “No such number/street,” “Insufficient address,” “Forwarding time expired,” or in any other manner that would indicate that service was not effected.
10. Ten days have passed since I served a copy of the Order to Enforce Litigant’s Rights on defendant, and defendant has not complied with the (check one) ☐ Information Subpoena, ☐ Order for Discovery.
11. I request that the Court issue a Warrant for the arrest of the defendant.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____ Signature: _____

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, or active credit card number.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part
_____ County

_____,
Plaintiff

Docket Number: _____

v.

_____,
Defendant

**Civil Action
Warrant for Arrest**

(Do Not Write Below this line – for Court Use Only)

To: A Court Officer of the Special Civil Part or the Sheriff of _____ County,

You are hereby commanded to arrest _____, at (check one)

☐ any location ☐ the address set forth in the annexed Order to Enforce Litigant's Rights between the hours of 7:30 a.m. and 3:00 p.m. on a day when the court is in session, and bring him or her forthwith before a Judge of the Superior Court to await the further order of the Court in this matter.

Local police departments are authorized and directed to provide assistance to the officer executing this warrant.

Date: _____

WITNESS: _____
Judge of the Superior Court

Clerk of the Superior Court

Plaintiff

Address

City, State, Zip Code

**SUPERIOR COURT OF NEW JERSEY
LAW DIVISION, SPECIAL CIVIL PART**
_____ COUNTY

DOCKET NO. _____

CIVIL ACTION

Plaintiff

WRIT OF POSSESSION

v.

Defendant

Do Not Write Below This Line – For Court Use Only

THE STATE OF NEW JERSEY TO THE SHERIFF OF _____ COUNTY:

WHEREAS, on _____, 20____, by a certain judgment of the Superior Court of New Jersey, Law Division, Special Civil Part, _____ County, in a cause therein pending, wherein _____ is (are) the Plaintiff(s) and _____ is (are) the Defendant(s), it was ordered and adjudged that the Plaintiff(s) recover the possession of the lands and premises, with appurtenances, described in the Complaint from the Defendant(s) which premises are located at:

Street Address

City, State, Zip Code

the possession of which the Defendant(s) have unlawfully deprived the Plaintiff(s), as appears to us of record.

Therefore, you are hereby COMMANDED without delay, to restore Plaintiff(s) to possession of his/her/their property; and return this writ to the Office of the Special Civil Part within 14 days of its issuance.

WITNESS, the Honorable _____, Judge of the Superior Court at _____,
this ____ day of _____, 20____.

Certification of Execution of Writ for Possession

Date and Time Executed: _____

Signature of Sheriff's Officer

Printed or Typed Name of Officer