

## NOTICE TO THE BAR

### SERVICE OF PROCESS – AMENDMENTS TO RULE 1:6-3(c) (“COMPLETION OF SERVICE”) TO INCREASE TIME FOR SERVICE BY MAIL FROM 3 TO 5 DAYS

The Supreme Court in the attached April 25, 2022 Order has amended Rule 1:6-3(c) (“Completion of Service”) so as to increase the additional time for service of motion papers by ordinary mail from 3 days to 5 days. The Court’s action responds to recent changes to the timeframe by the United States Postal Service for delivery of regular mail and follows the February 8, 2022 amendments to Rule 1:3-3, as announced by notice dated [February 22, 2022](#).

Questions on this notice or the Court’s Order should be directed to Superior Court Clerk Michelle M. Smith at 609-815-2900 ext. 54200 or [michelle.smith@njcourts.gov](mailto:michelle.smith@njcourts.gov).

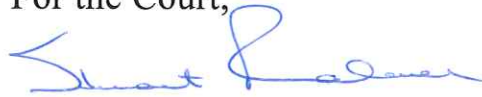
  
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Glenn A. Grant  
Administrative Director of the Courts

Dated: May 11, 2022

**SUPREME COURT OF NEW JERSEY**

It is ORDERED that the attached amendments to 1:6-3 (“Filing and Service of Motions and Cross-Motions”) of the Rules Governing the Courts of the State of New Jersey are adopted to be effective immediately.

For the Court,

A handwritten signature in blue ink, appearing to read "Stuart Palmer", written over a horizontal line.

Chief Justice

Dated: April 25, 2022

Rule 1:6-3. Filing and Service of Motions and Cross-Motions

(a) Motions Generally. ...no change.

(b) Cross-Motions. ...no change.

(c) Completion of Service. For purposes of this rule, service of motion papers is complete only on receipt at the office of adverse counsel or the address of a pro se party. If service is by ordinary mail, receipt will be presumed on the [third] fifth business day after mailing.

Note: Source – R.R. 3:11-1, 4:6-3(a); amended July 24, 1978 to be effective September 11, 1978; amended July 16, 1979 to be effective September 10, 1979; amended July 16, 1981 to be effective September 14, 1981; amended November 1, 1985 to be effective January 2, 1986; amended June 29, 1990 to be effective September 4, 1990; amended July 13, 1994 to be effective September 1, 1994; amended and paragraphs (a), (b) and (c) designated July 10, 1998 to be effective September 1, 1998; paragraph (a) amended July 5, 2000 to be effective September 5, 2000; paragraph (b) amended July 12, 2002 to be effective September 3, 2002; paragraph (b) amended June 15, 2007 to be effective September 1, 2007; paragraph (b) amended July 16, 2009 to be effective September 1, 2009; paragraph (a) amended July 31, 2020 to be effective September 1, 2020; paragraph (c) amended April 25, 2022 to be effective immediately.