

Supreme Court of New Jersey

It is ORDERED that the attached amendments to the Rules Governing the Courts of the State of New Jersey are adopted to be effective September 1, 2024.

For the Court,

A handwritten signature in black ink, appearing to be "S. R. ...", written over a horizontal line.

Chief Justice

Dated: July 15, 2024

The Rules and Appendices Amended and Adopted by this Order Are as Follows:

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1:5-2 Manner of Service

Service upon an attorney of papers referred to in *R. 1:5-1* shall be made by mailing a copy to the attorney at their [his or her] office by ordinary mail, by email by an attorney to the email addresses listed on an approved electronic court system pursuant to Rule 1:32-2A(a), by handing it to the attorney, or by leaving it at the office with a person in the attorney's employ, or, if the office is closed or the attorney has no office, in the same manner as service is made upon a party.

Service upon a party of such papers shall be made as provided in *R. 4:4-4* or by registered or certified mail, return receipt requested, and simultaneously by ordinary mail to the party's last known address. If no address is known, despite diligent effort, the filing of papers with the clerk shall be deemed to satisfy that service requirement and there need be no separate service upon the clerk. Mail may be addressed to a post office box in lieu of a street address only if the sender cannot by diligent effort determine the addressee's street address or if the post office does not make street-address delivery to the addressee. The specific facts underlying the diligent effort required by this rule shall be recited in the proof of service required by *R. 1:5-3*. If, however, proof of diligent inquiry as to a party's whereabouts has already been filed within six months prior to service under this rule, a new diligent inquiry need not be made provided the proof of service

required by *R. 1:5-3* asserts that the party making service has no knowledge of any facts different from those recited in the prior proof of diligent inquiry.

Note: Source – *R.R. 1:7-12(d), 1:10-10(b), 1:11-2(c), 2:11-2(c), 3:11-1(b), 4:5-2(a)* (first four sentences); amended July 16, 1981 to be effective September 14, 1981; amended July 13, 1994 to be effective September 1, 1994; amended July 28, 2004 to be effective September 1, 2004; amended July 23, 2010 to be effective September 1, 2010; amended July 15, 2024 to be effective September 1, 2024.

1:11-2. Withdrawal or Substitution

(a) Generally. Except as otherwise provided by R. 5:3-5(e) (withdrawal in a civil family action) and R. 7:7-9 (withdrawal and substitution in a municipal court action),

(1) ...no change

(2) ...no change

(3) ...no change

(4) A motion to withdraw as counsel or a substitution or withdrawal indicating the client will proceed as self-represented shall include the information required by Rule 1:4-1(b) or, in the alternative, an affidavit or certification of diligent inquiry indicating why the information is not available.

(b) ...no change

(c) Appearance by Attorney for Client Who Previously Had Appeared Pro Se. Where an attorney is seeking to appear representing a client who previously appeared pro se, the attorney must file a notice of appearance, not a substitution of attorney, and pay the appropriate notice of appearance fee. In a residential landlord tenant matter, an attorney may enter a limited appearance, which will expire after three days, for the purpose of reviewing a confidential case file before undertaking representation of a party, with no appearance fee required.

Note: Source – R.R. 1:12-7A; amended July 16, 1981 to be effective September 14, 1981; amended November 7, 1988 to be effective January 2, 1989; amended June 28, 1996 to be effective September 1, 1996; amended July 10, 1998 to be effective September 1, 1998; amended and paragraph designations and captions added January 21, 1999 to be effective April 5, 1999; paragraphs (a)(1) and (a)(2) amended July 27, 2006 to be effective September 1, 2006; subparagraph (a)(1) amended July 19, 2012 to be effective September 4, 2012; new paragraph (a)(3) adopted December 4, 2012 to be effective January 1, 2013; paragraph (a) amended; new paragraph (c) added July 28, 2017 to be effective September 1, 2017; paragraph (a) amended July 30, 2021 to be effective September 1, 2021; paragraph (a)(4) added and paragraph (c) amended July 15, 2024 to be effective September 1, 2024.

1:43. Filing and Other Fees Established Pursuant to N.J.S.A. 2B:1-7

The following filing fees and other fees payable to the court, revised and supplemented by the Supreme Court in accordance with N.J.S.A. 2B:1-7, are established effective November 17, 2014. All other filing fees or other fees not here listed are unchanged by the process set forth in N.J.S.A. 2B:1-7.

<u>All State Courts</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Affixing Court Seal	\$10.00	N.J.S.A. 22A:2-20
Exemplification	\$50.00	N.J.S.A. 22A:2-20
Certified Copy of any document	\$15.00	N.J.S.A. 22A:2-19
Non-Party Notice of Appearance Fee (except for Special Civil Part)	\$50.00	N.J.S.A. 22A:2-37.1
Recording instruments not otherwise provided for	\$35.00	N.J.S.A. 22A:2-7

<u>Supreme Court</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Notice of Appeal or Cross-Appeal; Petition and Cross-Petition for Certification or Review	\$250.00	N.J.S.A. 22A:2-1
First paper filed if not in a pending case or if made after judgment entered	\$50.00	N.J.S.A. 22A:2-1

<u>Superior Court, Appellate Division</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Notice of Appeal or Cross Appeal	\$250.00	N.J.S.A. 22A:2-5
First paper filed if not in a pending case or if made after judgment entered	\$50.00	N.J.S.A. 22A:2-5

<u>Superior Court, Law Division, Civil Part</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Complaint	\$250.00	N.J.S.A. 22A:2-6
Filing of First Paper by Anyone Other than the Plaintiff	\$175.00	N.J.S.A. 22A:2-6
Motion	\$50.00	N.J.S.A. 22A:2-6
Complaint in Multicounty Litigation	\$250.00	N.J.S.A. 22A:2-6

Answer in Multicounty Litigation	\$175.00	N.J.S.A. 22A:2-6
Motion in Multicounty Litigation	\$50.00	N.J.S.A. 22A:2-6
Civil Law Writs	\$50.00	N.J.S.A. 22A:2-7
Order to Show Cause	\$50.00	N.J.S.A. 22A:2-6
Assignment of Judgment (not an allowable taxed cost)	\$35.00	N.J.S.A. 22A:2-7
Warrant to Satisfy Judgment (not an allowable taxed cost)	\$50.00	N.J.S.A. 22A:2-7
Wage Garnishment	\$35.00	N.J.S.A. 22A:2-7
Warrant for Arrest	\$35.00	N.J.S.A. 22A:2-7
<u>Superior Court, Law Division, Special Civil Part</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
DC Motion (including Orders to Show Cause)(No Fee for Turnover Motions Satisfying Judgment, per R. 6:3-3(c)(6))	\$25.00	---
Small Claims Complaint	\$35.00	N.J.S.A. 22A:2-37.1
Tenancy Complaint	\$35.00	N.J.S.A. 22A:2-37.1
Initial Pleading for more than \$3000	\$75.00	N.J.S.A. 22A:2-37.1
Writ of execution or replevin	\$35.00	N.J.S.A. 22A:2-37.1
Warrant of Removal	\$35.00	N.J.S.A. 22A:2-37.1
Wage Garnishment	\$35.00	N.J.S.A. 22A:2-37.1
Warrant for Arrest	\$35.00	N.J.S.A. 22A:2-37.1

<u>Superior Court, [Law Division,] Chancery [Part] Division, General Equity</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Filing Complaint	\$250.00	N.J.S.A. 22A:2-12 and -13
Filing Answer	\$175.00	N.J.S.A. 22A:2-12 and -13
Order to Show Cause (General Equity and Foreclosure)	\$50.00	N.J.S.A. 22A:2-12 and -13
Filing Motion	\$50.00	N.J.S.A. 22A:2-12 and -13
Foreclosure Complaint	\$405.00	N.J.S.A. 22A:2-12; 2B:1-7; 2A:50-80
Foreclosure Answer	\$175.00	N.J.S.A. 22A:2-12 and -13

Foreclosure Motion	\$50.00	N.J.S.A. 22A:2-12 and -13
Foreclosure Writs	\$50.00	---
Foreclosure Assignments	\$35.00	N.J.S.A. 22A:2-12 and -13

<u>Superior Court, [Law Division,] Chancery Division [Part], Family Part</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Filing Divorce Complaint (all types)	\$300.00, \$275.00 to court	N.J.S.A. 22A:2-12 and 52:27D-43.24a
Filing First Responsive Pleading in Dissolution Matter	\$50.00	N.J.S.A. 22A:2-12
Motions in Dissolution Matters	\$15.00	N.J.S.A. 22A:2-12
Order to Show Cause (Dissolution Only)	\$50.00	N.J.S.A. 22A:2-6
Post-disposition Application/Motion in Non-Dissolution Matters	\$35.00	---

<u>Superior Court, Law Division, Criminal Part</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Municipal Court Appeal	\$100.00	N.J.S.A. 22A:2-27
Appeal of denial of permit to purchase handgun or firearms purchaser ID card	No fee	N.J.S.A. 2C:58-3d
Appeal of denial of permit to carry handgun	No fee	N.J.S.A. 2C:58-4e
Bail/Post/Discharge	\$50.00	N.J.S.A. 22A:2-29

<u>Superior Court, Probation Division</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Probation Out-Of-State Supervision Fee (probationer transferred to NJ from another state/jurisdiction for supervision in NJ)	\$25.00 per month	Interstate Compact for Adult Offender Supervision (ICAOS), Rule 107(b)(1)

<u>Superior Court Clerk's Office</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Docketing or recording judgment in the judgment and order docket	\$35.00	N.J.S.A. 22A:2-7
Recording assignment, subordination, cancellation, postponement, or release of judgment	\$35.00	N.J.S.A. 22A:2-7
Issuing or recording executions	\$35.00	N.J.S.A. 22A:2-7
Issuing or recording any other documents	\$35.00	N.J.S.A. 22A:2-7
Signing and issuing a subpoena	\$50.00	N.J.S.A. 22A:2-7

Filing all papers related to civil bail	\$30.00	N.J.S.A. 22A:2-7 (\$5) and 22A:2-29 (\$35)
Entering judgment by confession	\$30.00	N.J.S.A. 22A:2-7

<u>Tax Court</u>		
<u>Fee Subject</u>	<u>Fee</u>	<u>Authority</u>
Filing motion in non-small claim, local, or state (small claims remains \$0)	\$50.00	Court Rule 8:12
Filing fee for non-small claims cases	\$250.00	N.J.S.A. 22A:5-1(a); Court Rule 8:12
Counterclaim in non-small claims cases for one parcel (non-taxing district)	\$250.00	Court Rule 8:12
Filing fee for state and local property small claims cases	\$50.00	Court Rule 8:12
Counterclaim in small claims for one parcel (non-taxing district)	\$50.00	Court Rule 8:12

Note: Adopted October 31, 2014 to be effective November 17, 2014; amended March 7, 2017 to be effective immediately; Special Civil Part section; amended July 27, 2018 to be effective September 1, 2018; General Equity section and Criminal section; amended December 8, 2020 to be effective immediately; Special Civil Part section amended November 29, 2021 to be effective immediately; Criminal section amended (Permit to Carry Handgun deleted as court action; fee for appeal from denial of handgun purchase permit or firearms ID card changed to “no fee”; fee for appeal from denial of handgun carry permit set as “no fee”) January 3, 2023 to be effective immediately; headings for Family section and for General Equity section amended July 15, 2024 to be effective September 1, 2024.

2:11-4. Attorney's Fees on Appeal

(a) An application for a fee for legal services rendered on appeal shall be made by motion supported by affidavits as prescribed by R. 4:42-9(b) and (c)[,]. Except as provided in paragraph (b), a fee application [which] shall be served and filed within 10 days after the determination of the appeal. Although a movant should append statements or invoices sent to the client as supportive of the claim for fees, the supporting affidavit must also list in detail the services rendered, the dates the services were rendered, and the type of service rendered on that date. The application shall also state the amount of fees [how much has been] previously paid to or received by the attorney(s) for legal services both in the trial and appellate courts or otherwise, including any amount received by way of pendente lite allowances, and what arrangements, if any, have been made for the payment of a fee in the future. Fees may be allowed by the appellate court in its discretion:

[(a)] (1) In all actions in which an award of counsel fee is permitted by R. 4:42-9(a), except appeals arising out of mortgage or tax certificate foreclosures[.];

[(b)] (2) In a worker's compensation proceeding. Where the determination of the Supreme Court reverses a denial of compensation in the Appellate Division, the Supreme Court shall determine the fees for services rendered in both appellate courts[.]; or

[(c)] (3) As a sanction for violation by the opposing party of the rules for prosecution of appeals.

[In its disposition of a motion or on an order of remand for further trial or administrative agency proceedings, where the award of counsel fees abides the event, the appellate court may refer the issue of attorney's fees for appellate services for disposition by the trial court or, if applicable, by the agency that is serving solely as the forum and that has the authority to award counsel fees against litigants appearing in that forum.]

(b) Where the disposition on appeal results in a remand for further proceedings in the trial court or administrative agency, and when the award of counsel fees abides the event, a party who may be eligible for attorney's fees on appeal after prevailing on the merits upon remand shall request any attorney's fees sought for the appeal after completion of the remand. The request shall be made by motion filed with the trial court or, if applicable, the administrative agency that is serving solely as the forum and that has the authority to award counsel fees against litigants appearing in that forum, upon disposition of the matter on remand. The motion shall be filed no later than 30 days after the completion of the remand proceedings or, if a motion for reconsideration is filed, 10 days after a ruling on the motion for reconsideration.

Note: Source – R.R. 1:9-3, 2:9-3, 1:12-9(f), 4:55-7(a)(b)(e), 5:2-5(f). Paragraph (d) amended July 14, 1972 to be effective September 5, 1972; text amended and paragraph (g) and (h) adopted July 29, 1977 to be effective September 6, 1977; paragraphs (a) (b) (c) (e) (g) and (h) deleted, new paragraph (a) adopted, former paragraph (d) redesignated (b) and former paragraph (f) redesignated paragraph (c) November 1, 1985 to be effective January 2, 1986; introductory paragraph amended July 13, 1994 to be effective September 1, 1994; final paragraph added June 28, 1996 to be effective September 1, 1996; final paragraph amended July 27, 2018 to be effective September 1, 2018; introductory paragraph amended August 5, 2022 to be effective September 1, 2022; first paragraph amended and designated as paragraph (a), former paragraphs (a), (b), and (c) amended and redesignated as subparagraphs (a)(1), (a)(2) and (a)(3), final paragraph deleted, and new paragraph (b) added July 15, 2024 to be effective September 1, 2024.

4:3-1. Divisions of Court; Commencement and Transfer of Actions

(a) Where Instituted.

(1) ...no change

(2) ...no change

(3) ...no change

(4) Specific Case Types. The following types of cases shall be filed and

heard in the Division and Part as specified:

(A) ...no change

(B) ...no change

(C) ...no change

(D) ...no change

(E) ...no change.

(F) ...no change

(G) ...no change

(H) ...no change

(I) Post-Judgment Relief Relating to Incapacitated Adult Child of

Parents Subject to Family Part Order. An action seeking to modify or enforce the terms of a Chancery Division, Family Part order addressing custody and/or parenting time/visitation of an unemancipated minor child who was later adjudicated incapacitated as defined in N.J.S.A. 3B:1-2 after reaching age 18, shall

be filed and heard in the Chancery Division, Probate Part. [If the action affects support and the incapacitated child has not yet turned age 23, the matter] An action seeking continuation, modification, or enforcement of child support for such a child beyond the age of 23 with a severe physical or mental incapacity that causes the child to be financially dependent on a parent as set forth in N.J.S.A. 2A:17-56.67 shall be filed and heard in the Chancery Division, Family Part pursuant to R. 5:6-9(g). [If the action affects support and the incapacitated child has turned age 23, the matter shall be filed and heard in the Chancery Division, Probate Part pursuant to R. 4:86-7A. Notwithstanding the foregoing, when an application is filed relating to support of an incapacitated child over the age of 23 and either parent remains subject to a Family Part support or financial maintenance order related to other dependents, the support issue for the incapacitated child shall be determined in the Chancery Division, Family Part.]

(5) ...no change

(b) ...no change

Note: Source – R.R. 4:41-2, 4:41-3, 5:1-2. Paragraphs (a) and (b) amended and caption amended July 22, 1983 to be effective September 12, 1983; new paragraph (a) adopted and paragraph (b) amended December 20, 1983 to be effective December 31, 1983; paragraphs (a) and (b) amended November 7, 1988 to be effective January 2, 1989; subparagraph (a)(1) amended, subparagraph (a)(2) recaptioned and adopted, former subparagraphs (a)(2) and (a)(3) redesignated (a)(3) and (a)(4) respectively, and subparagraph (a)(4) amended June 29, 1990 to be effective September 4, 1990; subparagraphs (a)(1), (a)(2) and (a)(3) amended, new subparagraph (a)(4) adopted, and former subparagraph (a)(4) amended and redesignated as subparagraph (a)(5)

July 27, 2018 to be effective September 1, 2018; subparagraph (a)(4)(I) amended July 15, 2024 to be effective September 1, 2024.

4:10-2. Scope of Discovery; Treating Physician

Unless otherwise limited by order of the court in accordance with these rules, the scope of discovery is as follows:

(a) ... no change

(b) ...no change

(c) ...no change

(d) Trial Preparation; Experts. Discovery of facts known and opinions held by experts, otherwise discoverable under the provisions of R. 4:10-2(a) and acquired or developed in anticipation of litigation or for trial, may be obtained only as follows:

(1) A party may through interrogatories require any other party to disclose the names and addresses of each person whom the other party expects to call at trial as an expert witness, including a treating physician who is expected to testify and, whether or not expected to testify, of an expert who has conducted an examination pursuant to R. 4:19-1 [R. 4:19] or to whom a party making a claim for personal injury has voluntarily submitted for examination without court order. The interrogatories may also require, as provided by R. 4:17-4(a), the furnishing of a copy of that person's report. Discovery of communications between an attorney and any expert retained or specially employed by that attorney is limited to facts and data considered by the expert in rendering the report. Except as otherwise

expressly provided by R. 4:17-4(e), all other communications between counsel and the expert constituting the collaborative process in preparation of the report, including all preliminary or draft reports produced during this process, shall be deemed trial preparation materials discoverable only as provided in paragraph (c) of this rule.

(2) ... no change

(3) A party may discover facts known or opinions held by an expert (other than an expert who has conducted an examination pursuant to R. 4:19-1 [R. 4:19]) who has been retained or specially employed by another party in anticipation of litigation or preparation for trial and who is not expected to be called as a witness at trial only upon a showing of exceptional circumstances under which it is impractical for the party seeking discovery to obtain facts or opinions on the same subject by other means. If the court permits such discovery, it shall require the payment of the expert's fee provided for by R. 4:10- 2(d)(2), and unless manifest injustice would result, the payment by the party seeking discovery to the other party of a fair portion of the fees and expenses which had been reasonably incurred by the party retaining the expert in obtaining facts and opinions from that expert.

(4) ... no change

(e) ... no change

(f) ... no change

(g) ... no change

Official Comment Regarding Paragraph (f)(1) (August 1, 2016) ... no

change

Note: Source - R.R. 4:16-2, 4:23-1, 4:23-9, 5:5-1(f). Amended July 14, 1972 to be effective September 5, 1972 (paragraphs (d)(1) and (2) formerly in R. 4:17-1); paragraph (d)(2) amended July 14, 1992 to be effective September 1, 1992; paragraphs (c) and (d)(1) and (3) amended July 13, 1994 to be effective September 1, 1994; paragraph (d)(1) amended June 28, 1996 to be effective September 1, 1996; paragraph (e) adopted July 10, 1998 to be effective September 1, 1998; paragraph (d)(1) amended July 12, 2002 to be effective September 3, 2002; corrective amendments to paragraph (d)(1) adopted September 9, 2002 to be effective immediately; caption amended, paragraphs (a), (c), and (e) amended, and new paragraphs (d)(4), (f), and (g) adopted July 27, 2006 to be effective September 1, 2006; subparagraph (d)(1) amended July 19, 2012 to be effective September 4, 2012; new caption added to paragraph (f), caption and text of former subparagraph (f) redesignated as subparagraph (f)(2), new subparagraph (f)(1) and Official Comment adopted August 1, 2016 to be effective September 1, 2016; paragraph (d) amended July 15, 2024 to be effective September 1, 2024.

4:14-2. Notice of Examination; General Requirements; Deposition of Organization

(a) ...no change

(b) ...no change

(c) Organizations. [A party may in the notice name as the deponent a public or private corporation or a partnership or association or governmental agency and designate with reasonable particularity the matters on which examination is requested. The organization so named shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth for each person designated the matters on which testimony will be given. The persons so designated shall testify as to matters known or reasonably available to the organization.] In its notice or subpoena, a party may name as the deponent a public or private corporation, a partnership, an association, a governmental agency, or other entity and must describe with reasonable particularity the matters for examination. The named organization must designate one or more officers, directors, or managing agents, or designate other persons who consent to testify on its behalf; and it may set out the matters on which each person designated will testify. Before or promptly after the notice or subpoena is served, the parties and any nonparty organization must confer in good faith about the matters for examination. A subpoena must advise a nonparty organization of its duty to confer with all parties and to designate each person who

will testify. The persons designated must testify about information known or reasonably available to the organization.

(d) Production of Things. The notice to a party deponent may be accompanied by a request made in compliance with and in accordance with the procedure stated in R. 4:18-1 for the production of documents and tangible things at the taking of the deposition. Before or promptly after the notice or subpoena is served, the serving party and the organization must confer in good faith about the matters for examination on notice to all parties and with opportunity for all to participate in that good faith conference.

Note: Source – R.R. 4:20-1. Former rule deleted and new R. 4:14-2 adopted July 14, 1972 to be effective September 5, 1972 (formerly in R. 4:10-1 and 4:14-1); paragraph (a) amended July 21, 1980 to be effective September 8, 1980; paragraphs (a) and (c) amended July 13, 1994 to be effective September 1, 1994; paragraphs (c) and (d) amended July 15, 2024 to be effective September 1, 2024.

4:14-7. Subpoena for Taking Depositions

(a) Form; Contents; Scope. The attendance of a witness at the taking of depositions may be compelled by subpoena, issued and served as prescribed by R. 1:9 insofar as applicable, and subject to the protective provisions of R. 1:9-2 and R. 4:10-3 and the provisions of R. 4:14-2(c) and (d), insofar as applicable. The subpoena may command the person to whom it is directed to produce designated books, papers, documents or other objects which constitute or contain evidence relating to all matters within the scope of examination permitted by R. 4:10-2.

(b) ...no change

(c) ...no change

Note: Source – R.R. 4:20-1 (last sentence), 4:46-4(a)(b). Paragraphs (a) and (b) amended July 14, 1972 to be effective September 5, 1972; paragraph (c) adopted November 5, 1986 to be effective January 1, 1987; paragraph (b) recaptioned paragraph (b)(1) and amended, paragraph (b)(2) adopted and paragraph (c) amended July 14, 1992 to be effective September 1, 1992; paragraph (b)(1) amended July 27, 2006 to be effective September 1, 2006; paragraph (a) amended July 15, 2024 to be effective September 1, 2024.

Rule 4:19. Examination of Persons

[4:19] 4:19-1. Physical And Mental Examination of Persons

In an action in the Law Division, Civil Part, in which a claim is asserted by a party for personal injuries or in which the mental or physical condition of a party is in controversy, the adverse party may require the party whose physical or mental condition is in controversy to submit to a physical or mental examination by a medical or other expert by serving upon that party a notice stating with specificity when, where, and by whom the examination will be conducted and advising, to the extent practicable, as to the nature of the examination and any proposed tests. The time for the examination stated in the notice shall not be scheduled to take place prior to 45 days following the service of the notice, and a party who receives such notice and who seeks a protective order shall file a motion therefor, returnable within said 45-day period. The court may, on motion pursuant to R. 4:23-5, either compel the discovery or dismiss the pleading of a party who fails to submit to the examination, to timely move for a protective order, or to reschedule the date of and submit to the examination within a reasonable time following the originally scheduled date. A court order shall, however, be required for a reexamination by the adverse party's expert if the examined party does not consent thereto. This rule shall be applicable to all actions[,] in the Law Division, Civil Part, whenever

commenced, in which a physical or mental examination has not yet been conducted.

Note: Source – R.R. 4:25-1; amended July 13, 1994 to be effective September 1, 1994; amended July 5, 2000 to be effective September 5, 2000; amended July 12, 2002 to be effective September 3, 2002; Rule 4:19 redesignated as Rule 4:19-1 and amended, new caption for Rule 4:19 adopted July 15, 2024 to be effective September 1, 2024.

4:19-2. Observation and Recording of Physical and Mental Examination of Persons

Once a notice for exam has been issued pursuant to Rule 4:19-1, the receiving party must, within fourteen (14) days, inform the party serving notice of any intent to utilize a third-party observer or to record the examination, set forth the identity and address of the third-party observer, advise if the third-party observer will serve as an expert or fact witness, provide the third-party observer's curriculum vitae if that person is an expert witness, and, if any recording will be taken, state the method of recording. If the party seeking the exam objects, the parties shall confer orally and if they cannot come to an agreement, the party seeking the exam may move for a protective order under Rule 4:10-3.

Note: New Rule 4:19-2 adopted July 15, 2024 to become effective September 1, 2024.

4:21A-5. Arbitration Award

No later than ten days after the completion of the arbitration hearing, the arbitrator shall [file] submit the written award to [with] the civil division manager. The court shall [provide a copy thereof] upload the award [to the parties who appear at the hearing and] into the court's electronic filing system, at which time it shall be deemed filed and provided to the parties. The award shall include a notice of the right to request a trial de novo and the consequences of such a request as provided by R. 4:21A-6.

Note: Adopted November 1, 1985 to be effective January 2, 1986; paragraph (c) amended November 5, 1986 to be effective January 1, 1987; paragraphs (a) and (b) amended November 7, 1988 to be effective January 2, 1989; paragraph (a) amended July 13, 1994 to be effective September 1, 1994; paragraphs (a) and (c)(1) amended July 10, 1998 to be effective September 1, 1998; paragraph (a) caption deleted and text amended, and paragraphs (b) and (c) deleted July 5, 2000 to be effective September 5, 2000; amended August 1, 2016 to be effective September 1, 2016; amended July 15, 2024 to be effective September 1, 2024.

4:21A-6. Entry of Judgment; Trial De Novo

(a) ...no change

(b) Dismissal. An order shall be entered dismissing the action following the filing of the arbitrator's award in the court's electronic filing system unless:

(1) within 30 days after filing of the arbitration award, a party thereto files with the civil division manager and serves on all other parties a notice of rejection of the award and demand for a trial de novo and pays a trial de novo fee as set forth in paragraph (c) of this rule; or

(2) within 50 days after the filing of the arbitration award, the parties submit a consent order to the court detailing the terms of settlement and providing for dismissal of the action or for entry of judgment; or

(3) within 50 days after the filing of the arbitration award, any party moves for confirmation of the arbitration award and entry of judgment thereon.

The judgment of confirmation shall include prejudgment interest pursuant to R.

4:42-11(b).

(c) ...no change

(d) ...no change

Note: Adopted November 1, 1985 to be effective January 2, 1986; paragraph (c) amended November 5, 1986 to be effective January 1, 1987; paragraphs (b)(1) and (c) amended November 2, 1987 to be effective January 1, 1988; paragraph (c)(5) amended November 7, 1988 to be effective January 2, 1989; paragraphs (b)(1) and (c) amended July 14, 1992 to be effective

September 1, 1992; paragraph (c) amended May 3, 1994 to be effective July 1, 1994; paragraph (b)(1) amended July 10, 1998 to be effective September 1, 1998; paragraphs (b) and (c) amended July 5, 2000 to be effective September 5, 2000; paragraph (c) amended June 7, 2005 to be effective immediately; new paragraph (d) adopted July 19, 2012 to be effective September 4, 2012; paragraph (c) amended May 30, 2017 to be effective immediately; paragraph (b) amended July 15, 2024 to be effective September 1, 2024.

4:22-1. Request for Admission

A party may serve upon any other party a written request [for the admission] to admit, for purposes of the pending action only, [of] the truth of any matters [of fact] within the scope of R. 4:10-2 [set forth in the request, including] relating to facts, the application of law to fact, or opinions about either; and the genuineness of any described documents [described in the request]. Copies of documents shall be served with the request unless they have been or are otherwise furnished or made available for inspection and copying. The request may, without leave of court, be served upon the plaintiff after commencement of the action and upon any other party with or after service of the summons and complaint upon that party.

Each matter of which an admission is requested shall be separately set forth. The matter is admitted unless, within 30 days after service of the request, or within such shorter or longer time as the court may allow, the party to whom the request is directed serves upon the party requesting the admission a written answer or objection addressed to the matter, signed by the party or by the party's attorney[,] ; but, unless the court shortens the time, a defendant shall not be required to serve answers or objections before the expiration of 45 days after being served with the summons and complaint. If objection is made, the reasons therefor shall be stated. The answer shall specifically deny the matter or set forth in detail the reasons why the answering party cannot truthfully admit or deny the matter. A denial shall

fairly meet the substance of the requested admission, and when good faith requires that a party qualify the answer or deny only a part of the matter of which an admission is requested, the party shall specify so much of it as is true and qualify or deny the remainder. An answering party may not give lack of information or knowledge as a reason for failure to admit or deny unless stating that a reasonable inquiry was made, and that the information known or readily obtainable is insufficient to enable an admission or denial. A party who considers that a matter of which an admission has been requested presents a genuine issue for trial [,] may not, on that ground alone, object to the request but may, subject to the provisions of R. 4:23-3, deny the matter or set forth reasons for not being able to admit or deny.

Requests for admission and answers thereto shall be served pursuant to R. 1:5-1 and shall not be filed unless the court otherwise directs.

The party who has requested the admissions may move to determine the sufficiency of the answers or objections. Unless the court determines that an objection is justified, it shall order that an answer be served. If the court determines that an answer does not comply with the requirements of this rule, it may order either that the matter is admitted or that an amended answer be served. The provisions of R. 4:23-1(c) apply to the award of expenses incurred in relation to the motion.

Note: Source – *R.R.* 4:26-1. Former rule deleted and new R. 4:22-1 adopted July 14, 1972 to be effective September 5, 1972; amended November 27, 1974 to be effective April 1, 1975; amended July 24, 1978 to be effective September 11, 1978; amended July 13, 1994 to be effective September 1, 1994; amended July 15, 2024 to be effective September 1, 2024.

4:58-4. Multiple Claims; Multiple Parties

(a) ...no change

(b) Multiple Defendants. Where there are multiple defendants, offers shall be made as follows:

(1) ...no change

(2) [Defendants Against Whom No Joint and Several Judgment Is Sought.

If there are multiple defendants and there are defendants against whom no joint and several judgment is sought, claimant may file and serve individual offers on those defendants against whom no joint and several judgment is sought as prescribed by this rule. Similarly, those defendants against whom no joint and several judgment is sought may file and serve individual offers as prescribed by *R. 4:58-1*. If such offeror is successful as prescribed by *R. 4:58-2* or *-3*, such claimant or defendant shall be entitled to the allowances as prescribed by *R. 4:58-2* or *-3* as the case may be and subject to the provisions of this rule.] Reserved.

(3) ...no change

(c) ...no change

Note: Adopted July 5, 2000 to be effective September 5, 2000; caption amended, former text redesignated as paragraph (b) and amended, and new paragraphs (a) and (c) adopted July 28, 2004 to be effective September 1, 2004; paragraph (a) caption and text amended, and paragraph (b) amended August 5, 2022 to be effective September 1, 2022; caption and text of subparagraph (b)(2) deleted and section reserved July 15, 2024 to be effective September 1, 2024.

4:86-7A. Application for [Financial Maintenance] Continuation of Child Support for Incapacitated Adults Subject to Prior Chancery Division, Family Part Order

As to a person alleged or adjudicated to be incapacitated as defined in N.J.S.A. 3B:1-2 and who has reached the age of 23, an application for [conversion of a child support obligation to another form of financial maintenance] continuation of a child support obligation pursuant to N.J.S.A. 2A:17-56.67 et seq. may be made [as follows:] in accordance with R. 4:3-1(a)(4)(I) and R. 5:6-9(g).

(a) Prior to Adjudication of Incapacity. A plaintiff filing a complaint for adjudication of incapacity and appointment of guardian pursuant to R. 4:86-2 may request such conversion in a separate count of the complaint.

(b) After Adjudication of Incapacity. A guardian or custodial parent of an adjudicated incapacitated person may request such conversion by filing a motion on notice to the parent responsible for paying child support and any interested parties setting forth the basis for the relief requested pursuant to R. 4:86-7.

(c) Required Materials for Submission. Any action brought pursuant to either paragraph (a) or paragraph (b) shall set forth the exceptional circumstances pursuant to which such conversion to another form of financial maintenance is requested and shall have the following annexed thereto:

(1) Copies of any prior Chancery Division, Family Part orders related to the child support obligation; and

(2) A financial maintenance statement in such form as promulgated by the Administrative Director of the Courts.]

Note: Adopted July 27, 2018 to be effective September 1, 2018; caption and introductory paragraph amended and paragraphs (a), (b), and (c) deleted July 15, 2024 to be effective September 1, 2024.

4:86-12. Special Medical Guardian in General Equity.

(a) Standards. On the application of a hospital, nursing home, treating physician, relative or other appropriate person under the circumstances, the court may appoint a special guardian of the person of a patient to act for the patient respecting medical [treatment] care consistent with the court's order, if it finds that:

(1) the patient is incapacitated, unconscious, underage or otherwise unable to consent to medical [treatment] care;

(2) no general or natural guardian is immediately available who will consent to the rendering of [medical treatment] medical care or, as the case may be, withholding of medical care for a patient with a serious irreversible illness or condition;

(3) the prompt rendering of medical treatment is necessary in order to deal with a substantial threat to the patient's life or health, or, in the case of withholding treatment, where the patient has a serious irreversible illness or condition and the likely risks or burdens associated with the medical intervention to be withheld or withdrawn may reasonably be judged to outweigh the likely benefits to the patient from such intervention; and

(4) ...no change

(b) ...no change

(c) ...no change

(d) Order. The order granting the application, if orally rendered, shall be reduced to writing as promptly as possible and shall recite the findings on which it is based. Quasi-judicial immunity shall be extended to the appointed special guardian.

Note: Note: Adopted November 1, 1985 to be effective January 2, 1986; paragraphs (a), (b) and (c) of former R. 4:83-12 amended and rule redesignated June 29, 1990 to be effective September 4, 1990; paragraph (a) amended July 14, 1992 to be effective September 1, 1992; paragraph (a)(1) amended July 12, 2002 to be effective September 3, 2002; caption and paragraph (a)(1) amended July 9, 2008 to be effective September 1, 2008; paragraphs (a) and (d) amended July 15, 2024 to be effective September 1, 2024.

6:4-3. Interrogatories; Admissions; Production

(a) ...no change

(b) ...no change

(c) Physical and Mental Examinations in Personal Injury Actions;

Protective Orders. The provisions of R. 4:19 shall apply to personal injury actions in the Special Civil Part, except that the time period prescribed by R. 4:19-1 [R. 4:19], requiring that an examination not be scheduled prior to 45 days following the notice of the examination and that a motion for a protective order be filed within this 45-day period, is reduced to 30 days. In addition, a party requesting an examination shall do so by specific demand in the party's answer immediately following the signature line.

(d) ...no change

(e) ...no change

(f) Actions Cognizable But Not Pending in Small Claims Section,

Discovery. Any action filed in the Special Civil Part that is cognizable but not pending in the Small Claims Section may proceed with discovery, but each party is limited to serving interrogatories consisting of no more than [five] ten questions without parts. Such interrogatories shall be served and answered within the time limits set forth in R. 6:4-3(a). Additional interrogatories may be served and

enlargements of time to answer may be granted only by court order on timely notice of motion for good cause shown.

Note: Source – R.R. 7:6-4A (a) (b) (c), 7:6-4B, 7:6-4C. Caption amended and paragraph (c) adopted July 7, 1971 to be effective September 13, 1971; caption amended, paragraph (a) amended, and paragraph(d) adopted July 29, 1977 to be effective September 6, 1977; paragraph (a) amended July 24, 1978 to be effective September 11, 1978; paragraph (e) adopted July 15, 1982 to be effective September 13, 1982; paragraph (e) amended July 22, 1983 to be effective September 12, 1983; paragraphs (a), (c), (d) and (e) amended November 7, 1988 to be effective January 2, 1989; paragraph (a) amended, paragraph (b) adopted and former paragraphs (b), (c), (d) and (e) redesignated as (c), (d), (e) and (f) respectively, June 29, 1990 to be effective September 4, 1990; paragraph (b) amended August 31, 1990, to be effective September 4, 1990; paragraphs (b) and (c) amended July 14, 1992 to be effective September 1, 1992; paragraph (c) caption and text amended, and paragraph (f) amended July 12, 2002 to be effective September 3, 2002; former paragraph (b) deleted and paragraphs (c), (d), (e) and (f) redesignated as paragraphs (b), (c), (d) and (e), respectively, July 28, 2004, to be effective September 1, 2004; paragraph (b) amended, new paragraph (c) adopted, and former paragraphs (c), (d), (e) redesignated as paragraphs (d), (e), (f) July 27, 2006 to be effective September 1, 2006; paragraph (a) amended August 1, 2006 to be effective September 1, 2006; paragraph (f) caption and text amended July 23, 2010 to be effective September 1, 2010; paragraphs (c) and (f) amended July 15, 2024 to be effective September 1, 2024.

6:4-6. Sanctions

The provisions of R. 4:23 (sanctions for failure to make discovery) shall apply to actions in the Special Civil Part, except that:

(a) ...no change

(b) ...no change

(c) ...no change

(d) ...no change

(e) Notice to Client/Pro Se Party Pursuant to R. 4:23-5(a)(1). The notice prescribed by Appendix II-A of these rules shall be modified to reflect the time periods and restoration fees set forth in paragraphs (a)[,] and (b) [and (c)] above.

(f) ...no change

Note: Adopted July 29, 1977 to be effective September 6, 1977; amended November 7, 1988 to be effective January 2, 1989; former text amended and new paragraphs (a) through (f) adopted July 28, 2004 to be effective September 1, 2004; paragraphs (c), (e), and (f) amended July 22, 2014 to be effective September 1, 2014; paragraph (e) amended July 15, 2024 to be effective September 1, 2024.

6:5-2. Notice of Trial; Assignment for Trial

(a) ...no change

(b) Landlord and Tenant Actions. Summary actions between landlord and tenant shall be placed on a separate list on the calendar and shall be heard on the return day unless adjourned by the court, or by consent with the approval of the court. At the beginning of the calendar call and again at the end of the calendar call for latecomers, the judge presiding at the call shall provide instructions substantially conforming with the announcement contained in Appendix XI-S to these rules. Written copies of that announcement also shall be available to litigants in the courtroom. A [videotape] video recording, prepared either by the Administrative Office of the Courts or by the vicinage, may be used for the second reading when the judge deems its use necessary. In those counties having a significant Spanish-speaking population, the announcement also shall be given in Spanish both orally and in writing; the oral presentation may be given by [videotape] video recording or other audio-visual device or by the judge presiding at the call.

(c) ...no change

(d) ...no change

Note: Source -- *R.R.* 7:7-3, 7:7-4, 7:7-11, 7:7-12; paragraph (a) amended November 27, 1974 to be effective April 1, 1975; amended July 17, 1975 to be effective September 8, 1975; paragraph

(c) amended November 7, 1988 to be effective January 2, 1989; paragraph (a) amended July 10, 1998 to be effective September 1, 1998; paragraph (a) caption and text amended July 5, 2000 to be effective September 5, 2000; paragraph (b) amended July 18, 2001 to be effective November 1, 2001; paragraph (a) caption and text amended and new paragraph (d) added July 12, 2002 to be effective September 3, 2002; paragraph (b) amended July 15, 2024 to be effective September 1, 2024.

6:6-6. Post-Judgment Levy Exemption Claims and Applications for Relief in Tenancy Actions

(a) ...no change

(b) ...no change

(c) ...no change

(d) ...no change

(e) Collateral defense. If the judgment debtor appears in court on an objection to a levy and the court finds that the objection to levy is based upon any ground under R. 4:50-1 for vacating judgment, the court shall immediately release to the judgment debtor all funds that are exempt from levy, and may stay turnover of any remaining funds to the judgment creditor from the court officer for 20 days to allow the judgment debtor to file a motion to vacate default judgment. If a motion to vacate default judgment is filed, the stay shall remain in effect until the disposition of the motion.

Note: Adopted July 12, 2002 to be effective September 3, 2002; caption and paragraphs (a), (b), and (c) amended July 27, 2006 to be effective September 1, 2006; former paragraph (c) redesignated as paragraph (d) and new paragraph (c) adopted July 19, 2012 to be effective September 4, 2012; paragraph (b) amended July 22, 2014 to be effective September 1, 2014; new paragraph (e) added July 15, 2024 to be effective September 1, 2024.

6:7-2. Orders for Discovery; Information Subpoenas

(a) ...no change

(b) ...no change

(c) ...no change

(d) Enforcement Against Other Person or Entity. Proceedings to seek relief pursuant to R. 1:10-3, when a person who is not a party fails to obey an order for discovery or an information subpoena, may be commenced by order to show cause or notice of motion within 6 months thereof.

(e) Enforcement by Motion. Proceedings to seek relief pursuant to R. 1:10-3, when a judgment-debtor fails to obey an order for discovery or an information subpoena, shall be commenced within 6 months thereof by notice of motion supported by affidavit or certification. The notice of motion and certification shall be in the form set forth in Appendices XI-M and N to these Rules. The notice of motion shall contain a return date and shall be served on the judgment-debtor and filed with the clerk of the court not later than 10 days before the time specified for the return date, which can be rescheduled by the court at its discretion on notice to the parties. The moving papers shall be served on the judgment-debtor either in person or simultaneously by regular and certified mail, return receipt requested. The notice of motion shall state that the relief sought will include an order:

(1) adjudicating that the judgment-debtor has violated the litigant's rights of the judgment-creditor by failing to comply with the order for discovery or information subpoena;

(2) compelling the judgment-debtor to immediately furnish answers as required by the order for discovery or information subpoena;

(3) directing that if the judgment-debtor fails to appear in court on the return date or to furnish the required answers, [he or she] the judgment-debtor shall be arrested and [confined to the county jail until he or she has complied with the order for discovery or information subpoena] brought before a judge of the Superior Court in accordance with Rule 6:7-2(g);

(4) directing the judgment-debtor, if [he or she] the judgment-debtor fails to appear in court on the return date, to pay the judgment-creditor's attorney fees, if any, in connection with the motion to enforce litigant's rights; and

(5) granting such other relief as may be appropriate.

The notice of motion shall also state, in the case of an information subpoena, that the court appearance may be avoided by furnishing to the judgment-creditor written answers to the information subpoena and questionnaire at least 3 days before the return date.

(f) ...no change

(g) Warrant for Arrest. Upon the judgment-creditor's certification, in the form set forth in Appendix XI-P to these Rules, that a copy of the signed order to enforce litigant's rights has been served on the judgment-debtor as provided in this rule, that 10 days have elapsed and that there has been no compliance with the information subpoena or discovery order, the court may issue an arrest warrant. The judgment-creditor's certification must be filed within 6 months from the date of the order to enforce litigant's rights. If the judgment-debtor is to be arrested in a county other than the one in which the judgment was entered, the warrant shall be issued directly to a Special Civil Part Officer or the Sheriff of the county where the [judgment debtor] judgment-debtor is to be arrested, and the warrant shall have annexed to it copies of the order to enforce litigant's rights and the certification in support of the application for the warrant. The warrant shall be in the form set forth in Appendix XI-Q to these Rules and, except for good cause shown and upon such other terms as the court may direct, shall be executed by a Special Civil Part Officer or Sheriff only between the hours of 7:30 a.m. and 3:00 p.m. on a day when the court is in session. A judgment-debtor shall not be incarcerated at any time pursuant to the warrant. If the notice of motion and order to enforce litigant's rights were served on the judgment-debtor by mail, the warrant may be executed only at the address to which they were sent. In all cases the arrested judgment-debtor shall promptly be brought before a judge of the Superior Court in the county

where the judgment-debtor is arrested and released upon compliance with the order for discovery or information subpoena. When the judgment-debtor has been arrested for failure to answer an information subpoena, the clerk shall furnish the judgment-debtor with a blank form containing the questions attached to the information subpoena, as set forth in Appendix XI-L to these Rules.

(h) ...no change

(i) ...no change

Note: Source — *R.R.* 7:11-3(a)(b), 7:11-4. Paragraph (a) amended June 29, 1973 to be effective September 10, 1973; paragraph (a) amended July 17, 1975 to be effective September 8, 1975; amended July 21, 1980 to be effective September 8, 1980; caption amended, paragraph (a) caption and text amended, paragraph (b) adopted and former paragraph (b) amended and redesignated as paragraph (c) June 29, 1990 to be effective September 4, 1990; paragraph (a) amended and paragraphs (d), (e) and (f) adopted July 14, 1992 to be effective September 1, 1992; paragraphs (b), (d), (e) and (f) amended July 13, 1994 to be effective September 1, 1994; former paragraph (b) redesignated as subparagraph (b)(1), subparagraph (b)(2) adopted, paragraph (c) amended, paragraph (d) adopted, former paragraph (d) amended and redesignated as paragraph (e), former paragraphs (e) and (f) redesignated as paragraphs (f) and (g) June 28, 1996 to be effective September 1, 1996; subparagraph (b)(2) and paragraph (g) amended July 10, 1998 to be effective September 1, 1998; paragraph (h) adopted July 5, 2000 to be effective September 5, 2000; new paragraph (h) added, and former paragraph (h) redesignated as paragraph (i) July 12, 2002 to be effective September 3, 2002; paragraphs (f) and (g) amended July 28, 2004 to be effective September 1, 2004; paragraph (g) amended July 19, 2012 to be effective September 4, 2012; paragraph (f) amended July 27, 2018 to be effective September 1, 2018; paragraphs (d), (e), and (g) amended July 15, 2024 to be effective September 1, 2024.

6:8. Special Actions: Attachment, Capias and Replevin; Return of Orders for Possession

Writs of capias ad respondendum, attachment and replevin [shall be issued and proceeded upon in accordance with *R. 4:51, 4:60 and 4:61*, respectively, and in accordance with applicable law. An officer assigned to execute an order for possession in a replevin action shall make return thereof to the clerk within 30 days from the issuance of such order, and the officer shall not thereafter execute such order without the further order of the court] shall not be filed with the Special Civil Part.

Note: Source – *R.R. 7:12-7, 7:12-8*; amended July 13, 1994 to be effective September 1, 1994; amended July 15, 2024 to be effective September 1, 2024.

8:6-1. Discovery; Exchange of Appraisals and Comparable Sales and Rentals

(a) Discovery. Discovery may be taken in accordance with the provisions of R. 4:10-1 through R. 4:18-2 and R. 4:22 through R. 4:25 insofar as applicable except as follows:

(1) . . . no change

(2) In state tax cases [the 180 days for the completion of discovery shall commence to run on the date the answer is served] initial discovery requests shall be made within 90 days of the filing of the answer to the complaint. At any time, the court, in its discretion, or by agreement between the parties, may [extend] modify or reopen the time to initiate or complete discovery. [Completion of discovery shall be coordinated with pretrial conferences and memoranda.] All discovery shall be completed no less than 30 days before trial except upon leave of court. Requests for admission shall be served in a separate document so titled and shall not be combined with interrogatories, document production requests, or any other material. All interrogatory answers shall first state the question and then beneath the question state the answer to that question. In state tax cases, discovery shall not be served or answered on eCourts Tax.

(3) . . . no change

(4) . . . no change

(5) . . . no change

(6) . . . no change

(b). . . no change

Note: Adopted June 20, 1979 to be effective July 1, 1979. Amended July 8, 1980 to be effective July 15, 1980; paragraph (a) amended July 16, 1981 to be effective September 14, 1981; paragraphs (a) and (b) amended and caption amended July 15, 1982 to be effective September 13, 1982; paragraph (b)(1)(iii) adopted July 22, 1983 to be effective September 12, 1983; paragraph (a)(4) adopted November 5, 1986 to be effective January 1, 1987; paragraph (a)(5) adopted July 13, 1994 to be effective September 1, 1994; paragraphs (b)(1)(i) and (b)(1)(ii) amended July 10, 1998 to be effective September 1, 1998; new paragraph (a)(1) added, former paragraphs (a)(1), (a)(2), and (a)(3) amended and redesignated as paragraphs (a)(2), (a)(3), and (a)(4), and former paragraphs (a)(4) and (a)(5) redesignated as paragraphs (a)(5) and (a)(6) July 12, 2002 to be effective September 3, 2002; Rule 8:6 caption amended, paragraphs (a) and (b) amended July 9, 2008 to be effective September 1, 2008; paragraphs (a)(2) and (a)(4) amended July 22, 2014 to be effective September 1, 2014; subparagraphs (a)(2) and (a)(5) amended July 27, 2018 to be effective September 1, 2018; subparagraph (a)(4) amended July 31, 2020 to be effective September 1, 2020; subparagraph (a)(2) amended July 15, 2024 to be effective September 1, 2024.

APPENDIX II-A

Notice to Client/Pro Se Party Pursuant to [R.] Rules 4:23-5(a)(1) and 6:4-6

Enclosed is a copy of the court's order which

_____ dismisses your complaint.

_____ strikes your answer and defenses.

_____ other (be specific).

This order can be vacated only by a formal motion. You must fully respond to demands for discovery made pursuant to R. 4:17, R. 4:18-1 or R. 4:19 and served on behalf of (name) prior to the filing of such a motion, and you must pay a restoration fee of \$100.00 (for Civil Part cases) or \$25 (for Special Civil Part (DC) cases) if the motion to vacate is made within 30 days after entry of this order and in the amount of \$300.00 (for Civil Part cases) or \$75 (for Special Civil Part (DC) cases) if the motion is made thereafter.

Failure to file such a motion within 60 days (for Civil Part cases) or 45 days (for Special Civil Part (DC) cases) after the entry of this order may result [in the imposition of counsel fees and the assessment of costs against you or] in an additional order to forever preclude the restoration of the pleading(s) filed on your behalf. Failure to file such a motion within 90 days (for Civil Part cases) or 60

days (for Special Civil Part (DC) cases) after the entry of this order may result in the imposition of counsel fees and the assessment of costs against you.

Please be guided accordingly.

Note: Form F amended July 10, 1998 to be effective September 1, 1998; Form F designated as Appendix II-A and text amended July 9, 2008 to be effective September 1, 2008; amended July 23, 2010 to be effective September 1, 2010; amended July 15, 2024 to be effective September 1, 2024.

APPENDIX XI-A(1)



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

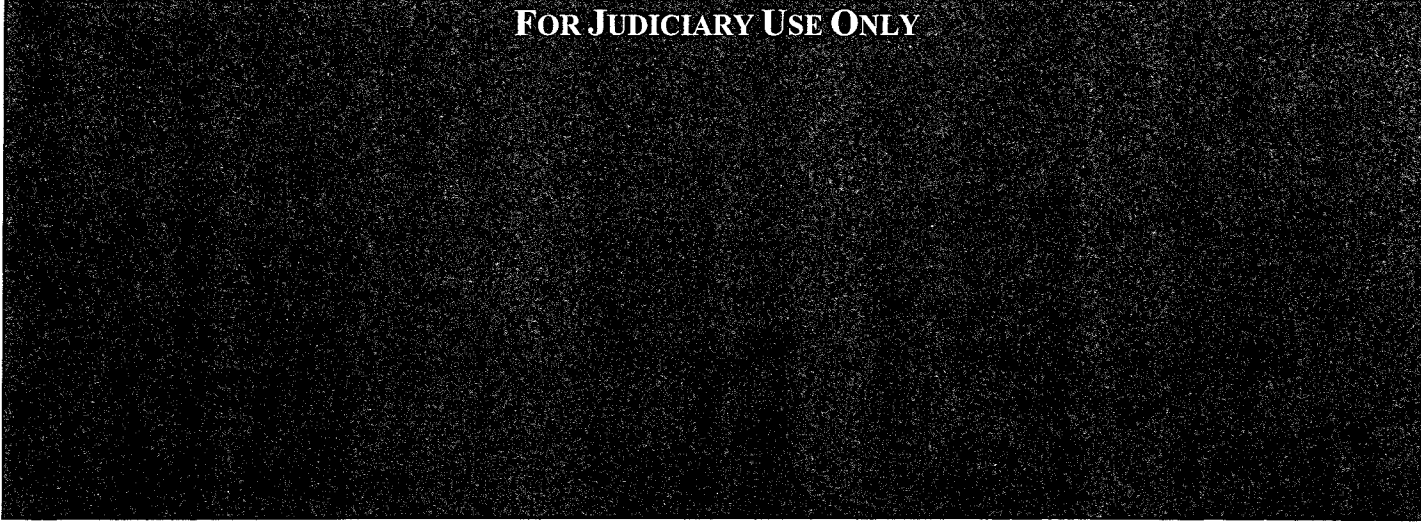
Person or Business Being Sued (Defendant)

(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 their 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 _____.

If you file an Answer, your case will go to a settlement conference with a trained, neutral third person on the day of trial.

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	\$XXXXXXXX
Tasa judicial	\$XXXXXXXX
Cargo del emplazamiento	\$XXXXXXXX
Honorarios del abogado	\$XXXXXXXX
TOTAL	\$XXXXXXXX

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 _____.

Por favor tenga en cuenta que si usted presenta una Respuesta, su causa se enviará a un fideicomitente para tratar de resolver la causa antes del juicio.

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

Note: Adopted July 5, 2000 to replace Appendix XI-A effective September 5, 2000; amended July 12, 2002 effective September 3, 2002; amended July 19, 2012 to be effective September 4, 2012; amended November 12, 2014 to be effective November 17, 2014; amended July 13, 2015 to be effective July 20, 2015; amended September 14, 2018, effective retroactive to September 1, 2018; amended August 1, 2022, effective retroactive to July 1, 2022; amended July 15, 2024 to be effective September 1, 2024.

APPENDIX XI-L

IMPORTANT NOTICE - Please Read Carefully
Failure to Comply with this Information Subpoena May Result in Your Arrest and [Incarceration] Mandatory Appearance Before a Judge of the Superior Court in Accordance with Rule 6:7-2(g)

Name: _____

Address: _____

Telephone Number: _____

Attorney(s) for:

Plaintiff

-vs-

Defendant

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

Docket Number: _____

**Civil Action
Information Subpoena**

THE STATE OF NEW JERSEY, to: _____

Judgment has been entered against you in the Superior Court of New Jersey, Law Division, Special Civil Part, _____ County, on _____, 20____, in the amount of \$_____ plus costs, of which \$_____ together with interest from _____, 20____, remains due and unpaid.

Attached to this Information Subpoena is a list of questions that court rules require you to answer within 14 days from the date you receive this subpoena. If you do not answer the attached questions within the time required, the opposing party may ask the court to conduct a hearing in order to determine if you should be held in contempt. You will be compelled to appear at the hearing and explain your reasons for your failure to answer.

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. Even if you dispute the judgment you must answer all of the attached questions.

You must answer each question giving complete answers, attaching additional pages if necessary. False or misleading answers may subject you to punishment by the court. However, you need not provide information concerning the income and assets of others living in your household unless you have a financial interest in the assets or income. Be sure to sign and date your answers and return them to the address in the upper left hand corner within 14 days.

Dated: _____, 20__

Attorney for

Clerk

Questions for Individuals

1. Full Name

2. Address

3. Birth Date

4. Social Security Number

5. Driver's License Number

Exp. Date

6. Telephone Number

7. Full name and address of your employer

(a) Your weekly salary **Gross** \$ _____ **Net** \$ _____

(b) If not presently employed, name and address of last employer

8. Is there currently a wage execution on your salary?

Yes

No

9. List the names, addresses and account numbers of all bank accounts on which your name appears.

Bank Name

Address

Account Number(s)

10. If you receive money from any of the following sources, list the amount, how often, and the name and address of the source. (check all that apply)

Alimony

Amount & Frequency

Name of Source

Address

\$ _____

Loan Payments

Amount & Frequency

Name of Source

Address

\$ _____

Rental Income

Amount & Frequency

Name of Source

Address

\$ _____

Pensions

Amount & Frequency

Name of Source

Address

\$ _____

Bank Interest

Amount & Frequency

Name of Source

Address

\$ _____

Stock Dividends

Amount & Frequency

Name of Source

Address

\$ _____

Other

Amount & Frequency \$	Name of Source	Address
--------------------------	----------------	---------

11. Do you receive any of the following, which are exempt from levy? Any levy on disclosed exempt funds may result in monetary penalties including reimbursement of the debtor's out-of-pocket expenses.

- | | | | |
|--------------------------------|------------------------------|-----------------------------|---------------------------|
| Social Security benefits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |
| S.S.I. benefits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |
| Welfare benefits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |
| V.A. benefits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |
| Unemployment benefits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |
| Workers' Compensation benefits | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |
| Child support payments | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Amount per month \$ _____ |

Attach copies of the three most recent bank statements for each account listed in Question 9 that contains funds from these sources.

12. Do you own the property where you reside? If yes, state the following: Yes No

- | | | |
|---|---------------------------------|---|
| (a) Name of the owner or owners | (b) Date property was purchased | (c) Purchase price
\$ _____ |
| (d) Name and address of mortgage holder | | (e) Balance due on mortgage
\$ _____ |

13. Do you own any other real estate? If yes, state the following: Yes No

- | | | |
|--|---------------------------------|---|
| (a) Address of property | (b) Date property was purchased | (c) Purchase price
\$ _____ |
| (d) Name and address of all owners | | |
| (e) Name and address of mortgage holder | | (f) Balance due on mortgage
\$ _____ |
| (g) Names and address of all tenants, and monthly rental paid by each tenant | | |
| Name | Address | Monthly Rent
\$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

14. Does the present value of your personal property, which includes automobiles, furniture, appliances, stocks, bonds, and cash on hand, exceed \$1,000? Yes No

If the answer is "yes," you must itemize all personal property owned by you.

Cash on Hand: \$ _____

Other personal property: If financed, give name and address of party to whom payments are made.

Item (include make, model, serial number)	Date Purchased	Purchase Price	If Financed, Balance Still Due	Present Value
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

15. Do you own a motor vehicle? If yes, state the following for each vehicle owned: Yes No

(a) Make, model and year of motor vehicle

(b) If there is a lien on the vehicle, state the name and address of the lienholder Amount due on lien
\$

(c) License plate Number (d) Vehicle Identification Number

16. Do you have an ownership interest in a business? If yes, state the following with respect to each business: Yes No

(a) Name and address of the business

(b) Is the business a (select one)

corporation sole proprietorship partnership limited liability company


(c) Name and address of all stockholders, officers, partners or members

Name	Address

(d) The amount of income received by you from the business during the last twelve months \$ _____

17. Set forth all other judgments that you are aware of that have been entered against you and include:

<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due \$
Name of Court		Docket Number
<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due \$
Name of Court		Docket Number
<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due \$
Name of Court		Docket Number
<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due \$
Name of Court		Docket Number
<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due \$
Name of Court		Docket Number

 Creditor's Name	Creditor's Attorney	Amount Due
Name of Court		\$
I hereby 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.		
Date	Signature	

Questions for Business Entity

1. Name of business including all trade names.

2. Address of all business locations.

3. If the judgment-debtor is a corporation, the names and addresses of all stockholders, officers and directors.

Name

Address

4. If a partnership, list the names and addresses of all partners.

Name

Address

5. If a limited partnership, list the names and addresses of all general partners.

Name

Address

6. If the judgment-debtor is a limited liability company, the names and addresses of all members.

Name

Address

7. Set forth in detail the name, address and telephone number of all businesses in which the principals of the judgment-debtor now have an interest and set forth the nature of the interest.

Name

Address

Phone Number

Nature of Interest

Name

Address

Phone Number

Nature of Interest

8. For all bank accounts of the judgment-debtor business entity, list the name of the bank, the bank's address, the account number and the name in which the account is held.

Bank Name	Address
Account Number	Account Name
Bank Name	Address
Account Number	Account Name
Bank Name	Address
Account Number	Account Name

9. Specifically state the present location of all books and records of the business, including checkbooks.

10. State the name and address of the person, persons, or entities who prepare, maintain and/or control the business records and checkbooks.

Name	Address
_____	_____
_____	_____

11. List all physical assets of the business and their location. If any asset is subject to a lien, state the name and address of the lienholder and the amount due on the lien.

Asset	Location	
_____	_____	
Lien <input type="checkbox"/> Yes <input type="checkbox"/> No	Lien holder name/address	Amount Due \$
Asset	Location	
_____	_____	
Lien <input type="checkbox"/> Yes <input type="checkbox"/> No	Lien holder name/address	Amount Due \$
Asset	Location	
_____	_____	
Lien <input type="checkbox"/> Yes <input type="checkbox"/> No	Lien holder name/address	Amount Due \$

12. Does the business own any other real estate? If yes, state the following for each property: Yes No

(a) Name(s) in which property is owned _____

(b) Address of property _____ (c) Date property was purchased _____ (d) Purchase price \$ _____

(e) Name and address of mortgage holder _____ (f) Balance due on mortgage \$ _____

12. (g) The names and addresses of all tenants and monthly rentals paid by each tenant.

Name	Address	Monthly Rent
		\$
		\$
		\$
		\$
		\$
		\$

13. List all motor vehicles owned by the business, stating the following for each vehicle:

(a) Make, model and year	(b) License plate number	(c) Vehicle identification number
(d) If there is a lien on the vehicle, state the name and address of the lienholder		Amount due on lien
		\$

14. List all accounts receivable due to the business, stating the name, address and amount due on each receivable.

Name	Address	Amount Due
		\$
		\$
		\$
		\$
		\$
		\$
		\$

15. For any transfer of business assets that has occurred within six months from the date of this subpoena, specifically identify:

(a) The nature of the asset

(b) The date of transfer

(c) Name and address of the person to whom the asset was transferred

(d) The consideration paid for the asset and the form in which it was paid (check, cash, etc.)

(e) Explain in detail what happened to the consideration paid for the asset

16. If the business is alleged to be no longer active, set forth:

(a) The date of cessation

(b) All assets as of the date of cessation

(c) The present location of those assets

(d) If the assets were sold or transferred, set forth:

1. The nature of the assets

2. Date of transfer

3. Name and address of the person to whom the assets were transferred

4. The consideration paid for the assets and the form in which it was paid.

5. Explain in detail what happened to the consideration paid for the assets:

17. Set forth all other judgments that you are aware of that have been entered against you and include:

<input type="checkbox"/>	Creditor's Name	Creditor's Attorney	Amount Due
			\$
	Name of Court	Docket Number	
<input type="checkbox"/>	Creditor's Name	Creditor's Attorney	Amount Due
			\$
	Name of Court	Docket Number	

<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due
		\$
Name of Court		Docket Number

<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due
		\$
Name of Court		Docket Number

<input type="checkbox"/> Creditor's Name	Creditor's Attorney	Amount Due
		\$
Name of Court		Docket Number

18. For all litigation in which the business is presently involved, state:

(a) Date litigation commenced

(b) Name of party who started the litigation

(c) Nature of the action

(d) Names of all parties and the names, addresses and telephone numbers of their attorneys

<input type="checkbox"/>	Party Name	
	Attorney Name	Attorney Address
		Telephone Number
<input type="checkbox"/>	Party Name	
	Attorney Name	Attorney Address
		Telephone Number
<input type="checkbox"/>	Party Name	
	Attorney Name	Attorney Address
		Telephone Number

(e) Trial date (f) Status of case

(g) Name of the court and docket number

19. State the name, address and position of the person answering these questions:

(a) Name	
(b) Address	
(c) Position	
I hereby 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.	
Date	Signature

Note: Former Appendix XI-K adopted June 29, 1990, effective September 4, 1990; amended July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-L and amended July 13, 1994, effective September 1, 1994; amended July 28, 2004 to be effective September 1, 2004; amended July 22, 2014 to be effective September 1, 2014; amended July 15 2024 to be effective September 1, 2024.

APPENDIX XI-M

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, active credit card number or military status.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

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

Docket Number: _____

_____,
Plaintiff

v.

_____,
Defendant

**Civil Action
Notice of Motion for Order
Enforcing Litigant's Rights**

TO: _____, Defendant

PLEASE TAKE NOTICE that on _____, 20___, at _____ am/ pm
I will apply to the above-named court located at

_____, New
Jersey, for an Order:

1. Adjudicating that you have violated the litigant's rights of the plaintiff by failure to comply with the (check one) order for discovery / information subpoena served upon you;
2. Compelling you to immediately furnish answers as required by the (check one) order for discovery / information subpoena;
3. Directing that, if you fail to appear in court on the date written above, you may be arrested by an Officer of the Special Civil Part or the Sheriff and [confined in the county jail] brought before a Judge of the Superior Court in accordance with Rule 6:7-2(g) until you comply with the (check one) order for discovery / information subpoena;

4. Directing that, if you fail to appear in court on the date written above, you shall pay the plaintiff's attorney fees in connection with this motion;

5. Granting such other relief as may be appropriate.

If you have been served with an information subpoena, you may avoid having to appear in court by sending written answers to the questions attached to the information subpoena to me no later than three (3) days before the court date.

I will rely on the certification attached hereto.

Dated: _____

Signature: _____

(check one) Attorney for Plaintiff / Plaintiff Pro Se

Note: Former Appendix XI-L adopted July 14, 1992 effective September 1 1992; redesignated as Appendix XI-M July 13, 1994, effective September 1, 1994; amended August 1, 2016, effective September 1, 2016; amended August 1, 2022, effective retroactive to July 1, 2022; amended July 15, 2024 to be effective September 1, 2024.

APPENDIX XI-O

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, active credit card number or military status.

Failure to Comply with This Order May Result in Your Arrest and Mandatory Appearance Before a Judge of the Superior Court in Accordance With Rule 6:7-2(g)

Plaintiff or Filing Attorney Information:

Name
NJ Attorney ID Number
Address
Email Address
Telephone Number

Plaintiff
v.
Defendant

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

Civil Action
Order to Enforce Litigant's Rights

This matter being presented to the court by, on plaintiff's Motion for an Order Enforcing Litigant's Rights, and the defendant having failed to appear on the return date and having failed to comply with the (check one) Order for Discovery previously entered in this case / Information Subpoena.

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

- It is on this day of, 20, ORDERED and adjudged:
1. Defendant, has violated plaintiff's rights as a litigant:
2. Defendant, shall immediately furnish answers as required by the Order for Discovery / Information Subpoena;
3. If Defendant, fails to comply with the Order for Discovery / Information Subpoena within ten (10) days of the certified date

of personal service or mailing of this order, a warrant for the defendant's arrest may issue out of this Court without further notice to have defendant brought before a judge of the Superior Court in accordance with Rule 6:7-2(g).

4. Defendant shall pay plaintiff's attorney fees in connection with this motion in the amount of \$ _____.

J.S.C.

Proof of Service

On _____, 20___, I served a true copy of this Order on Defendant, _____, (check one) personally / by sending it simultaneously by regular and certified mail, return receipt requested to _____,

(set forth address)

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: _____

Note: Former Appendix XI-N adopted July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-O July 13, 1994, effective September 1, 1994, amended July 12, 2002 to be effective September 3, 2002; amended July 28, 2004 to be effective September 1, 2004; amended August 1, 2016 to be effective September 1, 2016; amended August 1, 2022, effective retroactive to July 1, 2022; amended July 15, 2024 to be effective September 1, 2024.

APPENDIX XI-P

Plaintiff or Filing Attorney Information:

Name _____
NJ Attorney ID Number _____
Address _____
Email Address _____
Telephone Number _____

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

_____,
Plaintiff
v.

Docket Number _____
Civil Action
Certification in Support of
Application for Arrest Warrant
and Mandatory Appearance
Before a Judge of the Superior
Court in Accordance with
Rule 6:7-2(g)

Defendant

The following certification is made in support of plaintiff's application for an arrest warrant and mandatory appearance before a judge of the Superior Court in accordance with Rule 6:7-2(g):

- 1. I am the (check one) [] plaintiff / [] 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, _____ 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, _____, (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 the (check one) Order / 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: _____

Note: Former Appendix XI-O adopted July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-P July 13, 1994, effective September 1, 1994; amended July 10, 1998, to be effective September 1, 1998; amended July 28, 2004 to be effective September 1, 2004; amended September 14, 2018, effective retroactive to September 1, 2018; amended August 1, 2022, effective retroactive to July 1, 2022; amended July 15, 2024 to be effective September 1, 2024.

APPENDIX XI-Q

**WARRANT FOR ARREST AND MANDATORY APPEARANCE BEFORE A JUDGE
OF THE SUPERIOR COURT IN ACCORDANCE WITH RULE 6:7-2(g)**

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, active credit card number or military status.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

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

Docket Number: _____

_____,
Plaintiff

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. _____ shall not be incarcerated at any time pursuant to this Warrant.

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

Note: Former Appendix XI-P adopted July 14, 1992, effective September 1, 1992; redesignated as Appendix XI-Q July 13, 1994, effective September 1, 1994; amended June 28, 1996 to be effective September 1, 1996; amended July 28, 2004 to be effective September 1, 2004; amended September 14, 2018, effective retroactive to September 1, 2018; amended August 1, 2022, effective retroactive to July 1, 2022; amended July 15, 2024 to be effective September 1, 2024.

RPC 4.2 Communication with Person Represented by Counsel

In representing a client, a lawyer shall not communicate about the subject of the representation with a person the lawyer knows, or by the exercise of reasonable diligence should know, to be represented by another lawyer in the matter, including members of an organization's litigation control group as defined by RPC 1.13, unless the lawyer has the consent of the other lawyer, or is authorized by law or court order to do so, or unless the sole purpose of the communication is to ascertain whether the person is in fact represented. Reasonable diligence shall include, but not be limited to, a specific inquiry of the person as to whether that person is represented by counsel. Nothing in this rule shall, however, preclude a lawyer from counselling or representing a member or former member of an organization's litigation control group who seeks independent legal advice.

Note: Adopted September 10, 1984, to be effective immediately; amended June 28, 1996, to be effective September 1, 1996; amended and official comment added November 17, 2003 to be effective January 1, 2004; additional official comment added July 15, 2024 to be effective September 1, 2024.

Official Comment by Supreme Court (November 17, 2003)

[no change to official comment]

Official Comment by Supreme Court (July 15, 2024)

A lawyer shall not engage in a prohibited communication through the acts of another. See RPC 8.4(a) (a lawyer may not violate any of the ethics

rules “through the acts of another”).

Communications that are intended to gain access to non-public social media postings of a represented party fall within the prohibition of this Rule.