

**A Guide to the
Superior Court of New Jersey
Essex Vicinage**



Patricia K. Costello
Assignment Judge

Collins E. Ijoma
Trial Court Administrator

Quick Reference Guide

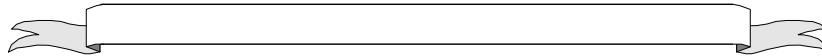
All numbers are in the 973 area code, unless otherwise noted.

Appellate Clerk in Trenton	609-292-4822
Bail	693-5970
Child Support Enforcement	693-6400
Civil	
Civil Records (Vault)	693-6460
Civil Customer Service	693-5529
General Equity	648-2119
Arbitration and CDR Center	693-6447
Landlord/Tenant Court	693-6479
General Information - Criminal	693-5931/5932
Central Judicial Processing Court	693-6544
Criminal Records	693-5965
Family Information Center	693-6678
Children in Court Services	693-6610
Dissolution/Non-Dissolution	693-6710/5560
Domestic Violence	693-6840
Juvenile Unit	693-6775
Supervised Visitation	693-5521
Human Resources	693-5740
Info. & Community Relations Center	693-5725/5774
Essex County Jail	274-7500
Jury Information	693-5915
Law Library	693-5723
Office of the Ombudsman	693-5728
Vicinage Chief Probation Officer's Office	395-3025
General Information - Probation	395-3010
Transcripts	693-5777/5778
Weather/ Emergency Closing	693-5701

*WELCOME
TO THE SUPERIOR COURT
OF NEW JERSEY
ESSEX VICINAGE*

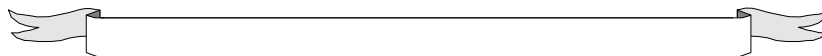
Purpose of this Booklet

This booklet is a guide to services in the
Essex Vicinage.



MISSION STATEMENT

We are an independent branch of government constitutionally entrusted with the fair and just resolution of disputes in order to preserve the rule of law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.



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MESSAGE FROM THE ASSIGNMENT JUDGE

Dear Community Member,

I am pleased to welcome you to our Courts. As the Assignment Judge of the Superior Court of New Jersey - Essex Vicinage, I am the chief judicial officer in this vicinage. My role is to oversee the efficient management and supervision of all court matters.

The Essex Vicinage is the largest vicinage in the state. Our courts hear thousands of cases annually. The court complex has five buildings that house approximately 50 judges and 1,000 employees. The newest of the five buildings is the Robert N. Wilentz Justice Complex, 212 Washington Street, which houses the Family and Equity courts, as well as the Child Support Enforcement Office. The Hall of Records, which primarily houses special civil courtrooms, the Historic Courthouse where the civil courtrooms are located and the Veterans Courthouse, where most criminal cases are heard, join at West Market Street. The Probation Division is located at 60 Evergreen Place in East Orange.

The buildings are all rich in their individual histories, but the Historic Courthouse is of particular interest. After years of renovation the building was reopened to the public in 2005. The building was designed by famed architect Cass Gilbert, who designed the United States Courthouse and the Woolworth Building in Manhattan and the United States Supreme Court Building in Washington, D.C. It also houses some of the most highly regarded artwork of 20th century American artists. Gutzon Borglum created the landmark Lincoln statue at the foot of its steps. He is the world-renown sculptor who carved the monumental images of George Washington, Thomas Jefferson, Abraham Lincoln and Theodore Roosevelt in the side of Mount Rushmore in South Dakota and the Lincoln bust in the rotunda of the Capitol in Washington, D.C. The Historic Courthouse has also served as a movie set in several major films, such as the Harrison Ford movie "Random Hearts". The building has been named a national and state historic landmark.

The Vicinage has many special programs designed to enhance the fulfillment of our mission. We have an Information and Community Relations Center where staff answer questions, host court tours and organize speaking engagements and special events. We also have an Ombudsman to address individual and community concerns.

Our Jury Division has educational materials to inform jurors about their important role in the judicial process. The Criminal Division has a Pretrial Intervention Program (PTI) for early intervention in the lives of offenders and an innovative Drug Court that is a probation alternative. Drug Court helps defendants address the underlying problem and end the cycle of drug dependency and criminal behavior. The Civil Division has mediation and arbitration programs, including a Landlord/Tenant Master, that offer opportunities to settle disputes without traditional litigation. The Family Division has numerous programs that offer faster and less adversarial means of resolving disputes, such as the Family Mediation Program and the Matrimonial Early Settlement Panel. The Family Division also sponsors other programs designed to educate juvenile offenders such as the Juvenile Auto Theft Prevention Program. Many of our programs use volunteers who are both attorneys and lay persons.

The judges and staff of the Essex Vicinage recognize that without public trust and support, the court cannot fulfill its mission. We value your input and look forward to serving you. Again, I personally welcome you to the Vicinage and hope that you find your visit productive and meaningful.

PATRICIA K. COSTELLO, A.J.S.C.

General Operations



**Superior Court of New Jersey
Essex Vicinage**

~ Court Complex ~

Hall of Records

465 Dr. Martin L. King Jr. Blvd.
Newark, NJ 07102

- ~ Special Civil Part Courtrooms
- ~ Surrogate's Court
- ~ Landlord / Tenant Court

Wilentz Justice Complex

212 Washington Street
Newark, NJ 07102

- ~ Family Division and Courts
- ~ Child Support Enforcement
- ~ General Equity Courts



Veterans Courthouse

50 West Market Street
Newark, NJ 07102

- ~ Court Administration
- ~ Human Resources
- ~ Civil Customer Service
- ~ Criminal Division and Courts
- ~ Office of the Ombudsman and Information and Community Relations Center

Probation Division

60 Evergreen Place
East Orange, NJ 07108

- ~ Adult Supervision
- ~ Juvenile Supervision
- ~ Community Service Programs

Historic Courthouse

470 Dr. Martin L. King Jr. Blvd.
Newark, NJ 07102

- ~ Arbitration and Mediation
- ~ Civil, Law Division Part

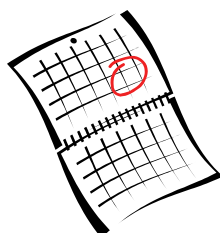
Court Hours

Monday - Friday, 8:30 a.m. - 4:30 p.m.



Court Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Day
- Thanksgiving Day
- Christmas Day



Emergency Closings

Information regarding emergency closings or closings due to weather conditions can be obtained by calling

973-693-5701

or by visiting the Judiciary Web site at:

www.njcourtsonline.com

~ General Information ~

Automated Attendant.....973-693-5700

The automated attendant provides general court-related information including directions to the courthouse, locations of disabled parking and accessible entrances, locations of courtrooms and judges, and special services and assistance.

Security

Essex County Sheriff's Department personnel screen all persons, including jurors, when entering the court complex. To expedite this process, please observe the following:

- Remove all metal objects that will activate the metal detector (including keys, coins, cell phones, cigarette packs, foil wrappers and large buckles). If the metal detector activates as you pass through, the Officer will use a hand-held metal detector to screen you.
- Purses and other carried items, such as brief cases and backpacks, will be x-rayed. Leave pocket knives, scissors, pepper spray, etc. at home or in your vehicle. All weapons and potential safety hazards will be confiscated.
- Cameras and recording devices are prohibited.

Law Library.....973-693-5723

Room 512 - Veterans Courthouse

The law library is open from 8:30 a.m. to 4:00 p.m. The law library has approximately 10,000 to 20,000 volumes including New Jersey Official Reporters and Statutes, New York Statutes and the United States Code Annotated.

- The library does not provide Internet Service.
- Although the library is not a lending library, a coin operated copier is available for public use.
- Books must be re-shelved after use.
- Cell phone use in the library is prohibited.

Office of the Trial Court Administrator.....973-693-5701

Room 514 - Veterans Courthouse

The Trial Court Administrator is the administrative arm of the courts within the vicinage, under the direction of the Assignment Judge and the Administrative Director of the Courts. The responsibilities of the Trial Court Administrator include the provision of technical and managerial support to the Assignment Judge and Administrative Director with respect to budget development and expenditures, the supervision of all judicial support personnel, program development and analysis, and facilities and resource management.

The Assistant Trial Court Administrators assist the Trial Court Administrator by guiding and overseeing the division managers in case processing, and in areas such as the Interpreters Unit, Complementary Dispute Resolution, Judiciary Volunteers, Records Management, Facilities, Court Security, Transcripts, Law Library, and the Information and Community Relations Center. They oversee labor management issues and ensure compliance with Federal and State laws and policies regarding public access and employment.



Media and Press Inquiries.....973-693-5701

Contact the Trial Court Administrator's Office for the Assignment Judge's approval for the use of photographic, video or audio equipment in the courthouse. You may also contact the Office of the Trial Court Administrator to obtain a copy of the New Jersey Supreme Court Guidelines for media and press coverage in the court.

Finance Division.....973- 693-5734

Payments are accepted at the cashier windows, located on the 1st floor of the Veterans Courthouse for the following: filing fees, fines, restitution, escrow accounts, landlord/tenant, small claims, transcripts, warrants of removal, wage executions, bail, probation, applications for record checks, expungements, municipal appeals, PTI applications and gun permits.

Payments for probation fines, fees and restitution are accepted on the seventh floor of 60 Evergreen Place in East Orange.

Payments for child support, family and general equity filing fees, fines, restitution and escrow are accepted on the first floor of the Wilentz Justice Complex at 212 Washington Street in Newark.

***All checks must be made payable to:
Treasurer, State of New Jersey***

Civil Drop-Box

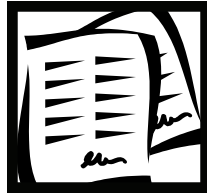
Veterans Courthouse—first floor

The Civil Drop-Box accepts court documents and payments after regular business hours. Documents are stamped automatically with the date and time. Documents received before 7 pm will be considered same-day mail. Documents received after 7 pm will be considered next-day mail. The box is closed Friday evening through Sunday.



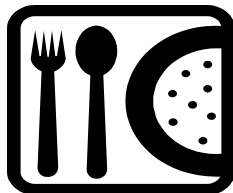
Transcripts.....973-693-5779/5780
Rooms 165 and 183 - Veterans Courthouse

The Transcript Unit handles requests for court transcripts and provides them as a matter of public record. Fees are payable by check or money order. You must call the Transcript Unit to find out the amount of the deposit and the name of the transcript company assigned to the request. Transcripts for Family Court cases can be obtained in Room 1053 of the Wilentz Justice Complex, 212 Washington Street.



Facilities

For the public's convenience, a cafeteria is located on the third floor of the Hall of Records. A cafeteria is also available on the first floor of the Wilentz Justice Complex. A small convenience store, a cafe and an ATM are also located on the first floor of the Wilentz Justice Complex. All public restrooms are wheelchair accessible.



Division of Human Resources.....973-693-5740
Room 612 - Veterans Courthouse

The Essex Vicinage employs approximately 1,000 employees in an exciting and dynamic environment. We offer diverse career opportunities in entry-level, para-professional, professional and management positions. We look for candidates who value high quality public service, and the desire to be part of a team. Interested applicants may obtain a listing of judiciary positions by visiting the Human Resources Office or the judiciary web site at:

www.njcourtsonline.com



Access for the Disabled

ADA Coordinator.....973-693-5707
TDD/TTY.....973-693-5715
Room 514 - Veterans Courthouse

The judiciary is committed to providing equal access to its services and programs in accordance with the Americans with Disabilities Act (ADA). Each courthouse has a coordinator responsible for implementing the ADA. Disabled individuals who need an accommodation are encouraged to contact the ADA Coordinator.

The judiciary will make reasonable accommodations for disabled persons in a way that integrates the individual into the mainstream of court activities to the fullest extent possible. The disabled person is responsible for requesting an accommodation and the judiciary is responsible for providing a reasonable accommodation.

Advance notice to the court of the need for auxiliary aids or service is strongly encouraged. The ADA Coordinator should be notified at least two weeks in advance of court sessions and hearings. For ongoing services and programs, the ADA Coordinator should be notified at least 48 hours in advance. For emergencies or urgent requests, the ADA Coordinator should be notified immediately. We will make every effort to fulfill all requests.

The judiciary also fosters compliance with the law by conducting training of judges and court staff, completing required renovations and construction, and acquiring ADA compliant facilities. Consistent with the law, the judiciary endeavors to ensure compliance with the ADA by vendors and providers of goods and services to the courts.

The following Auxiliary Aids are available for courtroom and administrative support needs in the Essex Vicinage:

- Public TDD/TTY telephones - located on the fourth floor of the Veterans Courthouse and on the third floor of the Hall of Records.
- Portable courtroom and jury room infrared amplification systems.
- “Real Time” transcription equipped courtroom in room 1203 of the Veterans Courthouse. *“Real Time” transcription arrangements available.*
- Sign language interpreters.
- Wheelchair accessible cubicles—in the library located on the fifth floor of the Veterans Courthouse.
- Wheelchair accessible courtrooms in each building available with prior notice.

**Judiciary
Anti-Discrimination
Policy**

It is the policy of the Judiciary not to permit discrimination against any individual on the basis of race, ethnicity, color, religion, marital status, sexual orientation, age, national origin, physical or mental disability, or any other basis prohibited by law.

~ Civil Division ~

Important Information to Remember

Docket Number(s): _____

Judge(s): _____

**Landlord / Tenant
Special Master:** _____

Arbitrator / Mediator: _____

Hearing Date(s): _____

Notes: _____

Civil Division

Civil & Special Civil



Civil Division

Interactive Voice Response System.....973-693-6864

Historic Courthouse, Hall of Records and Veterans Courthouse

The Civil Division consists of three distinct operational parts: Civil Part, Special Civil Part, and Chancery which include the General Equity and Probate Parts.

Civil Customer Service Office.....973- 693-5529

Room 113A - Veterans Courthouse

The Civil Customer Service Office is the central office where attorneys and litigants (who are representing themselves) can receive information and forms for civil cases. The office provides assistance in person and by telephone. Listed below are some of the forms and other information available in the Civil Customer Service Office.

Some forms are also available online at:

www.njcourtsonline.com

- *Answer*
- *Breach of Settlement*
- *Case Information Statement*
- *Change of Name*
- *Counter-Claim*
- *Court Officer List*
- *Fee Waivers*
- *Information Subpoena*
- *Motions*
- *Re-Service*
- *Request for Proof Hearing*
- *Wage Hearing Application*
- *Small Claims*
- *Special Civil Complaints*
- *Stipulation of Settlement*
- *Wage Garnishment*
- *Warrant to Satisfy*
- *Warrant of Removal*

Civil Part:

The Superior Court of New Jersey Civil Part is a court of general jurisdiction. There is no limit to the amount that can be sued for in the Civil Part. Civil complaints must include:

- An original complaint with original signature
- A copy of the complaint
- A Case Information Statement (CIS) with original signature
- The appropriate fees in the form of check or money order made payable to: *Treasurer, State of New Jersey*. Only if filing in person may one pay the fees with cash. (Filing fees are listed on pages 18-19).

Once the complaint is filed and a docket number is assigned, a copy of the filed document and a Track Assignment Notice (TAN) is sent to the plaintiff or their attorney. The plaintiff

must make arrangements to have the defendants properly served with the complaint and TAN. The defendant must file an answer to the complaint, along with the appropriate filing fee, within 35 days of the complaint being served.

Once the answer is filed with the court, the discovery period begins. The time for discovery depends on the track assignment of a case. It is during the discovery period that the parties exchange information about their case. At the end of the discovery period, the matter will be scheduled for trial or arbitration.

At any time during the lifecycle of the case, a party may make a motion to the court for some specific relief, or the case may be referred to mediation before the end of discovery. Arbitration is a hearing during which parties present their positions to a neutral third party who in turn makes a recommendation to resolve the case. The parties may accept or reject the recommendation. Mediation is a meeting during which a neutral third party facilitates a discussion between the parties to reach a resolution of their differences.

The Civil Part of the court system can be very confusing. It is recommended that litigants seek the advice of an attorney if they have questions about their case (see page 20).

Special Civil Part:

The Special Civil Part (SCP) is the civil court of limited jurisdiction. It is a high volume court that deals with three case types: Landlord/Tenant, Small Claims and Special Civil.

Typical small claims and special civil lawsuits include breach of a written or oral contract, return of money used as a down payment, loss or damage of property caused by a motor vehicle accident, back rent, bad checks, return of a tenant's security deposit, payment for work performed, or defective merchandise.

Special Civil complaints must be filed in the county where at least one defendant lives, or where the defendant's business is located. If there is more than one defendant, the complaint can be filed in the county where any one of the defendants lives.

If the defendants do not live in New Jersey, the complaint must be filed in the county where the action originated. If the defendant does not live or work in New Jersey, the plaintiff may file the complaint in the county where the cause of action occurred. The plaintiff, however, must include a certification of diligent inquiry with the complaint and the appropriate fees.

An attorney must represent a plaintiff or defendant that is a corporation when the claim is greater than \$3,000. If the complaint is \$3,000 or less, an officer, trustee, director, agent or an employee of the corporation may present, or defend, a claim against a corporation.

Special Civil complaints may be filed by mail or in person. The court will process the paperwork, assign a docket number and serve all the parties with the summons. It is very important that the court be provided with correct addresses and that reference is made to the docket number whenever inquiries are made about the case.

Landlord Tenant:

Landlord/Tenant section matters involve disputes between landlords and tenants over possession of rental premises. Only landlords may initiate complaints in that section of the court. In New Jersey, the only way to legally evict or remove a tenant from a rental unit is for a landlord to file a complaint with the appropriate fees in the Landlord/Tenant section, and for a Superior Court judge to grant an order of possession. A complaint for the return of a security deposit may be filed in the county where the landlord lives or where the landlord's rental property is located.

Once a complaint is processed and assigned a docket number, the court will notify all parties of the date and time they are required to appear in court. If a landlord is filing a complaint for reasons other than non-payment, he or she may be required to give written notice to stop, or cease, a particular conduct. Only when a tenant continues that conduct after receipt of the notice to cease may a landlord try to have the tenant evicted via a notice to end the tenancy. Once the eviction is granted, the landlord must file a Warrant of Removal and select a Superior Court Officer to remove the tenant.

A landlord may file a complaint against a tenant for failure to pay rent, continued disorderly conduct, willful destruction of property, habitual lateness in the payment of rent, violation of the rules and regulations after a written notice to comply as outlined in a lease or document, or a tenant's conviction of a drug offense or other offenses.

Small Claims:

In the Small Claims section, the maximum demand is \$3,000 except for actions against landlords for failure to return security deposits, for which the maximum demand is \$5,000. The Small Claims section of the court is widely used by people choosing to represent themselves when the demand amount is within the stated limits. The procedures in Small Claims are simpler than in other sections of the court. This usually allows people to file and present their cases relatively quickly and inexpensively, and often without an attorney. Once a complaint is filed with the appropriate fees, the court will notify all parties of the date and time that they are required to appear in court.

Special Civil:

In Special Civil the maximum demand is \$15,000. Once a Special Civil complaint is filed with the appropriate fees, a docket number will be assigned and the court will serve all parties with the summons and complaint. After the complaint is filed a trial date will not be set unless the defendant files a written answer with the court within 35 days of the complaint being served. If the defendant files an answer within the 35 day period, a trial will be scheduled. If the defendant fails to answer the complaint, the plaintiff may file a Certification of Proof or request for a Proof Hearing within six months. A Proof Hearing gives the plaintiff an opportunity to present his/her evidence and the facts of the case to a judge in the absence of the defendant.

Civil Case Records Centers

Hall of Records - Room 240.....973-693-6460 and 973-693-6853

All requests for Civil and Special Civil Part case records should be directed to the Civil Records Center, located in the Hall of Records at 465 Martin Luther King Jr. Blvd., Room 240.

**State of New Jersey Court Fees
(Revised July 1, 2002)**

LAW DIVISION—SPECIAL CIVIL PART	
~ Small Claims ~ \$3,000 limit	
Summons & Complaint	\$21.00 + postage
Each additional defendant	\$ 8.00 + postage
Counterclaim	\$15.00 + postage
Each additional defendant	\$ 4.00 + postage
Each additional defendant	\$ 8.00 + postage
~ Landlord & Tenant ~	
Summons & Complaint	\$25.00 + mileage
Each additional defendant	\$ 2.00 + postage
Warrant of Removal	\$15.00 + mileage
~ Special Civil Part ~ \$15,000 limit	
Complaint w/counterclaim, cross-claim or third party complaint (<i>Maximum demand \$3,000</i>)	\$38.00 + postage
Each additional defendant	\$ 8.00 + postage
Complaint w/counterclaim, cross-claim or third party complaint (\$3,001-\$15,000)	\$56.00 + postage
Each additional defendant	\$ 8.00 + postage
Filing of appearance or answer to complaint (other than tenancy or small claims) <i>Demand \$3,000 or less</i>	\$15.00 + postage
Answer w/counterclaim &/or cross-claim	\$32.00
Answer w/counter claim & 3rd Party Demand \$3,001-\$15,000	\$38.00 + postage
Answer w/counterclaim &/or cross-claim	\$50.00
Answer w/counterclaim & 3rd Party	\$56.00 + postage
Motions	No fee
Service of Process by mail (each defendant)	\$ 2.00 + mileage
Writ of Execution	\$ 5.00+ mileage
Advertising property under execution	\$10.00
Selling property under execution	\$10.00

Essex County Mileage Fees

Belleville:	\$ 6.00	Glen Ridge:	\$ 7.00	Nutley:	\$ 7.00
Bloomfield:	\$ 7.00	Irvington:	\$ 6.00	Orange:	\$ 6.00
Caldwell:	\$12.00	Livingston:	\$11.00	Roseland:	\$12.00
Cedar Grove:	\$11.00	Maplewood:	\$ 6.00	Short Hills:	\$11.00
East Orange:	\$ 6.00	Millburn:	\$ 8.00	S. Orange:	\$ 6.00
Essex Fells:	\$12.00	Montclair :	\$10.00	Verona:	\$11.00
Fairfield:	\$12.00	Newark:	\$ 4.00	W. Orange:	\$ 7.00

LAW DIVISION—SPECIAL CIVIL PART	
Complaint	\$200.00
Answer, Answer w/cross-claim, Motion (if first paper), Amended Answer adding new defendant	\$135.00
Answer w/counterclaim or 3rd party complaint	\$200.00
Third Party Complaint or Counterclaim (after answer filed)	\$ 65.00
Motion (Pre and Post Judgment)	\$ 30.00
Transfer Case from LD to SCP	\$ 30.00
~ Chancery Division—General Equity ~	
General Equity Complaint (Foreclosures complaints should be filed in Trenton)	\$200.00
Answer, Answer and Counterclaim	\$135.00
Motion (Pre and Post Judgment)	\$ 30.00
Parent Education Registration	\$ 25.00
~ Other Fees ~	
Filing of Notice of Appeal (Supreme Court and Appellate Division)	\$200.00
Notice of Appeal (Trial Court)	\$ 10.00
Warrant of Satisfaction of Judgment	\$ 35.00
Notice of Application for Wage Execution	\$ 30.00
Discharging Lien	\$ 5.00

****Note: Fees are subject to change.***

- ▶ *For information regarding Civil fees, contact our Civil Customer Service Office at 973-693-5529.*
- ▶ *For information regarding Chancery fees, contact the Chancery Division at 973-648-2119.*
- ▶ *For information on Family Division fees, contact the Family Division at 973-693-6678.*

~ Related Offices ~

Essex - Newark Legal Services

5 Commerce Street
Newark, NJ 07102
973-624-4500

Essex County Legal Aid Association

Hall of Records - Room 118
Newark, NJ 07102
973-622-1513

(attorneys for income-eligible residents)

Essex County Bar Association

Lawyer Referral Service
354 Eisenhower Parkway—Plaza II
Livingston, NJ 07039
973-533-6775

Community Health Law Project

185 Valley Street
South Orange, NJ 07079
973-275-1175

(Provides legal and advocacy services, training,
education and related activities to persons
with disabilities and the elderly)

NJ Department of Community Affairs

Office of Landlord/Tenant Information
PO Box 805
Trenton, NJ 08625
609-292-4174

State of NJ Homelessness Prevention Program

973-266-8699 or 266-8693

SPECIAL CIVIL PART
I M P O R T A N T

If the plaintiff does not appear, the case will be dismissed. If the defendant does not appear, the court may find him or her in default. If judgment is awarded and the defendant refuses to pay or cannot pay immediately after the court proceedings, the plaintiff should go to the Civil Customer Service Office, Room 113 - Veterans Courthouse. The clerks in the Civil Customer Service Office will provide the plaintiff with the appropriate forms to collect the judgment and to select a Superior Court Officer who will assist in collecting the judgment.

Chancery Division

General Equity and Probate Parts



Chancery Division

*Wilentz Justice Complex - Eighth Floor
212 Washington Street
Newark, NJ 07102*

General Information.....973-648-2119

The courts in the Chancery Division-General Equity hear cases that seek what is known as equitable relief rather than monetary compensation. Equitable relief usually involves the court compelling or restricting actions of one of the parties (such as labor injunctions, foreclosures, dissolution of a corporation or partnership, execution of wills and distribution of estates). The jurisdiction of the Chancery Division to grant relief, generally exists in the following areas:

General Equity Part

- Enforce the performance of contracts, trusts and fiduciary obligations
- Re-execute or correct instruments lost or erroneously drafted
- Set aside transactions that were illegal, fraudulent, etc.
- Execute writs of attachment
- Stop actions that will cause irreparable harm
- Grant the reacquisition of property upon default of mortgage or tax payments

Emergent Applications

There are three types of actions that judges hear on an emergent basis:

1. Orders to Show Cause
2. Sheriff's Evictions
3. Special Medical Guardianships

For additional information regarding the above case types, please call the Chancery Division at:

973-648-2119

NOTE: Until an answer is filed, all uncontested foreclosures are handled by the Foreclosure Unit in Trenton, NJ and all filings should be sent directly there. The Foreclosure Unit forwards all cases in which contested answers are filed (and all subsequent papers involving the contested foreclosure) to the Essex Vicinage's Chancery Division.

Probate Part

- Execute wills
- Distribute estates
- Protect infants or persons with mental incompetence
- Complete gifts according to the donor's intent

All pleadings involving probate matters should be filed with the Surrogate, located in the Hall of Records, 465 Dr. Martin Luther King, Jr. Blvd, Newark, NJ 07102. For additional information, please call the Office of the County Surrogate at:

973-621-4900

This part of the court can be confusing. Currently, there are no forms available for use by litigants without attorneys. Information and sample forms for this part of the court may be available in law libraries or public libraries. Additional information about the court's law library is available on page 6 of this booklet.

**Criminal Division
Important Information to Remember**

Indictment Number(s): _____

Accusation Number(s) _____

Identification Number: _____

Jail Number(s): _____

Bail Amount: _____

Date Paid: _____

Slip Number: _____

Name of Attorney: _____

Telephone Number: _____

Public Defender: _____

Telephone Number: _____

Notes _____

Criminal Division



Criminal Division

Veterans Courthouse - Rooms 100S and 100K

General Information.....973-693-5931 / 5932

Central Judicial Processing..... ..973-693-6544

Room 502 — Veterans Courthouse

CJP court is the court in which defendants make their first court appearance following the filing of an indictable complaint against them. CJP court arraigns defendants on all indictable complaint matters in Essex County. In CJP Court, defendants are informed of the charges against them (arraigned), provided with copies of the charges, made aware of their rights to legal representation (including applying for a Public Defender), advised of any pre-trial intervention programs for which they may be eligible, and advised of the initial bail set for the charges against them.

Remand Court.....973-693-5951

Room 504 - Veterans Courthouse

Remand Court handles some cases that were downgraded by the Prosecutor's Office to lesser offenses prior to the indictment stage. Unlike other downgraded indictable cases, the county prosecutor retains jurisdiction in these matters.

Cases referred to Remand Court include those that come directly from CJP Court at the time of arraignment and post-indictment cases that have been downgraded to disorderly person charges.

Indigent Defendants and Public Defender Services

Room 100K – Veterans Courthouse

Every defendant must be represented by an attorney in court unless the defendant specifically requests to proceed 'Pro Se' (represent himself or herself without the aid of an attorney). *Court staff cannot recommend private attorneys* however the Essex County Bar Association has a referral service (view page 65). Defendants who cannot afford to retain an attorney may apply for the services of the Office of the Public Defender. Applications for Public Defender services are made in the Veterans Courthouse, Room 100K, 50 West Market Street, Newark, NJ. The

defendant must apply for services with the court; not at the Public Defender's Office.

Pre-Trial Intervention (PTI)973-693-5931 / 5932
Room 100K—Veterans Courthouse

The Pretrial Intervention Program is a diversionary program which offers eligible criminal defendants an alternative to prosecution and conviction. There is a \$75 non-refundable application which may be waived if the applicant is determined to be indigent.

Upon application and acceptance into the program, the judge postpones all further court proceedings against the defendant. Defendants are supervised by the Probation Division for up to three (3) years as ordered by the court. The judge often orders special conditions which require the defendant to actively participate in rehabilitation. Probation officers ensure compliance with the court's orders. Successful completion of the imposed term of PTI supervision results in a dismissal of the defendant's charges. Violation of the court imposed conditions may result in the defendant being terminated from the program and the charges being reactivated and returned to the trial list.

Criminal Records Office.....973-693-5965
Room 100S - Veterans Courthouse

The Criminal Records Office provides copies of documents for Superior Court cases and for cases that were downgraded from the Superior Court level to a non-indictable offense in Remand Court.

Documents that can be requested include copies of a judgment of conviction and/or a court disposition. The fees are \$3 for a document that is not certified with the state seal and \$5 for a document that is certified with the state seal. Requests are filled within three to five business days.

The Criminal Records Office does not perform general record checks or prepare letters of good conduct. Public access to Promis Gavel, the official criminal court computerized docketing system, is available in the Information and Community Relations Center, Room 132 of the Veterans Courthouse.

Bail Unit973-693-5960

Room 100 S — Veterans Courthouse

Prior to disposition of a matter, bail is used to secure the release of a person from jail and to assure their appearance in court as required. A municipal court judge, authorized court administrator or deputy court administrator will initially set bail on most charges. Only a Superior Court judge however may set bail for the following charges: murder, kidnapping, manslaughter, aggravated manslaughter, aggravated sexual assault, sexual assault, aggravated sexual contact, extradition or contempt for violation of a restraining order.

Bail Options:

- **Cash Bail:** This is payment of the full bail amount in order to secure the release of the defendant. Payment can be made by cash, money order or certified check.
- **Ten Percent (10%) Cash Bail:** This is payment in cash of 10% of the fixed bail amount when authorized by the judge setting bail. This option is not available in first or second degree cases. The surety must complete a Bail Recognizance Form for the remaining 90%. The defendant also completes portions of the form.
- **Real Estate or Property** may also be offered as bail with approval of the court and compliance with certain conditions.



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- **Bail Bonds:** Those who need assistance in posting bail may contact a bail bondsman. A bail bondsman is a person (surety) who guarantees the State that the accused will appear for his or her court proceeding. Bail Bondsmen must be registered by the insurance company for which they are authorized to write bail bonds. The names of those who are authorized to write bail in New Jersey are listed in the Bail Registry. The Bail Unit staff checks the Bail Registry before accepting bail written by any bondsman.

Bail bondsmen charge non-refundable fees for their services and require collateral in most cases before they will post a bond.

NOTE: The court does not endorse the services of any bail bondsman. Anyone needing this service may find bondsmen listed in the phone book.

Bail Procedures:

Bail must be set within 12 hours of arrest.

Bail on indictable cases can be posted between the hours of 8:30 a.m. and 4:00 p.m. in the Criminal Records Office, Room 100S, on the first floor of the Veterans Courthouse.

Bail for all indictable cases and cases downgraded to the Municipal Court can be posted at the entrance of the Essex County Corrections Facility (Jail), located at 356 Doremus Avenue, Newark, New Jersey, twenty four (24) hours a day.

There is a *non-refundable filing fee* of \$30 for posting a bail.

IMPORTANT

If the defendant released on bail or bond fails to appear for any court date, this will result in the issuance of a bench warrant for the defendant and an immediate forfeiture of the bond, bail money or property posted by the surety.

Bail Reduction Motions:

Motions for bail reductions can be requested by the defendant’s attorney in Room 100K of the Veterans Courthouse at 50 West Market Street, Newark, New Jersey. A hearing will take place in Superior Court in approximately three days after filing a motion for a bail reduction.

Return of Bail:

Generally cash and property bail will be returned to the *surety* in full only upon the completion of the entire case. The defendant must have appeared for all of the court dates for this discharge to take place.

To have bail monies returned after the final disposition of a case has been made, apply at the Criminal Records Office, Room 100S. *Please be sure to bring valid identification and your copy of the bail forms with you.* Valid identification consists of proof of address and your social security card, along with bail receipt. If a receipt is not provided, then two forms of identification are required, one of which provides proof of address. (Please be advised that if a P.O. Box is used, identification provided must coincide with the P.O. Box address.)

Expungements.....973-693-6863
Room 100S - Veterans Courthouse

When the court grants an order for expungement, it permanently seals a defendant’s criminal record from all inquiries made by agencies seeking criminal history information. The expunged record or any information pertaining to it will not be released for any reason except as authorized by law. To obtain more information about expungements, please call the number listed above.

Expungement forms can be obtained in Room 100S, Veterans Courthouse, or on the judiciary website at:

www.njcourtsonline.com

The use of an attorney is recommended for expungement applications, but is not required. There is a \$52.50 filing fee, which is payable by cash, money order or personal check (made payable to **Treasurer, State of New Jersey**).

Four (4) copies (1 original, 3 photocopies) of the application and the required filing fee should be submitted to Room 100S.

~ Related Offices ~

Essex County Prosecutor's Office

50 West Market Street, third floor
Newark, NJ 07102
973-621-4700

Essex County Sheriff's Office

50 West Market Street, second floor
Newark, NJ 07102
973-621-4111

Essex County Public Defender's Office

31 Clinton Street
Newark, NJ 07102

Adult Unit: 973-648-6200

- Applications for an adult public defender may be obtained in Room 100K of the Veterans Courthouse.

Juvenile Unit: 973-648-3470

- Applications for a juvenile public defender may be obtained in Room 900 of the Wilentz Court Complex.

Essex County Corrections Facility (Jail)

356 Doremus Avenue
Newark, NJ 07102
973-274-7500

**Family Division
Important Information to Remember**

Docket Number: _____

CS Number: _____

Court Date: _____

Judge: _____

Courtroom: _____

Attorney: _____

Mediator: _____

Telephone Number: _____

Notes: _____

Family Division



Family Division

*Wilentz Justice Complex
212 Washington Street
Newark, NJ 07102*

Automated Attendant.....973-693-6600

Family Information and Community Relations Center

Room 103.....973-693-6678

The Family Information and Community Relations Center provides information about the Family Court. Community Relations Liaisons answer questions about family related issues such as divorce, child custody, child support and domestic violence.

The center staff will arrange for an interpreter for non-English speaking litigants or accommodations for the disabled.

Non-Dissolution/Dissolution Unit

Non-Dissolution Unit - Room 1365.....973-693-5560

Dissolution Unit - Room 113.....973-693-6710

The Non-Dissolution/Dissolution Unit is a combined unit that handles custody, parenting time, paternity and non-welfare child support issues for unmarried couples or married couples that have not filed for divorce. The unit also handles all divorce complaints as well as post-judgment divorce motions (requests for relief after divorce).

Children in Court Services Unit.....973-693-6610

Room 1265

The Children in Court Services Unit handles cases involving the Division of Youth and Family Services (DYFS). The cases involve child abuse and neglect, termination of parental rights, kinship legal guardianship and the related work of the Child Placement Review Boards.

Domestic Violence Unit.....973-693-6840/6616

Room 1251

Domestic Violence complaints may be filed between 8:30 a.m. and 3:00 p.m. in the Domestic Violence Unit. After 3:00 p.m. or on weekends or holidays, complaints and requests for restraining orders should be filed at a police station or municipal court in the city where the incident occurred or the person lives. Temporary and permanent restraining orders are issued by the Superior Court.

The Domestic Violence Unit has a separate waiting room that is open from 8.00 a.m. – 5.00 p.m. and is fully staffed at all times. The room boasts ample seating, secure rest rooms, and displays of an array of literature on the courts, domestic violence and related provider services. There is also a separate waiting area for defendants in Room 1207.

Juvenile Unit973-693-6775
Room 915

The Juvenile Unit handles complaints filed against persons under the age of 18. Juvenile delinquency is behavior that if committed by an adult would constitute a crime, disorderly persons offense or violation. Juveniles being held in the Juvenile Detention Center are entitled to a detention hearing within 24 hours either in court or via a telephone conference on weekends or holidays. Juvenile cases may be diverted to a Juvenile Conference Committee or Intake Service Conference. Juvenile cases heard at the court may be before a Juvenile Referee or Judge.

Uniform Interstate Family Support Act (UIFSA)
Room 1307.....973-693-5524

The Uniform Interstate Family Support Act governs the collection and enforcement of child support orders across state lines including case establishment or modification and filing for emancipation of a minor. Under UIFSA, the plaintiff is not required to appear at the hearing. Individuals may obtain applications in person or by mail. There is a \$6 application fee for filing. Applicants should expect a three-month waiting period before hearing from the other state. Although the unit is open Monday through Friday, 8:30 a.m. to 4:30 p.m., intake interviews are only conducted from 9:00 a.m.-11:00 a.m. by appointment.

Early Settlement Program.....973-693-6708

The Early Settlement Program is a part of the Non-Dissolution/ Dissolution Unit. The goal of the program is to resolve disputed issues between divorcing parties without a trial.

Family Mediation Service.....973-693-6622/6722

Pursuant to New Jersey Rules of Court, specifically Rule 1:40-5, mediation is an informal proceeding where divorcing spouses meet with a mediator to discuss and resolve issues regarding custody and parenting time prior to court.

Parent Education Program.....973-693-5528

Cases in which divorcing parents have a child custody, parenting time or child support dispute are scheduled for a mandatory Parent Education Program. The Parent Education Program for divorcing parties is required by law and is designed to assist families through the difficult transition of separation and divorce. This three-hour evening program is offered twice a month at the Veterans Courthouse. There is also a parent education workshop for non-married parents held in the Wilentz Justice Complex.

Supervised Visitation Program.....973-693-5521

The Supervised Visitation Program provides parents or guardians with an opportunity to visit with their children, by court-order, in a safe, neutral and supervised environment.

Child Welfare Mediation Program.....973-693-5536 / 6688

In Child Welfare Mediation, parties meet in a confidential setting to explore options and resolve issues concerning children in the care of the Division of Youth and Family Services. With the assistance of a professional mediator, the parties reach their own agreement regarding permanent plans of the child. Child Welfare mediation is part of the Children in Court Services Unit.

Information Regarding Marriages

- **Marriage Licenses**

Marriage licenses may be obtained in the New Jersey municipality in which the female party to the proposed marriage lives; in the municipality in which the male party lives, if the female party is a non-resident of New Jersey; or in the municipality in which the proposed marriage is to be performed if neither party is a resident of New Jersey.

- **Marriage Waivers**

Seventy-two hour Marriage Waiver forms can be obtained in Room 113 of the Wilentz Justice Complex, 212 Washington Street. The completed form should be taken to the tenth floor, Courtroom 15, to be signed by the Presiding Judge of the Family Division. After it has been signed by the judge, the requesting party can use the waiver to get married.

- **Marriage Ceremonies**

In New Jersey, any of the following individuals may solemnize or perform marriage ceremonies:

- ▶ Judges of the following courts: United States Court of Appeals for the 3rd Circuit, Federal District Court, Municipal Court, Superior Court and Tax Court. Retired judges for the Superior Court, Tax Court, or a judge of the Superior Court or Tax Court who has resigned in good standing.
- ▶ US Magistrates, surrogates of any county, county clerks, mayors or deputy mayors who have been authorized by the mayor to solemnize a marriage, chairmen of any township committee or village.
- ▶ Ministers of every religion, religious societies, institutions and organizations may perform marriage ceremonies according to the rules and customs of the society, institution or organization.



~ Related Offices ~

Family Crisis Intervention Unit

212 Washington Street
Newark, NJ 07102
973-286-2966

Division of Youth & Family Services

212 Washington Street
Newark, NJ 07102
973-693-6822

Essex County Juvenile Detention Center

80 Duryea Street
Newark, NJ 07103
973-497-4720

Essex County Public Defender — Juvenile

31 Clinton Street
Newark, NJ 07102, 4th floor
973-648-3470

County Prosecutor's Office — Juvenile

212 Washington Street, Room 961
Newark NJ 07102
973-621-5384

Probation Division



Probation Division

60 Evergreen Place - seventh floor
East Orange, NJ 07018
Fax # (973) 395-3071

Automated Attendant.....973-395-3010
Receptionist.....973-395-3020

The Essex Vicinage Probation Division is the enforcement arm of the court. Probation plays a vital role in accomplishing the mission of the court. The fair and just resolution of disputes can only be achieved when court orders are fully and fairly enforced. The constitutional rights of citizens, such as the rights to safety and property, are protected by effective supervision of probationers in the community. The Probation Division’s two primary areas of responsibility are offender supervision and child support enforcement. The following statement of the role of probation services supports and builds on the Judiciary mission statement and clearly sets forth the essential purpose of probation:

The role of probation is to promote the welfare and safety of our children, families, and communities in New Jersey by enforcing court orders, supervising offenders, monitoring behavior, and intervening to produce positive outcomes.

Adult and Juvenile Supervision

60 Evergreen Place – seventh floor
East Orange, NJ 07018

The Probation Division currently supervises more than 10,000 criminal cases from the Superior, Remand and Municipal courts and 1100 juveniles.

Among the offenders supervised are those on specialized caseloads including Intake, Supervisory Treatment, Pre-Trial Intervention, Domestic Violence, Sex Offenders, Drug Court, Newark Alliance for Compliance, and the Greater Newark Safer Cities Initiative.

Probation Division operates under Outcome Based Standards.

- Adults on probation must be employed or be making documented efforts to become trained and employed. Juveniles must be in school if legally required and thereafter be working or seeking training or employment. Probation officers must verify employment and/or school attendance.

- Probation sentences require an offender to pay a number of financial assessments that can include, court costs, Safe Neighborhood Funds, Victims Crime Compensation Board, fines, restitution or Drug Enforcement Demand Reduction. There may also be supervision fees and transaction fees. Probation officers must make sure that regular payments are made in keeping with the payment plan established by the judge at the time of sentencing. Failure to pay can result in a summons to Comprehensive Enforcement Court.
- The court may require that the probationer seek counseling for substance abuse or mental health or family problems. Probation officers make referrals to treatment and verify attendance and compliance.
- Probation Officers regularly test for substance abuse. They employ an array of technologies, including urine testing, oral swabs, breathalyzer and eye scans. Probation has a full-time TASC (Treatment Assessment Services for the Courts) evaluator on staff.
- Often persons on probation are ordered to do community service. Probation Officers place the individual at an approved site and monitor compliance. Failure to do the required hours can result in a summons to Comprehensive Enforcement Court.
- Probationers who fail to comply with the order of the court are returned on a Violation of Probation. These proceedings may result in incarceration.
- Probationers who comply with the court order may be eligible for early release. The probation officer prepares an order for early discharge and submits the request to the court.

Adult and Juvenile Supervision is located at 60 Evergreen Place in East Orange. The office is open at 8:30 a.m. daily and remains open until 7:30 p.m. Monday through Thursday. Evergreen closes at 4:30 p.m. on Friday. The cashier is open during those same hours to accept payment on court ordered obligations. Payments must include CAPS (client identification number). Checks should be made payable to Treasurer, State of New Jersey. Payments may also be mailed to:

**Essex Probation Division
60 Evergreen Place, seventh floor,
East Orange, New Jersey 07018**

A team of officers is also stationed at both the Wilentz Justice Complex and the Veterans Courthouse to meet with probationers immediately after they come from court. At Intake, the probationers are instructed about and sign for the conditions of probation and the cases are established in the statewide databases of FACTS and CAPS. Payments on court ordered financial assessments may be made at the Veterans Courthouse, the Wilentz Building and at 60 Evergreen, where the cashier remains open during evening reporting hours.

~ Volunteers in Probation ~

Essex Probation is always seeking volunteers to work one-on-one with probationers. If you would like to assist an offender in need of supervision, (both juvenile and young adult), please contact:

Volunteers in Probation (VIP) Program
973-395-3020

Child Support Enforcement Unit

212 Washington Street – Room 1109

Newark, NJ 07102

Fax: 973-693-6407

Client Services.....973-693-6318

Automated.....973-693-6400

Probation’s Child Support Enforcement Unit enforces child support orders. The unit monitors child support payments and seeks court action when those payments are overdue. Probation Officers use many techniques to ensure that overdue payments are made including: credit reporting; immediate income withholding; seizure of state and federal tax refunds, lottery winnings, and unemployment benefits; license suspension and Financial Institution Data Match (FIDM). The Probation Division oversees the collection of more than \$90 million in child support payments annually.

Client Service**8:30 a.m. – 4:00 p.m. (Monday - Friday)**

A child support representative is available to answer questions about your child support case. Each caseworker can be contacted by calling him/her directly. If he or she is not available, leave a voice mail message. Please leave the names of the parties, case number and a telephone number. Please be assured that all calls will be returned within 24 hours.

By dialing the automated attendant at **973-693-6400**, information may be obtained concerning individual child support cases including information on hearings, adjournments, and the caseworker's name and telephone number. Information is available in English and Spanish. Child support representatives are available to discuss specific cases. For routine case or payment information it is best to call:

**24-hour Child Support Hotline
1-800-621-KIDS**

The New Jersey Office of Child Support has an interactive Web Site that enables the public to get information about individual child support cases online. By going to www.njchildsupport.org, you can find information about the case status and recent payments. When prompted, enter the case number (CS number) and enter the last 4 digits of the party's social security number.

Cashier Hours**8:30 a.m. - 4:00 p.m. (Monday - Friday)**

Payments may be made in person in the cashier department located on the 1st floor. For proper credit and identification, please include the case number on all payments and correspondence.

Parents who owe or are owed child support should be aware of the following:

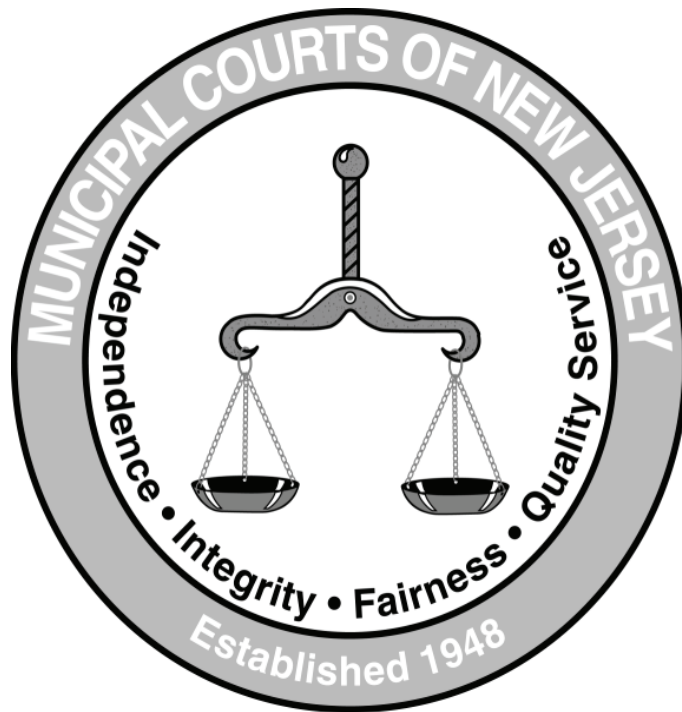
Child support is calculated according to the New Jersey Rules of Court and the Child Support Guidelines. The guidelines ensure that the income of both parents and special needs of the children are considered when calculating child support. Child support obligations may be automatically adjusted every two years to reflect changes in the cost of living index.

The Deadbeat Parents Punishment Act of 1998 is the federal legislation that makes it a felony for a parent to move to another state or country with the intention of evading child support payments if the debt has remained unpaid for over one year or is greater than \$5,000.

Other collection and enforcement remedies include:

- **Immediate Income Withholding:** All child support orders are subject to payment by income withholding collected through wages, unemployment benefits, worker's compensation, commissions, or retirement benefits.
- **License Suspension:** If a child support bench warrant has been issued, the driver's license of the person owing child support may be suspended without prior notice. The person owing support may also face the suspension of a professional or occupational license if the payments are six months or more in arrears.
- **Asset Seizure:** This method allows for a levy to be placed upon the financial account of the delinquent parent (i.e., checking or savings account) if the child support arrearage equals three months of payments.
- **New Hire Reporting:** All employers are required to report information on all new employees to the state. This information is matched with information in the automated child support enforcement system (ACSES) and can automatically generate a wage withholding.
- **Credit Reporting:** The name of any parent delinquent in payment, and the amount of past due support can be reported to credit reporting agencies.
- **Lottery and Tax Intercept:** If a parent owes more than \$1,000 in child support arrears and wins \$600 or more, or is entitled to a federal or state tax refund, homestead rebate or property tax rebate, these funds may be intercepted and applied to the child support account.
- **Passport Denial:** If a parent owes past due child support equal to or greater than \$5000, a new passport or renewal can be denied by the U.S. Department of State.

Municipal Division



Municipal Division

General Information.....973-693-5714

There are 22 municipal courts in Essex Vicinage. Office hours, days and hours of court sessions vary. Call the municipal court directly to find out their hours of operation.

To file a complaint regarding any of the following types of cases, please contact the municipal court in the jurisdiction where the offense occurred:

- Motor Vehicle Violations
- Disorderly Persons Complaints
- Petty Disorderly Persons Complaints
- Ordinance Violations
- Driving While Intoxicated
- Parking Violations
- Fish and Game Violations
- Weights and Measures Violations

Most indictable complaints are initially filed in municipal court. These cases are then sent to the Superior Court. The first appearance occurs in the CJP Court (Central Judicial Processing Court). CJP arraigns all indictable cases for Essex County.

Domestic violence complaints and temporary restraining orders may also be filed in municipal court. These cases are forwarded to the Superior Court, where they are handled by the Family Division.

Municipal Mediation

The Municipal Courts have a Municipal Mediation Program. Volunteers from the community serve as mediators to assist parties in reaching a mutually acceptable agreement to resolve their disputes. Typical cases assigned to mediators involve neighbors and friends.

These cases can include disputes about trespass, harassment, noise, animals, or property.

Municipal Appeals.....973-693-5787

To appeal a Municipal Court decision you must:

1) File a *Notice of Municipal Court Appeal* with the court administrator of the municipal court where the matter was originally heard **within 20 days after** the case is decided. Pay a non-refundable \$75 filing fee at the Criminal Records Office, Room 100S, Veterans Courthouse, via certified check or money order made payable to: **Treasurer, State of New Jersey**.

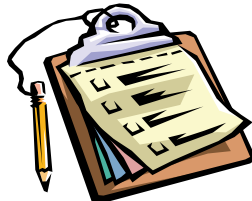
2) As part of the appeals process, you must order an original and a copy of the court transcript. The transcript requires payment in advance. Contact the Municipal Court to inquire about the specific cost of the transcript. If you cannot afford to pay for the transcript, ask court staff at either the Municipal or Superior Court how to apply to have the transcript produced at court expense.

3) **Within five days after** filing the *Notice of Municipal Court Appeal*, you must file a copy with the Criminal Records Office, Room 100S, Veterans Courthouse, and another copy with the Prosecutor.

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- Appeals of criminal and traffic proceedings are filed with the county prosecutor.
- Appeals of cases involving municipal ordinances are filed with the municipal prosecutor.

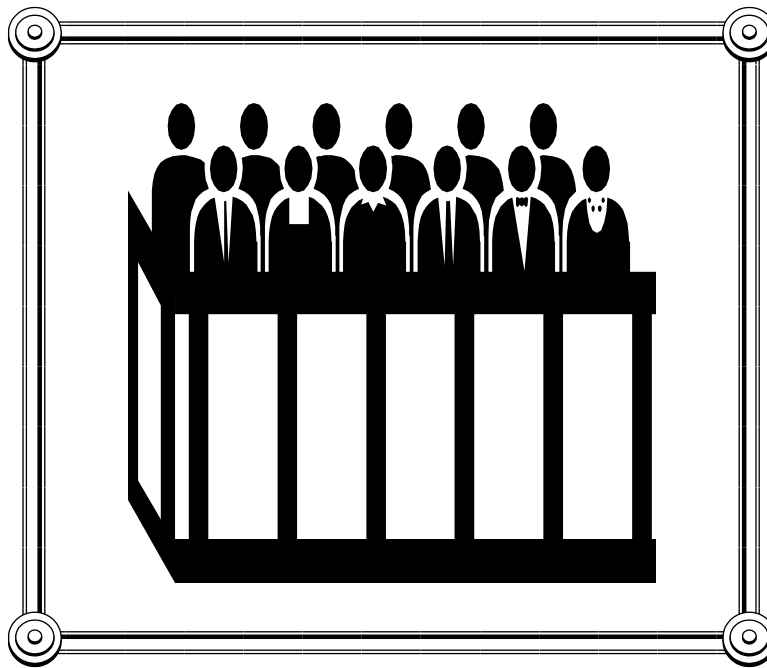
4) Submit the *Certification of Timely Filing* along with the *Notice of Municipal Court Appeal* to the Criminal Records Office when paying the filing fee.



Municipal Court Locations & Telephone Numbers

Belleville Township 152 Washington Avenue Belleville, NJ 07109 (973) 450-3319	Glen Ridge Borough 825 Bloomfield Ave. Glen Ridge, NJ 07028 (973) 748-8116	Nutley Township 228 Chestnut Street Nutley, NJ 07110 (973) 284-4945
Bloomfield Township Law Enforcement Bldg. Bloomfield, NJ 07003 (973) 680-4078	Irvington Township Civic Square Irvington, NJ 07111 (973) 399-6674	Orange City 29 Park Street Orange, NJ 07050 (973) 266-4161
Caldwell Borough One Provost Square Caldwell, NJ 07006 (973) 403-4630	Livingston Township 357 Livingston Ave. Livingston, NJ 07039 (973) 535-7970	Roseland Borough 19 Harrison Avenue Roseland, NJ 07068 (973) 226-0641
Cedar Grove Township 525 Pompton Avenue Cedar Grove, NJ 07009 (973) 857-7948	Maplewood Township 125 Dunnel Road Maplewood, NJ 07040 (973) 762-2839	South Orange Twp. 201 S. Orange Ave. S. Orange, NJ 07079 (973) 378-7793
East Orange City 221 Freeway Dr., East East Orange, NJ 07018 (973) 266-5300	Millburn Township 435 Essex Street Millburn, NJ 07041 (973) 564-7065	Verona Borough 600 Bloomfield Ave. Verona, NJ 07044 (973) 857-4774
Essex Fells Borough & North Caldwell Twp. Boro. Hall, Gould Ave. N. Caldwell, NJ 07066 (973) 228-6420	Montclair Township 647 Bloomfield Ave. Montclair, NJ 07042 (973) 509-4774	W. Caldwell Township 21 Clinton Road W. Caldwell, NJ 07006 (973) 226-3373
Fairfield Township 230 Fairfield Road Fairfield, NJ 07004 (973) 882-2713	Newark City Brennan/Marshall Court Complex 31 Green Street Newark, NJ 07102 (973) 733-6520	W. Orange Township 66 Main Street W. Orange, NJ 07052 (973) 325-4082

Jury Management



Jury Management Office

4th Floor - Veterans Courthouse

Petit Jury - Room 410.....973-693-5913

Grand Jury - Room 400.....973-693-5912

Juror Call-Off.....973-693-5896

The first contact most citizens have with the justice system is through their service as jurors. No single service provided by our courts is more firmly embedded in our legal system than that of jury duty. The Jury Management Office is committed to providing professional and courteous services to all who rely on the judiciary.

Eligibility

All United States citizens who are over the age of 18, are residents of Essex County, able to mentally and physically perform the functions of a juror, and able to read and understand the English language are eligible to serve on a jury in Essex County. Of these people, only convicted felons (*anyone who has ever been convicted of an indictable offense*) are not qualified to serve.

Selection

The legislature and governor determine the method of jury selection and the qualifications and acceptable excuses for jury service. In 1995, the legislature changed the law to broaden the group of people required to report for jury service. Under the 1995 law, if you have a driver's license, are a registered voter, have applied for the Homestead Tax Rebate, or file a New Jersey State Income Tax Return, your name is in the jury pool. Under the 1995 law, nearly all exemptions were eliminated, including exemptions for legislators, judges, doctors, firefighters, police officers and others. In 1997, the legislature revised the statutory qualifications to disqualify from jury service those individuals convicted of any indictable offense under the laws of this state, another state or the United States.

Process

The Jury Management Office is responsible for the qualifying, excusing, disqualifying and rescheduling of jurors. The office manages all questionnaires/summonses of prospective Essex County jurors, including summonses for petit, grand, and state grand jury. The number of persons summoned is based on the needs of the courts.

Petit Jury

Most people who serve as jurors sit on what is known as petit jury. A petit jury decides the outcome of a criminal or civil trial based on facts presented during the trial. The anticipated term of service is two days or the duration of one trial. Petit jurors are paid \$5 per day for the first three days of service and \$40 for each additional day.

Grand Jury

A grand jury considers alleged violations of criminal law and determines whether or not an indictment should be returned against the person accused of the crime. The term of service is typically one day a week for 18 weeks. Grand jurors are paid \$5 for each day of service.

State Grand Jury

The state grand jury has statewide jurisdiction and has the same powers, duties, and functions of a county grand jury. Only the Attorney General or a designee may present evidence to the state grand jury. Prospective state grand jurors are summoned using a qualification process to ensure statewide representation. Questionnaires for prospective state grand jurors are qualified by the Essex Vicinage Jury Management Office, as well as other New Jersey vicinages, and submitted to the Administrative Office of the Courts (AOC) located in Trenton.

Visit the Office of the Ombudsman and the Information & Community Relations Center

Public Information

- √ Literature
- √ Public Access Terminals

Community Relations

- √ Court Tour Program
- √ Speaker's Bureau Program
- √ Special Events

Court User Assistance

- √ Access to Court Services
- √ Complaint Resolution
- √ Referrals

Office of the Ombudsman



Information & Community Relations

Office of the Ombudsman

Room 101 - Veterans Courthouse.....973-693-

5728

The Office of the Ombudsman works to improve access to the courts by providing public information and strengthening community relations. The ombudsman helps to ensure that everyone has access to the courts including non-English speaking, self-represented and disabled litigants.

The ombudsman also provides confidential services to anyone with complaints about the court. Concerned court users may phone, write, fax or send an e-mail to the office. Upon receiving information about an issue, the ombudsman conducts an investigation and works to resolve the problem. Most issues are resolved with an explanation or a referral to an appropriate formal disciplinary body. The ombudsman also follows-up on the matter to ensure that problems are addressed in a timely manner. Finally, the ombudsman collects data about the public's concerns to make recommendations for the improvement of court services.

The Information & Community Relations Center

Room 132 - Veterans Courthouse.....973-693-5725 /

5774

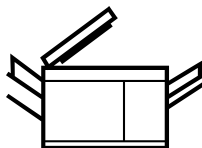
The ombudsman supervises the Information and Community Relations Center. Community Relations Liaisons in the center answer questions about all court divisions and special programs. They also assist in making arrangements for an interpreter or an accommodation for a disabled person. Although unable to provide legal advice (because court staff must be neutral and impartial), the center's staff can provide information about obtaining legal services.

The Information and Community Relations Center also provides the public with public literature such as fact sheets, brochures, and emergency contact numbers.

**A public
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t i o n s
a s w e l l .**



**l i c c o p i e r
c h i n e
t h e I n f o r -
C o m m u n i t y**



**a n d f a x
a v a i l -
i n f o r m a t i o n
R e l a -
C e n t e r**

Public Access Terminals

Information and Community Relations Center - Room 132

Two computers are available for the public to access Civil and Criminal case information. The public can also print out information for a fee. The computers are available from 8:30 A.M. to 4:30 P.M., Monday through Friday.

In order to obtain Civil Division case information, the researcher must have a name or docket number. Additional information may be obtained from the Civil Records Vault located in Room 240 of the Hall of Records.

Requests for copies of criminal case records must be submitted to the Criminal Records Unit in Room 100S of the Veterans Courthouse.

Special Programs:

Essex Vicinage offers various public awareness and community outreach programs that familiarize the public with the court system.

Court Tours:

Courthouse tours familiarize the community with the court complex and demonstrate the legal system at work. Understanding how the courts operate helps the public use the legal system effectively. Tours may include a welcome by a judge, an overview of the New Jersey courts, a court information packet, a guided walk through the court complex and observation of court sessions. Some tours also include visits to the Sheriff's Office, or presentations on a selected topic.

Speaker's Program Bureau:

Presentations are made by a judge or court staff member on the legal system and related topics. These educational sessions help to familiarize the community with the courts and methods of resolving disputes. Additionally, issues raised at the session sensitize judiciary staff to community concerns. Knowledgeable staff members can visit schools, organizations, groups, clubs and community agencies to answer questions about the court.

To schedule a courthouse tour or request a speaking engagement, contact the Information and Community Relations Center at 973-693-5725/5774. Courthouse tours are scheduled three weeks in advance. Speaker's Bureau engagements are scheduled at least one month in advance. Responses to requests for court tours and speaking engagements are given within one to three business days.



Note:

To learn more about the special events organized by the Office of the Ombudsman and the Information and Community Relations Center, please call 973-693-5725/5774.

**Preparing for Court
Important Information to Remember**

Indictment # (Criminal): _____

Summons/Complaint #: _____

Docket # (Civil/Family): _____

Municipal Complaint #: _____

Court Date(s): _____

Judge: _____

Location: _____

Telephone #: _____

Attorney: _____

Telephone #: _____

Address: _____

Notes: _____

Preparing for Court



Structure of the New Jersey Courts

Supreme Court

- > New Jersey's highest court.
- > Known as a court of last resort.
- > Reviews decisions of the state's lower courts.
- > Composed of a Chief Justice and 6 Associate Justices.

Appellate Division of Superior Court

- > Intermediate appeals court.
- > Reviews decisions of the Trial, Tax and Municipal Courts.
- > Appellate Division decisions are appealed to the Supreme Court.
- > Judges sit in 1 of eight appellate parts.

Tax Court

- > Hears cases involving tax laws.
- > Tax Court decisions are appealed to the Appellate Division.
- > 12 Judges authorized.

Superior Court

- > New Jersey's trial court.
- > Conducts criminal, civil and family-law cases.
- > Reviews decisions of the Municipal Courts.
- > Superior Court decisions are appealed to the Appellate Division.
- > Composed of approximately 393 judges based in the 21 counties.

Municipal Court

- > Hears motor vehicle and minor criminal cases.
- > Municipal Court decisions are appealed to the Superior Court.
- > There are 537 Municipal Courts in New Jersey.

~ Federal Courts and Offices ~

United States Supreme Court

US Supreme Court Bldg.
1 First Street, N.E.
Washington, DC 20543
202-479-3000

United States Court of Appeals

M.L. King, Jr. Federal Bldg.
Federal Square and Walnut Street
PO Box 999
Newark, NJ 07102
(973) 645-3831

United States Tax Court

Jacob K. Javitz Federal Bldg.
26 Federal Plaza, Room 206
New York, NY 10278
212-264-3494
Internet: www.ustaxcourt.gov

United States Bankruptcy Court

M.L. King, Jr. Federal Bldg.
50 Walnut Street, third floor
PO Box 1352
Newark, NJ 07102
973-645-4764

United States District Court

M.L. King, Jr. Federal Bldg.
50 Walnut Street
Newark, NJ 07102
973-645-3730

United States Attorney's Office

970 Broad Street, Room 700
Newark, NJ 07102
973-645-2700

(After hours, weekends, holiday and emergency)
www.pacer.njd.uscourts.gov

~ State Courts ~

Supreme Court of New Jersey

Hughes Justice Complex
25 W. Market Street
PO Box 970
Trenton, NJ 08625-0970
609-292-4837

Tax Court of New Jersey

Hughes Justice Complex
25 W. Market Street
PO Box 972
Trenton, NJ 08625-0972
609-292-5082

Superior Court of New Jersey - Appellate Division

Hughes Justice Complex
25 W. Market Street
PO Box 006
Trenton, NJ 08625-0006
609-292-4822

Preparing for your court appearance:

Whenever you contact or appear in court, it is important to have the information notifying you of your docket or indictment number, date to appear, and the location of the courtroom that you are scheduled to appear in. If you have an attorney, you should meet with him/her to discuss your case.

If you have questions about the court date or judge in a **Criminal** case, go to Room 100S in the Veterans Courthouse or call 973-693-5965.

If you have questions about the court date or judge in a **Civil** case, go to Room 113A in the Veterans Courthouse or call 973-693-5529.

If you have questions about the court date or judge in a **Family** case, go to the specific Family Division office that is handling your case. Those offices are listed on pages 34 and 35.

If you need an interpreter or an accommodation for a disability, you must notify the court as soon as possible. Information about the availability of special services and assistance can be obtained by calling 973-693-5700 or the Information and Community Relations Center at 973-693-5725/5774.

You can learn more about the rules governing the practice, procedure and administration of the state's courts in the New Jersey Rules of Court, which can be found in public libraries, law libraries and on the judiciary web site at www.njcourtsonline.com in the "Legal Reference Desk" section.

On the day of your court appearance...

- ✓ Arrive on time. If you are late, the judge may postpone, dismiss or decide your case in your absence.
- ✓ When entering the courtroom, remove all hats and turn off all cell phones and pagers.
- ✓ Bring your court notice with you, it contains your case information.
- ✓ Do not bring any food or beverages into the courtroom.
- ✓ Upon arriving in court, notify the Sheriff's Officer of your arrival and your case number.
- ✓ When your name or case number is announced, move to the front of the courtroom.
- ✓ If you need additional time to prepare your case, you may ask the judge to grant you an adjournment. An adjournment is the postponement of a session, hearing, trial or other proceeding to another date or time. It is within the judge's discretion to grant or deny an adjournment.
- ✓ While addressing the court, you must use appropriate language. Address the judge as "Your Honor" and speak directly to the judge and not to the other party.
- ✓ If you have any documents to present to the judge, you should give it to the Sheriff's Officer who will give it to the judge.
- ✓ You should not interrupt the opposing party while he or she is speaking. After the other party is finished speaking, you or your lawyer may request an opportunity from the judge to respond. An opportunity to respond is left to the judge's discretion.
- ✓ After each party has presented his or her side, the judge or jury will make a decision.

Welcome to the New Jersey State Courts.

We will be happy to help you if we can. However, we are allowed to help you only in certain ways. We want to be fair to everyone in a case. This is a list of some things the court staff *CAN* and *CANNOT* do for you. Please read it carefully before asking the court staff for help.

- > **WE CAN explain and answer questions about how the court works.**
- > **WE CAN tell you what the requirements are to have your case considered by the court.**
- > **WE CAN give you some information from your case file.**
- > **WE CAN provide you with samples of court forms that are available.**
- > **WE CAN provide you with guidance on how to fill out forms.**
- > **WE CAN usually answer questions about court deadlines.**
- > **WE CANNOT give you legal advice. Only your lawyer can give you legal advice.**
- > **WE CANNOT tell you whether or not you should bring your case to court.**
- > **WE CANNOT give you an opinion about what will happen if you bring your case to court.**
- > **WE CANNOT recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.**
- > **WE CANNOT talk to the judge for you about what will happen in your case.**
- > **WE CANNOT let you talk to the judge outside of court.**
- > **WE CANNOT change an order issued by a judge.**

We look forward to helping you in accordance with these guidelines.

~ Referrals To Lawyers in Essex County ~

Legal Services of New Jersey

100 Metroplex Drive - PO Box 1357
Edison, NJ 08818-1357
1-800-LSNJ-LAW (1-800-576-5529)

Information and referrals to county legal service programs - English and Spanish

Essex-Newark Legal Services

5 Commerce Street, Newark, NJ 07102
973-624-4500

Attorneys for income-eligible residents

Essex County Legal Aid Association

Reduced Fee Program
Hall of Records - Room 118
465 Martin Luther King, Jr., Blvd., Newark, NJ 07102
973-622-1513

Attorneys for income-eligible residents and private attorneys for reduced fee

Essex County Bar Association

Lawyer Referral Service
354 Eisenhower Pkwy-Plaza II, Livingston, NJ 07039
973-533-6775

Private attorneys for hire

Essex County Public Defender

31 Clinton Street, Newark, NJ 07102
973-648-6200 - *Adult* 973-648-3470 - *Juvenile*
Court-appointed attorneys for income-eligible residents

Rutgers University School of Law-Newark

Center of Law and Justice
123 Washington Street, Newark, NJ 07102
973-353-3000

Seton Hall University School of Law

Center for Social Justice
833 McCarter Highway, Newark, NJ 07102
973-624-8700

Community Health Law Project

185 Valley Street, South Orange, NJ 07079
973-680-1175

Legal representation and advocacy for people with disabilities and the elderly

~ Immigration Assistance Agencies ~

United States Department of Justice
Immigration and Naturalization Service
District Office (Newark)
970 Broad Street
Newark, NJ 07102-2535
973-645-4421 or 1-800-375-5283

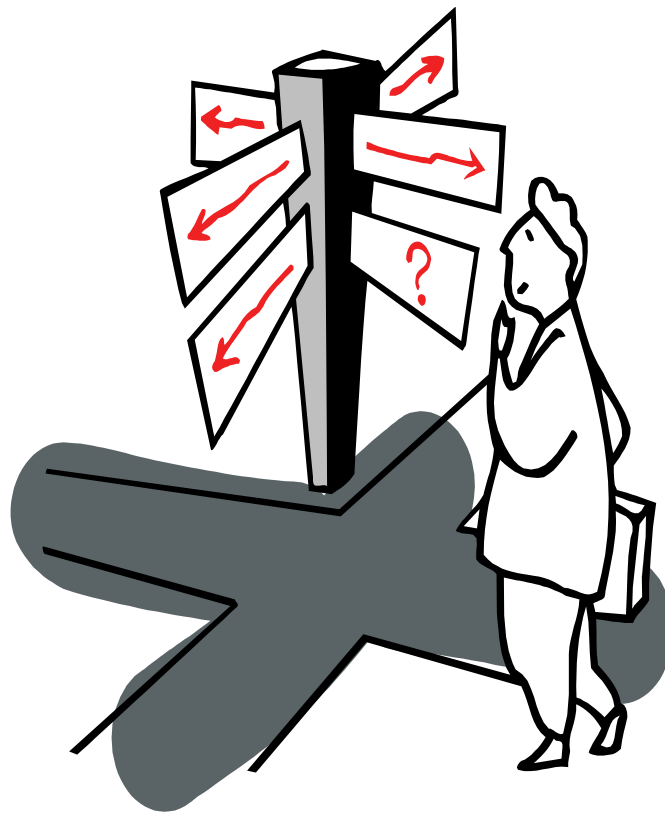
New Jersey Immigration Policy Network
89 Market Street, 7th floor
Newark, NJ 07102
973-621-0031

Catholic Community Service
Office of Immigration
976 Broad Street
Newark, NJ 07102
973-733-3516

Legal Services of New Jersey
Information and Referral Line
100 Metroplex Drive, Suite 402
PO Box 1357
Edison, NJ 08818
1-800-576-5529

American Friends Service Committee
Immigrant Rights Program
89 Market Street ,sixth floor
Newark, NJ 07102
973-643-1924

Directions to the Essex Vicinage Courts



**DIRECTIONS TO THE VETERANS COURTHOUSE
50 WEST MARKET STREET**

NJ TURNPIKE

Take Exit 15W to I-280 West. Take I-280 West to Exit 14B (Martin Luther King Jr., Blvd.). Go to the bottom of the ramp and turn left. At the next stop sign, turn left. Go straight about one mile until you come to Essex County College. There is an overpass across the road (that corner is King Boulevard and West Market Street). The Old Courthouse is on your left, the Hall of Records is on the right, and the Veterans Courthouse is directly behind the Hall of Records. There is parking on 13th Avenue around the corner from the Veterans Courthouse.

GARDEN STATE PARKWAY

Take Garden State Parkway to Exit 145. Take I-280 East to Exit 14A - King Boulevard. Go to bottom of ramp and make a right onto Martin Luther King Boulevard. Go straight about one mile to West Market Street. There is an overpass for Essex County College across the road (corner is King Boulevard and West Market Street). The Old Courthouse is on your left, the Hall of Records is on the right, and the Veterans Courthouse is directly behind the Hall of Records. There is parking on 13th Avenue around the corner from the Veterans Courthouse.

I- 78, ROUTES 22, 24 or 1&9

Take any of these highways towards Newark. Take exit for Route 21. Take Route 21 (McCarter Highway) to Raymond Boulevard and make a left. Go one block and make another left onto Mulberry Street. Go one more block and make a right onto Market Street. Market Street becomes West Market Street. The building on the left is the Old Court House. The Hall of Records is the building behind it, and the building behind that is the Veterans Courthouse.

FROM BLOOMFIELD AVENUE (MONTCLAIR, VERONA, BLOOMFIELD OR BELLEVILLE)

Take Bloomfield Avenue down to Summer Avenue. Make a right onto Summer Avenue. Go straight until the road curves to the left. Follow the curve and then make a quick right onto Martin Luther King Boulevard. Go straight about one mile to West Market Street. There is an overpass across the road (that corner is King Boulevard and West Market Street). The Old Courthouse is on the left, the Hall of Records is on the right, and the Veterans Courthouse is directly behind the Hall of Records. There is parking on 13th Avenue around the corner from the Veterans Courthouse.

**DIRECTIONS TO WILENTZ JUSTICE COMPLEX
212 WASHINGTON STREET**

ROUTE 22, 24, 1 & 9 OR I-78 - NEWARK

Take the Exit for Route 21 (Newark). Route 21 becomes McCarter Highway in downtown Newark. From McCarter Highway, turn left onto Raymond Boulevard, then turn left onto Mulberry Street. Turn right onto Market Street. Take Market Street to Washington Street and make a right. The Wilentz Justice Complex is one block up on the right.

GARDEN STATE PARKWAY

Take the Garden State Parkway to Exit 145 to I-280 East. Take Exit 14A for Dr. Martin Luther King, Jr. Boulevard. Make a right at the traffic light at the bottom of the exit ramp onto Dr. Martin Luther King Boulevard. Take King Boulevard to Market Street and make a left. Take Market Street south for two blocks then make a left onto Washington Street. The Wilentz Justice Complex is the second building on the right.

NJ TURNPIKE

From the NJ Turnpike, take Exit 15W to I-280 West. Take Exit 14B for Dr. Martin Luther King Jr. Blvd. Make a right at the traffic light at the bottom of the ramp onto King Blvd. Take this to Market Street and make a left. Take Market Street South two blocks then make a left onto Washington Street. The Wilentz Justice Complex is the second building on the right.

ROUTE 3

From Route 3, take the Exit for Route 21 South (Newark). Take Route 21 south into downtown Newark where it becomes McCarter Highway. From McCarter Highway, turn right onto Raymond Boulevard, then turn left onto Mulberry Street. Turn right onto Market Street. Take Market Street to Washington Street and make a right. The Wilentz Justice Complex is one block up on the right.

DIRECTIONS TO PROBATION DEPARTMENT 60 EVERGREEN PLACE

GARDEN STATE PARKWAY

Exit Garden State Parkway at 145, keep left at the fork in the ramp. Follow signs for Evergreen Place and So. Clinton Street exit. You will see another ramp. Keep to the right at this fork in the ramp. Merge onto Freeway Drive West. Go straight approximately 5-6 traffic lights, turn left onto Evergreen Place. Go thru traffic light about 12 blocks. The building is on the left side.

ROUTE I-280 (EAST)

Exit at Harrison St./Clinton St./East Orange. Merge onto Freeway Drive East. Turn right onto Evergreen Place. Go approximately 12 blocks. The building is on the left side.

ROUTE I-280 (WEST)

Follow signs for Evergreen Place and So. Clinton Street exit. Keep right at the fork in the ramp. Merge onto Freeway Drive West. Stay in left lane. Go approximately 5-6 traffic lights. Turn left onto Evergreen Place. Go approximately 22 blocks. Building is on the left.

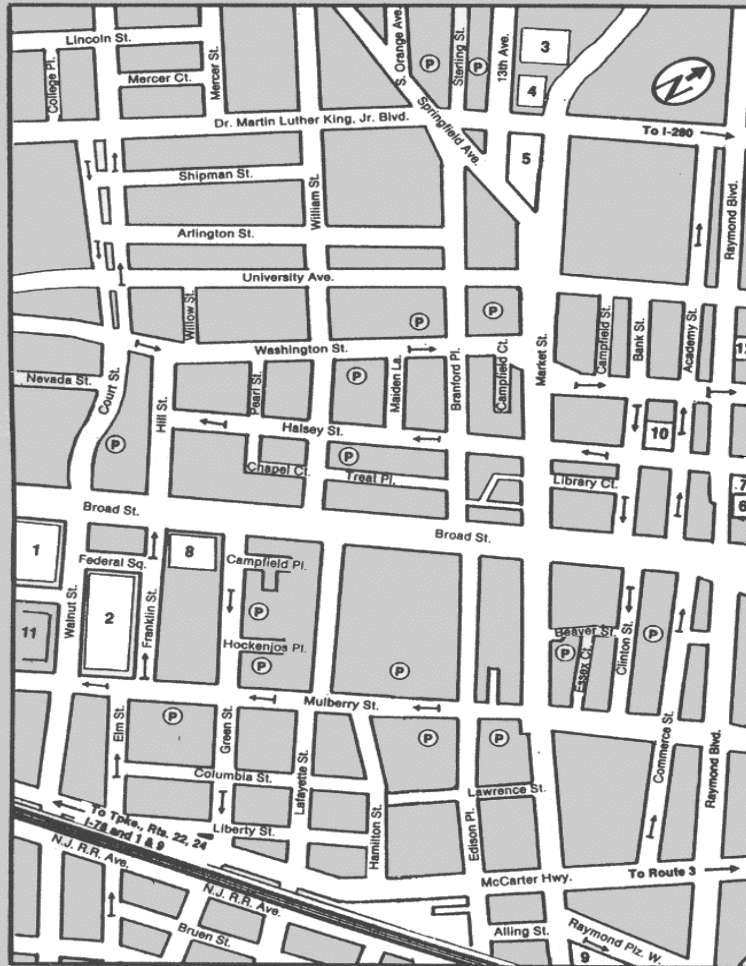
ROUTE 22, 24, 1&9, OR I-78

Take the Exit for Route 21 North (Newark). Route 21 becomes McCarter Highway in downtown Newark. From McCarter Highway turn left onto Raymond Boulevard. Go one block and make a left onto Mulberry Street. Go one block and make a right onto Market Street. Market Street becomes West Market Street. Take West Market to Central Avenue and turn left onto Central Ave. Go approximately 3 miles to Evergreen Place. Turn right onto Evergreen Place. Go approximately two blocks. Building is on the right.

ROUTE 3

From Route 3, take the Exit for Route 21 South, going toward Newark. Take Route 21 South into downtown Newark where Route 21 becomes McCarter Highway. Take McCarter Highway to Raymond Boulevard and make a right. Go one block and make a left onto Mulberry Street. Go one block and make a right onto Market Street. Market Street becomes West Market Street. Take West Market to Central Avenue and make a left onto Central Ave. Go approximately 3 miles to Evergreen Place. Turn right onto Evergreen Place. Go approximately two blocks. Building is on the right.

**ESSEX COUNTY
County Seat, Newark**



(P) PARKING AREA ≡ RAILROAD TRACKS → ONE WAY STREET
 (See Building Legend — Opposite Page)

- | | |
|----------------------------------|--|
| 1. Peter W. Rodino Federal Bldg. | 7. Worker's Compensation |
| 2. US Post Office | 8. Newark City Hall |
| 3. Veterans Courthouse | 9. Penn Station |
| 4. Hall of Records | 10. Wilentz Justice Complex |
| 5. Historic Courthouse | 11. Dr. Martin Luther King, Jr.
Federal Building and Courthouse |
| 6. State Office Building | 12. Office of Administrative Law |

Support Your Court



Volunteer Opportunities

*Superior Court of New Jersey - Essex Vicinage
50 West Market Street, Room 514-Veterans Courthouse
Newark, NJ 07102*

**Volunteer Coordinator.....973-693-5717
.....FAX: 973-693-5721**

The Superior Court of New Jersey is here to serve the citizens of Essex County. There are several important areas where hundreds of citizens assist the court as volunteers. Our enthusiastic volunteers gain much satisfaction from this work. We are always looking for more volunteers. To be appointed you must complete the application process and meet the qualification criteria. Thorough training is provided before the volunteer assignment begins.

CASA.....Weekdays and some weekends – Flexible Hours
Court Appointed Special Advocates are volunteers who provide a voice for foster children who are removed from their homes due to abuse, abandonment or neglect. Advocates visit the child in the foster placement and gather information from all key parties in the child’s current life to help the judge and Child Placement Review Board determine the best permanency plan for the child.

CPRMonday ~ Thursday – Flexible Hours
Child Placement Review Boards are a legislatively-mandated volunteer program responsible for reviewing the cases of children placed in foster care by the Division of Youth and Family Services (DYFS). Volunteer Board members review the DYFS case plan and make recommendations to a judge. The goal of the program is to assist the court in ensuring that out of home placement serves the best interests of the child. CPR is seeking concerned citizens from the community to participate on the review boards

JATPP.....Monday and Wednesday 5 – 8 p.m.
Juvenile Auto Theft Prevention Programs use community interest groups and volunteers to educate first time juvenile offenders arrested for auto theft. Its aim is to prevent further auto thefts and other delinquent behavior.

JCC.....Once monthly in each municipality - Evenings
Juvenile Conference Committees hold informal hearings on complaints against juveniles with the goal of avoiding formal court action and preventing future misconduct.

MMP.....Monday ~ Friday – Day and Evenings
Municipal Mediation Program provides an avenue to resolve disputes outside of the traditional court litigation. Volunteer mediators assist disputing parties in reaching a mutually acceptable solution. Basic mediation and conciliation skills training (an 18-hour course) are required of all volunteers prior to appointment.

SCM.....Monday ~ Thursday - 8:30 a.m.-noon
Special Civil Mediation is a program to help parties come to an agreement in their dispute which is mutually acceptable and avoids formal court hearings. Mediation is often a more satisfactory resolution than other means. Mediation training is provided for both attorneys and non attorney mediators.

Fridays 4 - 6 p.m.

Alternate Saturdays 10 - 2 p.m.

SVPAlternate Saturdays 12:30 – 2:30 p.m.
Supervised Visitation Program enables non-custodial parents to visit their children in a structured setting when the court deems such an arrangement necessary. Volunteers assist court staff in the monitoring of the visits which are very important to the affected children.

NACSeven days per week – Flexible Hours
Newark Alliance for Compliance Program Volunteer Mentors work with Juvenile Probationers to serve as a positive role model and assist the juvenile in navigating the treacherous teen years in Newark and the surrounding municipalities.

ACMC - Essex Vicinage
Advisory Committee on Minority Concerns is the local representative of the New Jersey Supreme Court Committee on Minority Concerns. The goal of the Committee is to advise the Court on how the judiciary can best assure fairness, impartiality and equal access.
Working committee that meets monthly 5-7:30 p.m. with dinner provided. Must send letter of interest, resume and two letters of recommendation.

~ CUSTOMER SURVEY ~

PLEASE HELP US TO SERVE YOU BETTER

All court employees must serve the public courteously and efficiently. Please take a moment to answer the questions below. Your answers will help us make changes to meet your needs. Please complete, detach and return to the Office of the Ombudsman, Superior Court of New Jersey - Essex Vicinage, 50 West Market Street, Newark, NJ 07102.

Thank you very much.

Date and time of your visit to the Essex Vicinage:
____/____/____ : ____ am / pm

1. Please rate your visit:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
<i>Promptness</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Courtesy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Efficiency</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Information</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How would you rate our overall service?

Excellent Good Fair Poor

3. Reason(s) for your visit:

Landlord/Tenant Civil Municipal
 Criminal Family Jury
 Child Support Probation Other

4. Name, location (room # and/or floor) of office visited:

5. How long did you wait in line? _____

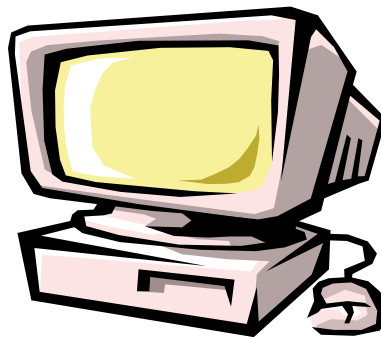
6. Do you have any suggestions to improve our service?

7. If a member of our staff was especially helpful, please tell us so that we may show our appreciation.

If you have any questions or a complaint about our service, contact the Office of the Ombudsman (Veterans Courthouse), 50 West Market Street, Room 101, Newark, NJ 07102 or call 973-693-5728.

**Information on the Judiciary Web site
*www.njcourtsonline.com***

The New Jersey Judiciary web site offers valuable information about the structure of the New Jersey court system, job opportunities, forms, legal references and other topics, including information for children about the courts.



In addition, the Web site allows the public to access information that is specific to the Essex Vicinage under the heading:

Local/County Courts

The page includes information about the Essex Vicinage, representing yourself in court, forms with accompanying instructions, juror information and court operations.

New Jersey Judiciary

The Administrative Office of the Courts

James R. Zazzali

Chief Justice

Philip S. Carchman, J.A.D.

Acting Administrative Director of the Courts

~ 2006 ~