New Jersey Courts
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How to Complete the Request for a Writ of Execution
Who Should Use This Packet?

The purpose of this packet is intended to guide individuals who are requesting a Writ of Execution. Please note the following:

- You may apply to the Special Civil Part for an Execution to be issued to a Special Civil Part Officer who will attempt to collect on your judgment. You must complete the Request for Writ of Execution and submit same with the appropriate fee. **Although the court will attempt to collect the money owed to you, it cannot guarantee your debt will be paid.**

- The Special Civil Part Officer is not required to investigate and determine where the judgment debtor's assets are located. That information must be provided by the judgment creditor to the Special Civil Part Officer. When submitting your request, you must provide as much information on the debtor's assets as possible, such as name and address of bank along with the last four digits of a bank account number, location of personal property, etc.

- The Special Civil Part Officer who has made a valid levy or has in any way helped facilitate payment such as settlement for part, or all, of the judgment amount, is entitled to receive 10% commission on the total amount paid by the judgment debtor. The 10% commission is calculated based on the amount collected.

- A Writ of Execution is good for two years from the date it is issued to the Special Civil Part Officer. At the expiration of two years, if you still want the Special Civil Part Officer to collect, a new Writ of Execution must be issued.

- If the Special Civil Part Officer is unable to collect on your judgment, the Writ of Execution will be returned to the Special Civil Part Clerk's Office as follows:
  - Unsatisfied" indicating the Special Civil Part Officer was unable to locate and collect on any assets from the debtor.
  - "Partially Satisfied" indicating the Special Civil Part Officer was able to collect part, but not all, of the monies due from the debtor.
  - "Fully Satisfied" indicating the Special Civil Part Officer was able to collect all monies from the debtor in full satisfaction of the judgment, including the 10% commission.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the forms will be available at the county courthouse and on the Judiciary's Internet site njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the Special Civil Part of the Superior Court in the county where you have filed your case. A list of Special Civil Part Offices is provided at the customer counter and at njcourts.gov.

Instructions for Completing the Request for a Writ of Execution

Please complete the following fields in the attached form:

- County of venue;

- Plaintiff's name, address and phone number;

- Defendant's name, address and phone number;

- Case caption;

- Docket number;

- Your name, which identifies you as the judgment creditor;

- The initial judgment entered by the court;

- Interest if applicable;

- If you are requesting interest please provide a detailed description of how it was calculated;

- Provide the address of the property to be levied upon, and

- Lastly, sign, print and date the form.

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

Request For Writ of Execution (Goods and Chattels)

Plaintiff Name & Address   Defendant Name & Address

_____   _____

_____   _____

_____   _____

Phone Number _____   Phone Number _____

Case Caption _____

Judgment of the court was entered in this case in favor of the judgment creditor, but the judgment debtor has not fully paid the judgment. I, _____, judgment creditor, hereby request a Writ of Execution to satisfy the judgment for the following amount still due and owing:

Initial judgment entered by the court: $_____ plus $_____ *, representing interest that has accrued since the entry of judgment or the return of any previously issued execution;
*if interest is requested you must provide a detailed description of how interest was calculated here:

_____

less $_____, representing credit(s) that has been paid since the entry of judgment including the return of any previously issued execution, for a total of $_____.

Property to be levied upon:

_____

_____

_____

_____   _____
Date   Signature

                                            _____
                                            Print Name