

**IMPORTANT NOTICE - Please Read Carefully**  
**Failure to Comply with this Information Subpoena May Result in Your Arrest and Incarceration**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Attorney(s) for: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

-vs-

\_\_\_\_\_  
Defendant

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

Docket Number: \_\_\_\_\_

**Civil Action  
Information Subpoena**

THE STATE OF NEW JERSEY, to: \_\_\_\_\_

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

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

If this judgment has resulted from a default, you may have the right to have this default judgment vacated by making an appropriate motion to the court. Contact an attorney or the clerk of the court for information on making such a motion. Even if you dispute the judgment you must answer all of the attached questions.

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

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Attorney for

\_\_\_\_\_  
Clerk

Information Subpoena and Written Questions

**Questions for Individuals**

**1. Full Name**

**2. Address**

**3. Birth Date**

**4. Social Security Number**

**5. Driver's License Number**

**Exp. Date**

**6. Telephone Number**

**7. Full name and address of your employer**

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

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

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

**Yes**

**No**

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

Bank Name

Address

Account Number(s)

Bank Name	Address	Account Number(s)

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

**Alimony**

Amount & Frequency

Name of Source

Address

\$

**Loan Payments**

Amount & Frequency

Name of Source

Address

\$

**Rental Income**

Amount & Frequency

Name of Source

Address

\$

**Pensions**

Amount & Frequency

Name of Source

Address

\$

**Bank Interest**

Amount & Frequency

Name of Source

Address

\$

**Stock Dividends**

Amount & Frequency

Name of Source

Address

\$

Information Subpoena and Written Questions - Questions for Individuals

<input type="checkbox"/> <b>Other</b>				
Amount & Frequency \$	Name of Source	Address		
<b>11. Do you receive any of the following, which are exempt from levy? Any levy on disclosed exempt funds may result in monetary penalties including reimbursement of the debtor's out-of-pocket expenses.</b>				
Social Security benefits	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
S.S.I. benefits	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
Welfare benefits	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
V.A. benefits	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
Unemployment benefits	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
Workers' Compensation benefits	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
Child support payments	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Amount per month	\$ _____	
Attach copies of the three most recent bank statements for each account listed in Question 9 that contains funds from these sources.				
<b>12. Do you own the property where you reside? If yes, state the following:</b> <span style="float:right;"><input type="checkbox"/> <b>Yes</b>    <input type="checkbox"/> <b>No</b></span>				
(a) Name of the owner or owners		(b) Date property was purchased	(c) Purchase price	
_____		_____	\$ _____	
(d) Name and address of mortgage holder			(e) Balance due on mortgage	
_____			\$ _____	
<b>13. Do you own any other real estate? If yes, state the following:</b> <span style="float:right;"><input type="checkbox"/> <b>Yes</b>    <input type="checkbox"/> <b>No</b></span>				
(a) Address of property		(b) Date property was purchased	(c) Purchase price	
_____		_____	\$ _____	
(d) Name and address of all owners				
_____				
(e) Name and address of mortgage holder			(f) Balance due on mortgage	
_____			\$ _____	
(g) Names and address of all tenants, and monthly rental paid by each tenant				
Name	Address	Monthly Rent		
_____	_____	\$ _____		
_____	_____	\$ _____		
_____	_____	\$ _____		
<b>14. Does the present value of your personal property, which includes automobiles, furniture, appliances, stocks, bonds, and cash on hand, exceed \$1,000?</b> <span style="float:right;"><input type="checkbox"/> <b>Yes</b>    <input type="checkbox"/> <b>No</b></span>				
If the answer is "yes," you must itemize all personal property owned by you.				
<b>Cash on Hand:</b> \$ _____				
<b>Other personal property:</b> If financed, give name and address of party to whom payments are made.				
Item (include make, model, serial number)	Date Purchased	Purchase Price	If Financed, Balance Still Due	Present Value
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

**Information Subpoena and Written Questions - Questions for Individuals**

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

(a) Make, model and year of motor vehicle

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

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(c) License plate Number	(d) Vehicle Identification Number
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**16.** Do you have an ownership interest in a business? If yes, state the following with respect to each business:  **Yes**     **No**

(a) Name and address of the business

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(b) Is the business a (select one)

corporation       sole proprietorship       partnership       limited liability company

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

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

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

Creditor's Name		Creditor's Attorney	Amount Due
			\$ _____
Name of Court	Docket Number		
Creditor's Name		Creditor's Attorney	Amount Due
			\$ _____
Name of Court	Docket Number		
Creditor's Name		Creditor's Attorney	Amount Due
			\$ _____
Name of Court	Docket Number		
Creditor's Name		Creditor's Attorney	Amount Due
			\$ _____
Name of Court	Docket Number		

## Information Subpoena and Written Questions - Questions for Individuals

Creditor's Name	Creditor's Attorney	Amount Due
Name of Court	Docket #	\$
<p>I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.</p>		
Date	Signature	

Information Subpoena and Written Questions

**Questions for Business Entity**

1. Name of business including all trade names.

_____
_____

2. Address of all business locations.

_____
_____

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

Name	Address
_____	_____
_____	_____

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

Name	Address
_____	_____
_____	_____

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

Name	Address
_____	_____
_____	_____

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

Name	Address
_____	_____
_____	_____

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

Name	Address	Phone Number
_____	_____	_____
Nature of Interest		
_____	_____	_____
Nature of Interest		

**Information Subpoena and Written Questions - Questions for Business Entity**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Name	Address

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

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

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

(a) Name(s) in which property is owned \_\_\_\_\_

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

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

**Information Subpoena and Written Questions - Questions for Business Entity**

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

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

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

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

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

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

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

(a) The nature of the asset

\_\_\_\_\_

\_\_\_\_\_

(b) The date of transfer

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Information Subpoena and Written Questions - Questions for Business Entity

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

(a) The date of cessation

\_\_\_\_\_

(b) All assets as of the date of cessation

\_\_\_\_\_

\_\_\_\_\_

(c) The present location of those assets

\_\_\_\_\_

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

1. The nature of the assets

\_\_\_\_\_

\_\_\_\_\_

2. Date of transfer

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

<b>Creditor's Name</b>	<b>Creditor's Attorney</b>	<b>Amount Due</b>
_____	_____	\$ _____
<b>Name of Court</b>	<b>Docket Number</b>	
_____	_____	
<b>Creditor's Name</b>	<b>Creditor's Attorney</b>	<b>Amount Due</b>
_____	_____	\$ _____
<b>Name of Court</b>	<b>Docket Number</b>	
_____	_____	

**Information Subpoena and Written Questions - Questions for Business Entity**

<b>Creditor's Name</b>	<b>Creditor's Attorney</b>	<b>Amount Due</b>
_____	_____	\$ _____
<b>Name of Court</b>	<b>Docket Number</b>	
_____	_____	

  

<b>Creditor's Name</b>	<b>Creditor's Attorney</b>	<b>Amount Due</b>
_____	_____	\$ _____
<b>Name of Court</b>	<b>Docket Number</b>	
_____	_____	

  

<b>Creditor's Name</b>	<b>Creditor's Attorney</b>	<b>Amount Due</b>
_____	_____	\$ _____
<b>Name of Court</b>	<b>Docket Number</b>	
_____	_____	

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

(a) Date litigation commenced

(b) Name of party who started the litigation

\_\_\_\_\_

\_\_\_\_\_

(c) Nature of the action

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

<b>Party Name</b>	_____		
<b>Attorney Name</b>	<b>Attorney Address</b>	<b>Telephone Number</b>	
_____	_____	_____	

  

<b>Party Name</b>	_____		
<b>Attorney Name</b>	<b>Attorney Address</b>	<b>Telephone Number</b>	
_____	_____	_____	

  

<b>Party Name</b>	_____		
<b>Attorney Name</b>	<b>Attorney Address</b>	<b>Telephone Number</b>	
_____	_____	_____	

(e) Trial date                      (f) Status of case

\_\_\_\_\_

(g) Name of the court and docket number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information Subpoena and Written Questions - Questions for Business Entity

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

(a) Name

(b) Address

(c) Position

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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