



How to Apply for Pre-Foreclosure Services

Who Should Use This Packet?

You should complete this packet if you want to request court-sponsored, pre-foreclosure services. If you are using this packet, you should be in pre-foreclosure, which means you have not been served with a complaint and do not have a foreclosure docket number.

Pre-foreclosure services are **only** available for cases that match the following criteria:

1. Pre-foreclosure services are available for all properties.
2. The borrower is not in bankruptcy.

If your situation does **NOT** meet the above criteria, you are not eligible to request pre-foreclosure services through the court.

The court will share this form with the New Jersey Housing and Mortgage Finance Agency (NJHMFA) to provide free counseling or other community-based resources.

You can only submit a request on behalf of yourself. You cannot request services for anyone else. A Power of Attorney does not allow you to request services for anyone else. Requests submitted on behalf of anyone else will be returned.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The 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 njcourts.gov. You are ultimately responsible for the content of your court papers.

Submit completed forms to:

Superior Court Clerk's Office,
Attn: Pre-Foreclosure Services,
PO Box 971,
25 Market Street,
Trenton, New Jersey 08625

or at preforeclosure.mbx@njcourts.gov, subject line "Pre-Foreclosure Services."

Steps to Take to Request Pre-Foreclosure Services

Step 1: Complete the *Pre-Foreclosure Request for Services* form (CN 13064).

The *Pre-Foreclosure Request for Services* form requires the name(s) and contact information of all borrower(s) and the property address.

Step 2: Send your documents to the clerk's office for filing.

Email or mail the original *Pre-Foreclosure Request for Services* form to the Superior Court Clerk's Office at the address below. All documents sent via mail to the clerk's office must have an original ink signature. Emailed copies can have an electronic signature. **Note:** There is no fee to request pre-foreclosure services.

By email:

preforeclosure.mbx@njcourts.gov

Subject: Pre-Foreclosure Services

By mail:

Superior Court Clerk's Office
Attn: Pre-Foreclosure Services
25 Market Street
PO Box 971
Trenton, NJ 08625

If you mail the papers, we recommend that you use certified mail, return receipt requested.

Note: Once received, your application will be sent to New Jersey Housing and Mortgage Finance Agency (NJHMFA).

Once you file the *Pre-Foreclosure Request for Services* form, the clerk's office will send it to the New Jersey Housing and Mortgage Finance Agency (NJHMFA).

NJHMFA will contact you to discuss the services available.

Instructions for Completing the Pre-Foreclosure Request for Services Form

1. After *County*, enter the county where the home is located.
2. *Case Number*, leave blank.
3. On the line labeled *Borrower's Name*, enter the borrower's name.
4. On the line labeled *Lender's Name*, enter the name of the lender (the bank).

Section A - Homeowner-Borrower's Certification

This section requires that the borrowers certify to the information contained in the numbered statements. Additionally, certain information must be filled in by the borrowers.

1. On the line under *Section A - Homeowner-Borrower's Certification*, enter name(s) of every borrower on the note.
2. In item 1, write the **full** property address, city, state and zip on the line provided.
3. In item 2, select the appropriate response for the statement *am/are* / *am not/are not currently in bankruptcy*.
4. In item 3, select the appropriate response for the statement *do* / *do not wish to request a spoken interpreter for the any telephonic communication*.
5. Each borrower on the note must sign and date the certification. Sign your name on the line marked *Signature of Borrower* and enter the date on the line marked *Date*. Print your name on the line provided. Use the *Co-Borrower* signature area for any additional homeowners.

Note: When you complete this form, you are certifying that the statements made on the form are true. If you willfully make false statements, you could be subject to punishment.

Section B - Housing Counselor Contact Information (If applicable)

1. If you have previously spoken with a housing counselor, provide their contact information. If you have not spoken with a housing counselor, leave this section blank.
2. Enter the housing counselor's name, email address, office phone and cell phone.
3. Enter the housing counselor's **full** address (street, city, state and zip).

Section C – Homeowner Contact Information

1. Enter the name, email address, home phone and cell phone of the first borrower. **Note:** The phone number and email address are **required**.
2. Enter the borrower's **full** address (street, city, state and zip).

Pre-Foreclosure Request for Services - Homeowner-Borrower(s) Request for Court Sponsored Pre-Foreclosure Services

3. Enter the name, email address, home phone and cell phone of the co-borrower (if applicable). **Note:** The phone number and email address are required.
4. Enter the co-borrower's **full** address (street, city, state and zip).

City		State	Zip Code
Home Phone*	Cell Phone*	Email*	
Co-Borrower's Name			
Address: Street			
City		State	Zip Code
Home Phone*	Cell Phone*	Email*	

Completed Pre-Foreclosure Request for Services forms must be emailed or mailed to the Superior Court Clerk's Office:

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preforeclosure.mbx@njcourts.gov

Subject: Pre-Foreclosure Services

By mail:

Superior Court Clerk's Office
 Attn: Pre-Foreclosure Services
 25 Market Street
 P.O. Box 971
 Trenton, NJ 08625

* Note: Email address and phone numbers are **required** for all applicants.
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