

RULE 6:12. GENERAL PROVISIONS; RULES OF ADMINISTRATION

6:12-1. Recording and Transcript of Proceedings

(a) Taking of Record. The Administrative Director is authorized to provide for the verbatim recording of all proceedings in the Special Civil Part either by an official or temporary stenographic reporter appointed pursuant to law or by sound recording device. Such device shall be operated and any required transcripts prepared by personnel assigned by the court for that purpose, all in accordance with procedures established by the Administrative Director.

(b) Use of Transcripts. Transcripts of proceedings in the Special Civil Part for use on appeal or other authorized purposes shall be prepared, insofar as practical, in accordance with the procedures applicable to the preparation of transcripts of proceedings in the Civil Part of the Law Division.

(c) Request of Party. When the proceedings are sound recorded, in addition thereto, at the request and expense of any party, the court shall permit a record of the proceedings to be made by a certified shorthand reporter.

(d) When No Record Is Made. In the absence of a stenographic or sound record of any proceeding, in the event of an appeal, a statement of proceedings shall be prepared as provided for by R. 2:5-3(f).

Note: Source — R.R. 7:16-1(a) (b) (c). Paragraph (c) adopted July 7, 1971 to be effective September 13, 1971; paragraphs (a) and (b) amended November 7, 1988 to be effective January 2, 1989; paragraph (b) amended July 19, 2012 to be effective September 4, 2012; paragraph (d) amended July 31, 2020 to be effective September 1, 2020.

6:12-2. Clerk's Office; Place of Trials; Filing; Inquiries

The clerk's office shall be maintained at the principal location of the Special Civil Part. All business of the court shall be conducted there and all papers in pending actions filed there except as otherwise provided in these rules or by order of the Assignment Judge. Orders shall be filed forthwith upon signing. All inquiries shall be addressed to the clerk and answered in his or her name, and requests for information or for the return of papers shall be accompanied by an addressed stamped envelope. All fees must be paid in advance.

Note: Source — R.R. 7:12-2, 7:19-3, 7:19-5, 7:19-7, 7:19-8, 7:19-10; amended November 7, 1988 to be effective January 2, 1989; amended July 19, 2012 to be effective September 4, 2012.

6:12-3. Supporting Personnel

(a) Officers' Bonds; Fiscal Accounts. All officers executing writs issued out of the Special Civil Part upon which money may be collected shall, before entering upon the discharge of their duties, file in the office of the deputy clerk a bond in such sum and form as prescribed by the Administrative Director of the Courts. Such officers shall maintain such fiscal records, subject to such audit, as the Administrative Director of the Courts prescribes.

(b) Substitution for Officer Deceased or Otherwise Unable to Act. When an officer who serves post-judgment process dies or becomes incapacitated or for any other reason that officer's appointment order is rescinded, the court shall utilize in that officer's stead his or her predesignated and appointed special assistant officer, as provided for by Administrative Directive, to proceed with and complete all work that had been assigned to the officer. In such instance, the special assistant officer shall have as to such matters the same powers and authority that the officer had as to those matters.

Note: Source — R.R. 7:21-4, 7:21-5; paragraph (a) amended November 7, 1988 to be effective January 2, 1989; paragraph (b) amended July 13, 1994 to be effective September 1, 1994; paragraph (a) amended July 19, 2012 to be effective September 4, 2012; paragraph (a) amended August 1, 2016 effective September 1, 2016; paragraph (b) amended July 31, 2020 to be effective September 1, 2020.

6:12-4. Accounting System

The Administrative Director of the Courts shall prescribe the docket-keeping, indices, bookkeeping and accounting procedures for the various types of financial transactions in the clerk's office.

Note: Source -- R.R. 7:23, 7:24, 7:25.