

# CIVIL DIVISION

Superior Court of New Jersey – Essex Vicinage

Hall of Records (HOR), 465 Dr. Martin Luther King, Jr. Blvd.,  
Historic Courthouse (HCH), 470 Dr. Martin Luther King Jr. Blvd.

Veterans Courthouse (VCH), 50 West Market Street

Wilentz Justice Complex (WJC), 212 Washington Street, 8<sup>th</sup> Floor  
Newark, New Jersey 07102

<http://www.judiciary.state.nj.us/essex/civil/home.htm>

Civil Division forms are available at [www.judiciary.state.nj.us/prose/index.htm#civil](http://www.judiciary.state.nj.us/prose/index.htm#civil)



## Civil Case Records Center (Vault)

**Location:** Room 240, HOR

**Telephone:** (973) 776-9300 ext. 56899

Attorneys and members of the public can visit the Records Center to review civil cases or obtain copies of documents for a fee.

## Civil Customer Service Office

**Location:** Room 201, HOR

**Telephone:** (973) 776-9300 ext. 56800

The Civil Customer Service Office is a centralized office where attorneys and litigants who are representing themselves can receive assistance or clarification on civil procedures, fees, case status information and forms for civil cases. Forms available in the office include complaint forms, motion packets, post judgment forms and name change forms.

The **Civil Part** is New Jersey's civil court of general jurisdiction. There is no limit to the amount that can be sued for in the Civil Part.

The **Special Civil Part** is New Jersey's civil court of limited jurisdiction. The Special Civil Part deals with three distinct case types:

**Landlord/Tenant** - Involves disputes between landlords and tenants over possession of rental premises. Only a landlord can initiate a complaint in this part of the court.

**Small Claims** - up to \$3,000, or up to \$5,000 for the return of a security deposit.

**Special Civil** - up to \$15,000.

## Landlord / Tenant Office

**Location:** Room 237, HOR

**Telephone:** (973) 776-9300 ext. 56894

The Landlord Tenant Office can answer questions and explain procedures regarding landlord/tenant matters. Landlords and tenants may file post-judgment applications here.

## Intake Unit

**Location:** Room 131, VCH

**Telephone:** (973) 776-9300 ext. 56893

The Intake Unit accepts all Civil Part pleadings, such as complaints without a limit to the demand amount, name changes, writs of execution and all motions for both Special Civil Part and Civil Part.

## Chancery Division

**Location:** 8<sup>th</sup> Floor, WJC

212 Washington Street, Newark, NJ 07102

**Telephone:** (973) 776-9300 ext. 56900

The jurisdiction of the Chancery Division to grant relief generally exists in the following areas:

## General Equity

Among the matters **General Equity** handles: foreclosures; enforcement of the performance of contracts, trusts and fiduciary obligations; re-execution or correction of instruments lost or erroneously drafted; and the stopping of actions that will cause irreparable harm.

## Probate

Among the matters **Probate** handles: execution of wills; protection of infants or mentally incompetent persons; and distribution of estates.

## RELATED OFFICES

**Office of the Essex County Surrogate:** Room 206, HOR

**Telephone:** (973) 621-4900

**Office of the Essex County Sheriff:** 2<sup>nd</sup> Floor, VCH

**Telephone:** (973) 621-2694

## OTHER IMPORTANT COURT INFORMATION

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

**Location:** Rooms 101 and 132, Veterans Courthouse  
50 W. Market Street, Newark, NJ 07102

**Telephone:** (973) 776-9300 ext. 56886

The Ombudsman is a neutral staff person who answers questions, addresses concerns from the public and is responsible for enhancing customer service in the courts. The Ombudsman and staff in the Information and Community Relations Center provide public information, community relations and court user assistance services.

### Public Access Computer Terminal

**Location:** 1<sup>st</sup> Fl., Room 132, Veterans Courthouse

Court users may access public civil, criminal, matrimonial and appellate case information.

### Interpreting Services

Individuals who need an interpreter should inform court staff in the court to which their cases have been assigned.

### Payments: Finance / Cashier Window, Room 118, VCH

**Telephone:** (973) 776-9300 ext. 56893

Fees for civil and criminal matters are processed here. Individuals must make all necessary copies before coming to the window.

### Transcript Requests: Room 1012, VCH

**Telephone:** (973) 776-9300 ext. 56885

This office receives processes and monitors court transcripts and provides them as a matter of public record for all cases.

### ADA Information

Individuals who need an accommodation for a disability may call (973) 776-9300 ext. 55707. TTY/TDD (voice) dial 711 for New Jersey Relay Service.

