



FAMILY DIVISION

Superior Court of New Jersey – Essex Vicinage

Wilentz Justice Complex (WJC), 212 Washington Street, Newark, New Jersey 07102

General Information: (973) 776-9300 ext. 56678

www.judiciary.state.nj.us/essex/family/index.htm

Family Division forms are available at www.judiciary.state.nj.us/prose/index.htm#family

Family Division Units

Non-Dissolution Unit (FD case numbers)*

Location: Centralized Intake Unit, 1st Fl., Room 103,

Telephone: (973) 776-9300 ext. 57048

The Non-Dissolution Unit handles custody, parenting time, paternity and non-welfare child support cases for unmarried parties or married couples who have not filed for divorce.

Child Support Intake Team - Room 1128*

* For NEW child support cases, court staff are available to meet with you after your child support establishment hearing to answer questions about collecting or paying child support and to provide individual assistance.

NJKiDS Support Unit

Location: Room 1365, WJC

Telephone: (973) 776-9300 ext. 55530

This Unit is responsible for processing all new child support obligations and establishing matrimonial and Domestic Violence child support cases. Cases that are converted from direct pay to payment through Probation are also processed by this unit.

Dissolution Unit (FM case numbers)

Location: Room 1307, WJC

Telephone: (973) 776-9300 ext. 57040

The Dissolution Unit handles all divorce complaints, complaints for dissolution of civil unions, as well as post-judgment motions (requests for relief after divorce or dissolution of a civil union).

Domestic Violence Unit (FV case numbers)

Location: Room 1251, WJC

Telephone: (973) 776-9300 ext. 57049

Domestic Violence complaints may be filed between 8:30 a.m. and 3:30 p.m. in the Domestic Violence Unit. After 3:30 p.m. or on weekends or holidays, complaints and requests for restraining orders should be filed at a police station in the city where the incident occurred or where either party lives. **The court has a separate and secure waiting area for victims of domestic violence located in Room 1251.** There is a separate defendant's waiting room located in Room 1207. The waiting rooms are fully staffed at all times and are child-friendly. Helpful resources and literature are available, including information on specialized domestic violence and service providers.

Juvenile Unit

Location: Room 915, WJC

Telephone: (973) 776-9300 ext. 57055

The Juvenile Unit handles complaints filed against persons under the age of 18.

Children in Court Services Unit

Location: Room 1069, WJC

Telephone: (973) 776-9300 ext. 57064

This unit handles child abuse and neglect cases including termination of parental rights, kinship legal guardianship and the related work of the various Child Placement Review Boards.

Family Division Programs

Early Settlement Program

Telephone: (973) 776-9300 ext. 56708 / ext. 57042

The Early Settlement Program helps divorcing parties settle or resolve issues that are in dispute.

Parent Education Program

Telephone: (973) 776-9300 ext. 57041

This program is required by law for divorcing parties and is designed to give parents information about the difficult transition of separation and divorce.

Supervised Visitation Program

Telephone: (973) 776-9300 ext. 57044

The goal of this program is to provide parents or guardians with an opportunity to visit with their children by court order in a safe, neutral and supervised environment.

Child Welfare Mediation Program

Telephone: (973) 776-9300 ext. 55536

This program allows parties to meet in a confidential setting to explore options and resolve issues concerning children in the care of the Division of Child Protection and Permanency.

Family Mediation Program

Telephone: (973) 776-9300 ext. 57008

Mediation is an informal proceeding where parties can meet with a mediator to discuss and resolve issues regarding custody and parenting time. Cases in which one or both parties have an active Domestic Violence Restraining Order are excluded from this program.

Juvenile Programs

Telephone: (973) 776-9300 ext. 56788

The court has developed special programs to address and prevent delinquency. These programs are utilized as part of the disposition of a juvenile delinquency case. They include the Juvenile Auto Theft Prevention Program (JATPP), the Prevention Intervention Education Program (PIE) and the Project Pride Program.

Juvenile Conference Committees

Telephone: (973) 776-9300 ext. 57058

These committees hold informal hearings on complaints against juveniles with the goal of avoiding formal court action and preventing future misconduct.

Other Important Court Information

Child Support Enforcement Unit – Probation

Location: Room 1109, WJC

Telephone: (877) 655-4371 (NJKIDS1)

The Child Support Enforcement Unit is part of the Probation Division. This Unit monitors child support payments and seeks court action when those payments are overdue.

Payments: Finance, 1st Fl., Room 111 WJC –

Required fees associated with a Non-Dissolution or Dissolution case are handled by Finance. Child Support payments are also handled by the Finance Unit.

Records Requests:

Non-Dissolution Records – 13th Floor, Room 1365

Dissolution Records – 13th Floor, Room 1307

Individuals requesting court records must complete a request form and pay the appropriate copy fee.

Transcript Requests:

Location: Room 1053, WJC

Telephone: (973) 776-9300 ext. 56685

This office receives, processes and monitors court transcripts requests.

Additional Court Services

Attorney Conference Rooms

Attorney conference rooms are available on Floors 9 (4 rooms), 10 (2 rooms) and 12 (1 room). Use of these rooms is permitted on a first come, first served basis. Additional space for attorney/client meetings can be arranged by the Family Division Administration Office located in **Room 1053 - (973) 776-9300 ext. 56667**.

Interpreting Services

Individuals who need an interpreter should inform court staff at the time a complaint is filed. Once the court is informed of the request, the appropriate interpreter will be scheduled.

Litigant Services Specialist

Location: Centralized Intake Unit, 1st Fl., Room 109, WJC

Telephone: (973) 776-9300 ext. 55539

The Litigant Services Specialist provides information and support services to self-represented litigants to assist them in understanding the Non-Dissolution and Dissolution Units.

Family Division Mailbox

Court users who have questions about a Family Division court process or procedure involving issues of paternity, custody, parenting time, spousal support or other related matters may email their questions to the Family Division Mailbox at

esxfamilynondissmailbox@judiciary.state.nj.us

Public Copier

A public copy machine is available in the central intake unit located on the 1st floor Room 103.

Security

Security for each of the courtrooms is provided by the Essex County Sheriff's Office. The Wilentz Justice Complex is also protected by security officers employed by the New Jersey State Police. They are located at the kiosk in the lobby on the First Floor of the building. You should contact them about any security concerns or emergencies.

Baby Changing Stations

Baby changing stations are located in women's restrooms on floors 1, 9, 10, 11, 12 and 13.

Playrooms

Playrooms are available on floors 1, 10, and 12 (Domestic Violence Plaintiff's Waiting Room). Children must be accompanied by an adult at all times. Playrooms are not supervised by court staff.

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.

Family Information Desk

Location: 1st Fl., WJC

Telephone: (973) 776-9300 ext. 56678

Provides directional and certain case related information, and family division forms.

Public Access Computer Terminal

Location: 1st Fl., Room 132, Veterans Courthouse

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

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.

