

# Superior Court of New Jersey - Essex Vicinage Information and Community Relations Center

## COURT TOUR REQUEST FORM

Today's date: \_\_\_\_\_

Teacher/Tour organizer: \_\_\_\_\_

School/organization: \_\_\_\_\_

School/organization address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact name and phone number on tour date: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Age range: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

Date(s) requested: *(provide at least three possible dates, three weeks from today's date)*

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

### Requested tour location(s):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Court Overview              | <input type="checkbox"/> Court Proceeding    | <input type="checkbox"/> Prosecutor's Office |
| <input type="checkbox"/> Sheriff's Department        | <input type="checkbox"/> Jury Area(s)        | <input type="checkbox"/> Judge: _____        |
| <input type="checkbox"/> Career / Internship Inquiry | <input type="checkbox"/> Historic Courthouse |  |
| <input type="checkbox"/> Other _____                 |  |  |

### Additional Information:

~ Will you need to use the court's parking facilities for a transport vehicle?  Yes  No

~ The use of photography equipment is prohibited unless you have prior approval. Are any attendees expected to bring still or video cameras into the court complex for this visit?  
 Yes  No

If yes, what is the intended purpose of the photos or video? \_\_\_\_\_

~ Will any member of your group need accommodations for a disability?  Yes  No

If yes, please specify the type of accommodation needed: \_\_\_\_\_

Please MAIL completed request form to:  
Superior Court of New Jersey – Essex Vicinage  
Office of the Ombudsman –  
Information & Community Relations Center, Room 132  
50 West Market Street, Newark, NJ 07102  
or FAX to (973) 693-5726

You may also contact our office by TELEPHONE at (973) 776-9300 ext. 56886  
Or E-MAIL at [EssexHelp.mailbox@judiciary.state.nj.us](mailto:EssexHelp.mailbox@judiciary.state.nj.us)

*Thank you for your interest in visiting the Superior Court of New Jersey – Essex Vicinage!*