



Instructions for Completing the Criminal Case Information Statement Form

Use the Criminal Case Information Statement for appeals from a Superior Court Criminal Division judgment or order; or for a finding of juvenile delinquency. **DO NOT use this form for civil or agency appeals (for example, appeals from the Department of Corrections).**

Please print legibly or type the information on the form.

Box# Instruction

1. Enter the complete caption of the case exactly as it appears on the papers from the trial court (for example, the complaint, accusation or indictment). Include middle initials in names to match the complaint, accusation or indictment. Write all party names in full; do not use “*et al.*”
2. Enter the number assigned to the case by the trial court from which you are appealing. For example, the complaint, accusation or indictment number.
3. Appellant's Attorney: Enter your email address. Check the appropriate box indicating you were the "Defendant" in the trial court. If you check “other” please note your trial court designation. Because you are self-represented, enter your own name as the "client" as well as your address and daytime telephone number. **NOTE:** If you are not an attorney at law admitted to practice in the State of New Jersey, the only “CLIENT” whom you can represent is yourself.
4. Respondent's Attorney: Enter the name, address (including any email address), and telephone number of the county prosecutor's office (or deputy attorney general) that represented the State of New Jersey in the trial court, and, in adult criminal appeals, the name, address and telephone number of the Office of the Attorney General, Division of Criminal Justice, Appellate Section. See *Rule 2:5-1*. The "CLIENT" is the State of New Jersey.
5. Briefly summarize the terms of the judgment or order being appealed, including its date, and **attach a copy of the judgment or order.**
6. Answer whether there are any issues below involving you that have not been disposed of (for example, a motion for a new trial). If the answer is “No,” then you may properly proceed with the filing of a Notice of Appeal.

If the answer is “Yes,” you **SHOULD NOT** be filing a Notice of Appeal but should instead be filing a Motion for Leave to Appeal.
7. Check the appropriate box if your appeal challenges the validity of a statute (state law), executive order, franchise or provision of the New Jersey Constitution. That means you are arguing a statute, executive order, franchise or provision of the New Jersey Constitution is illegal or invalid. If you check “Yes,” you must serve your Notice of Appeal and Case Information Statement on the Attorney General of New Jersey.
8. Answer whether you are presently confined or on bail. Set forth any SBI number and your date of birth.
9. Answer whether the issue(s) involve only whether the trial court imposed a proper sentence.

10. If there are co-defendants in your case, set forth their names* and check the appropriate box for whether or not they were tried with you or shared any pretrial motion.

* (If the co-defendants are juveniles who were not waived up to the Law Division, use only their initials.)
11. Briefly summarize the facts and the procedural history of the case. For example, what happened in the trial court before you filed your appeal.
12. List the issues that you plan to raise in your appeal. For example, list the legal arguments you plan to raise in your appellate brief.
13. If applicable to your case, check the appropriate box to answer whether the trial judge issued oral or written findings or an opinion and, if “Yes,” set forth on what date. If you select “No” for either of these questions, contact the trial judge and ask whether s/he will be filing a statement or opinion, and check the appropriate box. List the date you contacted the judge.
14. Check applicable box. For example, do any co-defendants (or other parties to your case) have an appeal that is pending or about to be brought before the Appellate Division? If you cannot answer “Yes” or “No,” you may write “Unknown.”
15. Check the applicable box to answer whether you know of any other appeal that is pending or about to be brought before the Appellate Division that involves an issue similar to or related to an issue in your appeal. If you cannot answer “Yes” or “No,” you may write “Unknown.”
16. Check the applicable box to answer whether there was a prior appeal in the Appellate Division, which appeal is now closed, involving this same case.
17. List the case name, type and Appellate Division docket number for any appeal indicated in 14, 15 or 16 above.
18. Read and note the statement regarding the posting of all opinions on the Internet.
19. Read and note the statement that you are certifying to regarding the redacting (blackening out) of all confidential personal identifiers in court documents. Confidential personal identifiers include Social Security, driver's license, vehicle plate, insurance policy and active financial account/credit card numbers. *Rule 1:38-7* can be found on the Judiciary's Internet site njcourts.gov.
20. Print your name on the line marked *Name of Appellant or Respondent*.
21. Print your name on the line marked *Name of Counsel of Record* since you are representing yourself.
22. Enter the date on the line marked *Date*.
23. Sign your name on the line marked *Signature of Counsel of Record*.



New Jersey Judiciary
 Superior Court - Appellate Division
Criminal Case Information Statement
 (For use in Criminal, Quasi-Criminal and Juvenile Actions)

Please type or clearly print all information.

Title in Full (1)

Trial Court Docket Number (2)

(3) Appellant's Attorney

Email Address: _____

Plaintiff Defendant Other (Specify)

Name

Client

Mailing Address

City

State

Zip

Telephone Number

(4) Respondent's Attorney

Email Address: _____

Name

Client

Mailing Address

City

State

Zip

Telephone Number

(5) Give Date and Summary of Judgment or Order Being Appealed and Attach a Copy:

(6) Are there any issues below in this action involving defendant which have not been disposed of? Yes No
 (If so, leave to appeal must be sought. R. 2:2-4, 2:5-6)

(7) Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (R. 2:5-1(g)) Yes No

(8) Is defendant presently confined? Yes No
 If not, is defendant on bail? Yes No

Provide any State Bureau of Identification (SBI) number and date of birth: _____ / _____

(9) Will the issue(s) in this appeal involve only whether the trial court imposed a proper sentence? Yes No
 If so, briefs shall not be filed without leave of court. (R. 2:9-11)

Are there co-defendants?

(10) If so, state their names and whether they were tried with the defendant or shared any pretrial motion. Yes No

(11) Give a Brief Statement of the Facts and Procedural History:

(12) To the extent possible, list the proposed issues to be raised on the appeal as they will be described in appropriate point headings pursuant to *R. 2:6-2(a)(6)*. (Appellant or cross-appellant only.):

(13) If you are appealing from a judgment entered by a trial judge sitting without a jury or from an order of the trial court, complete the following:

1. Did the trial judge issue oral findings or an opinion? If so, on what date? _____ Yes No
2. Did the trial judge issue written findings or an opinion? If so, on what date? _____ Yes No
(Attach a copy.)
3. Will the trial judge be filing a statement or an opinion pursuant to *R. 2:5-1(b)*? Yes No

Caution: Before you indicate that there was neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge will be filing a statement or opinion pursuant to *R. 2:5-1(b)*.

Date of Your Inquiry: _____

1. Is there any case now pending or about to be brought before this court which:

(14) (A) Arises from substantially the same case or controversy as this appeal? Yes No

(15) (B) Involves an issue that is substantially the same, similar or related to an issue in this appeal? Yes No

(16) 2. Was there any prior appeal involving this case or controversy? Yes No

(17) If the answer to either 1 or 2 above is Yes, state:

Case Name and Type (direct, 1st PCR, other, etc.):

Appellate Division Docket Number:

(18) Whether or not an opinion is approved for publication in the official Court Reporter books, the Judiciary posts all Appellate Division opinions on the Internet.

(19) I certify that confidential personal identifiers have been redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with *Rule 1:38-7(b)*.

(20) _____ (21) _____
Name of Appellant or Respondent Name of Counsel of Record
(or your name if not represented by counsel)

(22) _____ (23) _____
Date Signature of Counsel of Record
(or your signature if not represented by counsel)