

## NOTICE TO THE BAR

### **MUNICIPAL COURTS – REVISIONS TO THE SPECIAL FORM OF COMPLAINT AND SUMMONS (“SPECIAL FORM”)**

The Special Form of Complaint and Summons (“Special Form”) prescribed by Court Rule 7:2-1 has been revised, effective September 17, 2009, to reflect recent rule amendments by the Supreme Court. The revised version of the Special Form, which accompanies this notice, is available for immediate use. Also accompanying this notice are the revised Instructions for use with the new version of the Special Form. To permit existing inventory to be exhausted, the previous version of the Special Form and Instructions may continue to be used through February 28, 2010. However, beginning March 1, 2010, only the new version of the Special Form and Instructions may be used.

/s/ Glenn A. Grant

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Glenn A. Grant, J.A.D.  
Acting Administrative Director of the Courts

Date: September 17, 2009

## ADMINISTRATIVE OFFICE OF THE COURTS

### INSTRUCTIONS AND SPECIAL FORM OF COMPLAINT AND SUMMONS, EFFECTIVE SEPTEMBER 17, 2009

To: Judges, Directors and Administrators of the  
Municipal Courts:

Attached is a specimen of the revised Special Form of Complaint and Summons (Special Form) with accompanying Instructions that is prescribed, pursuant to Rule 7:2-1(g), for use in the municipal courts for certain offenses committed on or after September 17, 2009. The previously prescribed Special Form (effective December 1, 2001) may continue to be used until your present supply is exhausted or until March 1, 2010.

Effective March 1, 2010, only the attached revised form of the Special Form of Complaint and Summons is authorized to be used.

For the purpose of complying with the provisions of N.J.S.A. 39:4-139.4 (The Parking Offenses Adjudication Act), this Special Form is also prescribed, pursuant to R. 7:2-1(f)(1), as a Uniform Traffic Ticket for use in connection with parking and traffic offenses where a private citizen is the complaining witness.

Only this revised Special Form may be used for any of the following non-indictable offenses venued in the municipal courts: disorderly/petty disorderly persons offenses, except for (a) those involving domestic violence and (b) those with a companion indictable matter; local ordinance violations; code enforcement actions; penalty enforcement proceedings; boating offenses; and parking and traffic offenses where a private citizen is the complaining witness.

All petty disorderly persons offense(s) charged in conjunction with an indictable matter and all domestic violence matters must be prepared on the approved CDR form.

Other versions of Special Forms containing distinct design features and promulgated by the Administrative Director of the Courts for use in connection with offenses charged by state law enforcement officers that involve, for example, fish and game and state park penalty enforcement actions or boating offenses, continue to be authorized for use as approved alternatives to this Special Form.

Please note that modifications to this Special Form may only be made with the expressed written

approval of the Administrative Director of the Courts. Any proposed changes must be submitted in writing.

The following INSTRUCTIONS are intended to facilitate the procurement and standardized use of this Special Form. These instructions are an integral part of this prescribed Special Form.

#### **INSTRUCTIONS TO MUNICIPAL COURT JUDGES AND OTHER USERS OF THIS SPECIAL FORM**

##### **I. USE OF THIS SPECIAL FORM OF COMPLAINT AND SUMMONS**

Pursuant to R. 7:2-1(f) & (g), this Special Form is intended for use in cases, venued in the municipal courts, involving:

- disorderly/petty disorderly persons offenses, except those involving domestic violence and those with a companion indictable matter;
- local ordinance violations;
- code enforcement actions;
- penalty enforcement proceedings;
- boating offenses; and
- parking and traffic offenses where a private citizen is the complaining witness.

##### **II. PROCEDURES FOR THE ISSUANCE OF PROCESS**

###### **A. Law Enforcement Officers**

Pursuant to R. 7:2-2(a)(2), a summons on a complaint made by a law enforcement officer may be issued by that officer without a finding of probable cause by an independent judicial officer. In that event, the box in the shaded "Law/Code Enforcement Use Only" portion of the summons must be checked.

###### **B. Code Enforcement Officers**

Pursuant to R. 7:2-2(a)(3), a summons on a complaint made by a code enforcement officer charging any offense within the code enforcement officer's subject matter and territorial jurisdiction may be issued without a finding of probable cause by an independent judicial officer. In that event, the box in the shaded "Law/Code Enforcement Use Only" portion of the summons must be checked. Pursuant to R. 7:2-2(a)(3), a code enforcement officer is defined as "a public employee who is responsible for enforcing the provisions of any state, county or municipal law, ordinance or regulation which the

public employee is empowered to enforce.”

**C. Use of the Special Form when the Officer Prepares but does not Issue the Complaint**

There are times when an officer decides to prepare a complaint, but elects not to issue process on it (the summons). When this occurs, the complaint initiated should be processed pursuant to R. 7:2-2(a)(1) (Citizens Complaint). The officer should complete only the complaint portion of this Special Form, provide the defendant (when in the presence of the officer) with the optional green courtesy copy and submit the court’s blue and defendant’s yellow (hard copy) copies of this Special Form to the court. It will then be the court’s responsibility to determine probable cause. The officer may retain the officer’s pink copy.

If it is determined by the court that the complaint and summons will be issued, the completed defendant’s yellow copy of this Special Form is to be served on the defendant, pursuant to R. 7:2-4(a)(1). The municipal court is responsible for notifying the defendant of the outcome of the judicial probable cause determination and for providing the completed agency white copy to the appropriate enforcement agency.

**D. Parking and Traffic Complaints where a Private Citizen is the Complaining Witness**

Whenever any person prepares a complaint, the municipal court administrator or deputy court administrator shall accept that complaint for filing, pursuant to R. 7:2-1(b). However, although private citizens may make and sign complaints, they are not authorized by law to issue process (the summons). As a result, in all private citizen complaints, a judicial officer must make a probable cause determination as to the issuance of process, pursuant to R. 7:2-2(a)(1).

Only this Special Form is to be used when a private citizen is the complaining witness for complaints charging any parking or traffic offense. In all other private citizen initiated complaints, either this Special Form or the appropriate CDR form is to be utilized.

For the purpose of complying with the provisions of N.J.S.A. 39:4-139.4 (The Parking Offenses Adjudication Act), this Special Form has also been prescribed as a Uniform Traffic Ticket. Therefore, when this Special Form is used for charging a parking offense, the private citizen is to describe the vehicle (including license plate number and state) as part of the charge narrative, located in the area marked “DESCRIPTION OF OFFENSE”. After the

complaint portion of the Special Form is completed, the private citizen, as the complaining witness, must sign either the Oath or Certification, pursuant to R. 7:2-1(a). If the Oath is selected, the private citizen must sign on the line marked “Signature of Complaining Witness” and the court administrator or deputy court administrator, if authorized pursuant to N.J.S.A. 2B:12-21a, must administer the oath and date and sign the acknowledgment, where indicated.

If the private citizen elects to complete the Certification, the citizen must sign and date the Certification, where indicated.

All copies of this Special Form are to be submitted by the complaining witness to the court for filing and processing. Upon filing, the court shall provide the officer’s pink copy to the complaining witness.

The probable cause determination for the issuance of process, made pursuant to R. 7:2-2(a)(1), and the judicial officer’s signature must be recorded in the shaded area marked “Court Use Only”. If there is a judicial determination of probable cause, the judicial officer must then complete the summons portion. Thereafter, the defendant’s yellow hard copy of this Special Form should be served, pursuant to R. 7:2-4(a)(1). The municipal court is also responsible for notifying the defendant as to the outcome of the judicial probable cause determination and providing the complaining witness with the completed white agency copy of this Special Form.

**III. CONTROL, RESPONSIBILITY, PURCHASE AND INVENTORY**

**A. Municipal Courts**

Each judge of a central, joint or other municipal court is responsible for the inventory and control of all Special Forms used by local law enforcement officers and local code enforcement officers in accordance with applicable county or municipal purchasing procedures. Each judge (or court director or court administrator under the direction of the judge) shall arrange for the acquisition of the needed supply of the Special Forms in accordance with county or municipal purchasing procedures. Upon delivery, the judge (or court director or court administrator under the direction of the judge) shall inspect the Special Forms for correctness. The Special Forms are to be inventoried and stored in a safe place, under the exclusive control of the court, until distributed for use by local law or code enforcement officers.

Additionally, courts are required to maintain a detailed control record of each Special Form, consistent with the Automated Special Form Control

Record procedures.

**B. State, County, Local or Other Authorized Law Enforcement Agencies**

With the written authorization of and in the manner prescribed by the Administrative Director of the Courts, the head of any State, county, local or other authorized agency having law enforcement responsibilities, may purchase and control the distribution and use of this Special Form. The authorized control records are subject to periodic examination by the Administrative Office of the Courts.

**C. Inventory**

To assist the judge in periodically determining the quantity of forms to order, the appropriate officials of the county, municipality or other authorized agency responsible for law or code enforcement should be requested to project the number of forms that will be necessary for a six to nine month period. Due to possible future changes to this Special Form, it is recommended that a municipal court, State, county, local or other authorized agency not maintain more than a six to nine month supply.

**IV. SPECIFICATIONS AND PRINTING**

**A. General**

This Special Form, in the form of the attached specimen, is to be top bound, numbered consecutively (Alpha prefixes and suffixes are optional) and contain the following four parts: (1) the court's original record; (2) the agency record; (3) the officer's copy; and (4) the defendant's copy. An optional defendant's courtesy copy may also be included and bound as a part of this Special Form.

The following additional requirements also apply:

1. The colors of each part and the top to bottom binding sequence are as follows:

- (a) Court's original copy - blue
- (b) Agency copy - white
- (c) Officer's copy - pink
- (d) Defendant's Courtesy Copy (optional) - green
- (e) Defendant's copy (hard copy) - yellow

2. The text of each part of this Special Form is to be printed in black ink, except as noted in subsections 3, 4 and 9 below. The shaded and bold text portions of the specimen are to be duplicated on all parts of the printed form.

3. The text of the paragraph entitled, "PLEA OF NOT GUILTY", located on the back of the defendant's copy, is to be printed in red ink.

4. The consecutive numbers on the face of this Special Form may be printed in red or black ink.

5. The size of the forms shall be 4" x 9 ½" (plus ½" for top binding into books).

6. All Special Forms must be numbered consecutively. This Special Form should be bound in books of at least ten. It is also permissible for the municipal court to maintain a limited supply of unbound Special Forms that may, when necessary, be issued to enforcement officers.

7. Use only "No Carbon Required" paper.

8. For the convenient reference of defendants, an optional listing of frequent ordinance offenses and penalties may be printed on the back of the defendant's yellow copy, provided that the court's Local Supplemental Violations Bureau Schedule (approved by the Assignment Judge, pursuant to R. 7:12-4(c)), includes those offenses and penalties.

That listing should be located only in the space provided above the "Appearance, Guilty Plea and Waiver" section. Please note that offenses and penalties listed on the Statewide Violations Bureau Schedule may also be listed in this area.

9. The language and box on the Defendant's copy pertaining to the "New Jersey Municipal Court Direct" Internet Payment Project is to be printed in red ink.

10. If the optional defendant's courtesy copy is to be a part of this Special Form, the entire shaded "Notice" area, located on the bottom of the form, must be desensitized

**B. Outside Cover Information**

The following information must be printed on the back of the outside cover of each book of this Special Form:

**INSTRUCTIONS TO LAW ENFORCEMENT AND CODE ENFORCEMENT OFFICERS**

**Specific Instructions to Law Enforcement**

1. At all times, be COURTEOUS, FAIR and HONEST. Remember that public opinion of your actions is judged almost entirely by your conduct.

2. When issuing every Special Form:  
DO -
  - ✓ Introduce yourself to the defendant by saying: "I am (give your rank, name and the name of the enforcement agency you represent)."
  - ✓ Ask for the defendant's driver's license.
  - ✓ Advise the defendant of the offense committed.
  - ✓ Advise the defendant that you are going to issue a Special Form for that offense.
  - ✓ Ask for any additional information necessary to fill out this Special Form.

Following this, complete the Special Form and hand the yellow copy to the defendant.

Always check the box, "Court Appearance Required," if appropriate, pursuant to R. 7:12-4(d).

DO NOT -

- ✓ Use this Special Form for any matter involving domestic violence.
- ✓ "Lecture" defendants.
- ✓ Quiz defendants on their knowledge of the law.
- ✓ Indulge in personal remarks or altercations.

### **General Instructions to Law Enforcement and Code Enforcement Officers**

1. In filling out this Special Form, preferably use a ball point pen, applying steady pressure so that all copies will be legible. Print all information so that it is legible. And remember, only one offense may be charged per Special Form completed.
2. File the court's original blue copy of this Special Form with the court without delay.
3. File the agency's white copy in accordance with your departmental regulations.
4. Keep the officer's pink copy, in the event that testimony in court is required.
5. If you are the complaining witness and are issuing the complaint, provide the defendant with the yellow hard copy of this Special Form. The defendant's optional green courtesy copy and the court's blue

copy are to be submitted to the court for filing.

6. If you are electing not to issue the complaint, but are instead taking a private citizen complaint, you are to complete only the complaint portion of this Special Form, then provide the defendant with the optional green courtesy copy. The court's blue, defendant's yellow and agency white copies are to be submitted to the court for filing so that an independent judicial probable cause determination can be made. You may retain the officer's pink copy for your records.

### **Officer's Comments (See Back of Officer's Copy)**

It is very important to fill in the "OFFICER'S COMMENTS" section provided on the back of the officer's pink copy of this Special Form. Use this space to describe briefly the circumstances of the offense. There are always one or more relevant comments, which the officer should note. Include every fact which will assist you in testifying.

### **C. Inside Cover Information**

The following information must be printed on the inside cover of each book of Special Forms:

#### **RESPONSIBILITY FOR THE SPECIAL FORM OF COMPLAINT AND SUMMONS**

Each municipal court judge is responsible for all Special Forms issued to local law enforcement and other enforcement officers and for their proper disposition. The court or other authorized official is required to keep a control record for such Special Forms, in accordance with procedures prescribed by the Administrative Director of the Courts. Officers must sign a receipt for the Special Forms issued to them.

#### **ERRORS/MISTAKES – PROCEDURES FOR OFFICERS TO REQUEST THAT A SPECIAL FORM BE VOIDED OR DISMISSED**

If the officer determines that an error has been made in writing this Special Form, the officer should immediately stop writing. The officer may not cross out or erase any erroneous information. Additionally, the officer may have Special Forms that have been pocket worn, damaged, lost or superseded.

In these instances, the officer is to follow the procedures outlined in the Court's Administrative Directive #2-08, entitled "Procedures for the Dismissal of Municipal Court Complaints and Voiding Uniform Traffic Tickets and Special Forms of

Complaints.” With the exception of superseded tickets, the officer’s request to void or dismiss these Special Forms will require completion of the “Request to Dismiss or Void Complaint” form. Officers may obtain a copy of the Directive and/or form from their local municipal court.

#### **ADDITIONAL INFORMATION (Optional)**

Additional information may be approved by the municipal court judge or by the appropriate State, county, local or other authorized agency head for printing on the top of the flap of each Special Form book. Appropriate information might include:

- Offenses and penalties information from the Statewide or Local Violations Bureau Schedules.
- Common local ordinance offenses and penalties.
- Calendars.
- Emergency telephone numbers.
- Schedule of court sessions.
- Other useful information.

#### **V. COMMENTS OR SUGGESTIONS**

Any comments concerning the contents of this form or suggestions for its improvement are welcomed and encouraged. They may be forwarded to:

ADMINISTRATIVE OFFICE OF THE COURTS  
R. J. Hughes Justice Complex  
Municipal Court Services Division  
P.O. Box 986  
Trenton, New Jersey 08625

#### **VI. APPROVED:**

/s/ Glenn A. Grant

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Glenn A. Grant, J.A.D.  
Acting Administrative Director of the Courts

DATE: September 17, 2009

**EXEMPLAR – NOT ACTUAL SIZE**

COURT I.D.	PREFIX	COMPLAINT NUMBER	Municipal Court of Anytown 123 Main Street Anytown, NJ 00000		
<b>The State of New Jersey</b>					
<b>vs.</b>					
Defendant's Name: First Initial Last					
Address City					
State	Zip Code	Telephone			
Birth Date	Mo. Day Yr.	Sex	Eyes	Weight	Height
Driver's Lic. No.					Restrictions
				State	Exp. Date
<b>STATE OF NEW JERSEY</b> COUNTY OF <u>XXX</u> )ss Complaining Witness: _____ (Name) of _____ (Identify Dept./Agency Represented) (Badge No.) Residing at _____ by certification or on oath, says that to the best of his/her knowledge or information and belief, the named defendant on or about the _____ Month Day Year Time in _____ Code No. County of _____, N.J. did commit the following offense:  <div style="text-align: center; font-size: 1.2em; font-weight: bold; color: #ccc;">(DESCRIPTION OF OFFENSE)</div> in violation of (one charge only) _____ (Statute, Regulation or Ordinance Number)					
LOCATION OF OFFENSE	C	O	D	E	Describe Location
<b>OATH: Subscribed and sworn to before me this _____ day of _____, yr. _____.</b>			<b>CERTIFICATION:</b> I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.		
_____ (Signature of Complaining Witness)			<b>OR</b>	_____ (Date)	
_____ (Sig. of Person Administering Oath)			_____ (Signature of Complaining Witness)		
<b>PROBABLE CAUSE DETERMINATION FOR ISSUANCE OF PROCESS:</b>					
<b>COURT USE ONLY</b>			<b>LAW / CODE ENFORCEMENT USE ONLY</b>		
Probable cause is found for the issuance of this Complaint-Summons <input type="checkbox"/> YES <input type="checkbox"/> NO _____ (Signature of Judicial Officer)			<input type="checkbox"/> The complaining witness is a law enforcement officer or a code enforcement officer with territorial and subject matter jurisdiction and a judicial probable cause determination is not required prior to the issuance of this Complaint-Summons.		
<input type="checkbox"/> YES <input type="checkbox"/> NO _____ (Signature of Judge)					
<b>YOU ARE HEREBY SUMMONED TO APPEAR</b>					
<b>BEFORE THIS COURT TO ANSWER THIS COMPLAINT IF YOU FAIL TO APPEAR ON THE DATE AND AT THE TIME STATED, A WARRANT MAY BE ISSUED FOR YOUR ARREST</b>					
<b>NOTICE TO APPEAR</b>					
<input type="checkbox"/> COURT APPEARANCE REQUIRED	COURT DATE	Month	Day	Year	Time : AM : PM
_____ (Date Summons Issued)			_____ (Signature of Person Issuing Summons)		

COMPLAINT

COMPLAINT

SUMMONS

SUMMONS

New Wording

# EXEMPLAR – NOT ACTUAL SIZE

## BENCH WARRANT BAIL INFORMATION

Failed to Appear Date: \_\_\_/\_\_\_/\_\_\_

Warrant Date: \_\_\_/\_\_\_/\_\_\_ Ordered by: \_\_\_\_\_  
(Signature and Title of person issuing warrant)

Bail Amount: \$ \_\_\_\_\_ Set by: \_\_\_\_\_  
(Signature and title of person setting bail)

Forfeited  Return  Reinstated \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
(Date) (Signature of Judge)

## FIRST APPEARANCE, ARRAIGNMENT AND COUNSEL INFORMATION

First Appearance Date: \_\_\_/\_\_\_/\_\_\_ Arraignment Date: \_\_\_/\_\_\_/\_\_\_

Advised Defendant  
of Rights: By: \_\_\_\_\_ Desires Counsel:  Yes  No

Counsel assigned:  Yes  No \_\_\_\_\_  
(If yes, name of counsel)

Counsel retained:  Yes  No \_\_\_\_\_  
(If yes, name of counsel)

Counsel waived:  Yes  No \_\_\_\_\_  
(If yes, name of Judge accepting waiver)

Name of Prosecuting Attorney: \_\_\_\_\_  
Affiliation:  Municipal  County  State  Other (list) \_\_\_\_\_

## MISCELLANEOUS INFORMATION

Additional Information and Judge's Notes:

Adjournment Requested by:	Reason	To
		/ /
		/ /

See attached sheet for additional Judge's notes or other information

## COURT ACTION

Complaint Amended to:

Plea and Date:  G  NG / /

Finding or Dismissal Date:  G  NG  DISMISSED / /

Fine \$ Costs \$ Contempt \$

VCCO \$ DWI \$ SNSF \$

D.A.E.F. \$ Other \$ Total \$

Period of D.L. Suspension:

IDRC: Comm. Serv.:

Jail Term/Jail Credit: Credit For:

Signature of Judge: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

New  
Wording



COURT I.D. <input type="text"/>	PREFIX <input type="text"/>	COMPLAINT NUMBER <input type="text"/>	<b>Municipal Court of Anytown 123 Main Street Anytown, NJ 00000</b>
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**The State of New Jersey**  
vs.

**Defendant's Name:** First Initial Last

Address City

State Zip Code Telephone

Birth Date	Mo.	Day	Yr.	Sex	Eyes	Weight	Height	Restrictions
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Driver's Lic. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	Exp. Date
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**STATE OF NEW JERSEY**  
**COUNTY OF XXX )ss**

Complaining Witness: \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Identify Dept./Agency Represented) (Badge No.)

Residing at \_\_\_\_\_

by certification or on oath, says that to the best of his/her knowledge or information and belief, the named defendant on or about the \_\_\_\_\_

in \_\_\_\_\_ **Month Day Year Time**  
**Code No.** County of \_\_\_\_\_,

N.J. did commit the following offense:

**(DESCRIPTION OF OFFENSE)**

in violation of (one charge only) \_\_\_\_\_  
(Statute, Regulation or Ordinance Number)

LOCATION OF OFFENSE	C	O	D	E	Describe Location
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**OATH: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, yr. \_\_\_\_\_.**

**CERTIFICATION:** I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
(Signature of Complaining Witness) **OR** \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Sig. of Person Administering Oath) \_\_\_\_\_  
(Signature of Complaining Witness)

**PROBABLE CAUSE DETERMINATION FOR ISSUANCE OF PROCESS:**  
**COURT USE ONLY                      LAW / CODE ENFORCEMENT USE ONLY**

Probable cause is found for the issuance of this Complaint-Summons <input type="checkbox"/> YES <input type="checkbox"/> NO _____ (Signature of Judicial Officer) <input type="checkbox"/> YES <input type="checkbox"/> NO _____ (Signature of Judge)	<input type="checkbox"/> The complaining witness is a law enforcement officer or a code enforcement officer with territorial and subject matter jurisdiction and a judicial probable cause determination is not required prior to the issuance of this Complaint-Summons.
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**YOU ARE HEREBY SUMMONED TO APPEAR**  
**BEFORE THIS COURT TO ANSWER THIS COMPLAINT IF YOU FAIL TO APPEAR ON THE DATE AND AT THE TIME STATED, A WARRANT MAY BE ISSUED FOR YOUR ARREST**

**NOTICE TO APPEAR**

<input type="checkbox"/> COURT APPEARANCE REQUIRED	COURT DATE	Month	Day	Year	Time	:	AM
						:	PM

\_\_\_\_\_  
(Date Summons Issued) \_\_\_\_\_  
(Signature of Person Issuing Summons)

COMPLAINT

COMPLAINT

SUMMONS

SUMMONS

← New Wording

**DISPOSITION OF CASE**

DATES OF ADJOURNMENTS:

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

REASON: \_\_\_\_\_

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

REASON: \_\_\_\_\_

DISPOSITION DATE: \_\_\_\_\_

BY:       COURT       VIOLATIONS BUREAU

PLEA: \_\_\_\_\_ FINDING: \_\_\_\_\_

**BAIL INFORMATION**

BAIL AMOUNT \$ \_\_\_\_\_       CASH       BOND

POSTED WITH: \_\_\_\_\_

(NAME & TITLE)

BAIL FORFEITURE:      AMOUNT \$ \_\_\_\_\_      DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**SENTENCE**

FINE \$ \_\_\_\_\_      JAIL: \_\_\_\_\_ DAYS: \_\_\_\_\_

COSTS \$ \_\_\_\_\_      DR. LIC. REVOKED: \_\_\_\_\_ DAYS

\$ \_\_\_\_\_      REVOCATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\$ \_\_\_\_\_      \$ \_\_\_\_\_

\$ \_\_\_\_\_      \$ \_\_\_\_\_

\$ \_\_\_\_\_      \$ \_\_\_\_\_

**OFFICER'S COMMENTS**  
(See Instructions on Cover)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESSES: (NAME & ADDRESS)	SUBPOENA ISSUED	
1. _____ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>

COURT I.D.	PREFIX	COMPLAINT NUMBER	<b>Municipal Court of Anytown 123 Main Street Anytown, NJ 00000</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**The State of New Jersey**  
**vs.**

Defendant's Name: First			Initial			Last		
Address						City		
State		Zip Code		Telephone				
Birth Date	Mo.	Day	Yr.	Sex	Eyes	Weight	Height	Restrictions
Driver's Lic. No.								
							State	Exp. Date

**STATE OF NEW JERSEY**  
**COUNTY OF XXX )ss**

Complaining Witness: \_\_\_\_\_  
(Name)  
of \_\_\_\_\_  
(Identify Dept./Agency Represented) (Badge No.)  
Residing at \_\_\_\_\_  
by certification or on oath, says that to the best of his/her knowledge or information and belief, the named defendant on or about the \_\_\_\_\_  
**Month Day Year Time**  
in \_\_\_\_\_ **Code No.** County of \_\_\_\_\_,  
N.J. did commit the following offense:

**(DESCRIPTION OF OFFENSE)**

in violation of (one charge only) \_\_\_\_\_  
(Statute, Regulation or Ordinance Number)

LOCATION OF OFFENSE	C	O	D	E	Describe Location
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**OATH: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, yr. \_\_\_\_\_.**

**CERTIFICATION:** I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
(Signature of Complaining Witness)      **OR**      \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Sig. of Person Administering Oath)      \_\_\_\_\_  
(Signature of Complaining Witness)

**PROBABLE CAUSE DETERMINATION FOR ISSUANCE OF PROCESS:**  
**COURT USE ONLY      LAW / CODE ENFORCEMENT USE ONLY**

Probable cause is found for the issuance of this Complaint-Summons <input type="checkbox"/> YES <input type="checkbox"/> NO _____ (Signature of Judicial Officer) <input type="checkbox"/> YES <input type="checkbox"/> NO _____ (Signature of Judge)	<input type="checkbox"/> The complaining witness is a law enforcement officer or a code enforcement officer with territorial and subject matter jurisdiction and a judicial probable cause determination is not required prior to the issuance of this Complaint-Summons.
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← **New Wording**

**YOU ARE HEREBY SUMMONED TO APPEAR**  
**BEFORE THIS COURT TO ANSWER THIS COMPLAINT IF YOU FAIL TO APPEAR ON THE DATE AND AT THE TIME STATED, A WARRANT MAY BE ISSUED FOR YOUR ARREST**

<input type="checkbox"/> COURT APPEARANCE REQUIRED	COURT DATE	Month	Day	Year	Time	: AM	: PM
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\_\_\_\_\_  
(Date Summons Issued)      \_\_\_\_\_  
(Signature of Person Issuing Summons)

COMPLAINANT

COMPLAINANT

SUMMONS

SUMMONS

DISPOSITION OF CASE		
DATES OF ADJOURNMENTS:		
FROM: ____/____/____ TO: ____/____/____		
REASON: _____		
FROM: ____/____/____ TO: ____/____/____		
REASON: _____		
DISPOSITION DATE: _____		
BY: <input type="checkbox"/> COURT <input type="checkbox"/> VIOLATIONS BUREAU		
PLEA: _____ FINDING: _____		
BAIL INFORMATION		
BAIL AMOUNT \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> BOND		
POSTED WITH: _____		
(NAME & TITLE)		
<input type="checkbox"/> BAIL FORFEITURE:    AMOUNT \$ _____ DATE ____/____/____		
SENTENCE		
FINE \$ _____		JAIL: _____ DAYS: _____
COSTS \$ _____		DR. LIC. REVOKED: _____ DAYS
\$ _____	REVOCATION DATE: ____/____/____	
\$ _____	\$ _____	
\$ _____	\$ _____	
\$ _____	\$ _____	
OFFICER'S COMMENTS (See Instructions on Cover)		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
WITNESSES: (NAME & ADDRESS)	SUBPOENA ISSUED	
1. _____	YES	NO
_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
3. _____	<input type="checkbox"/>	<input type="checkbox"/>
_____		



**THIS SPACE HAS BEEN LEFT  
BLANK INTENTIONALLY**

**EXEMPLAR – NOT ACTUAL SIZE**

COURT I.D.	PREFIX	TICKET NUMBER	<b>Municipal Court of Anytown 123 Main Street Anytown, NJ 00000</b>		
<b>The State of New Jersey</b>					
<b>VS.</b>					
<b>Defendant's Name:</b> First		Initial	Last		
Address					
City		State	Zip Code	Telephone	
Birth Date	Eyes	Sex	Weight	Height	Restrictions
Driver's Lic. No.					
				Exp. Date	State <input type="checkbox"/> Commercial License
<b>STATE OF NEW JERSEY</b> COUNTY OF <u>XXX</u> )ss					
Complaining Witness: _____ (Name)					
of _____ (Identify Dept./Agency Represented) (Badge No.)					
Residing at _____					
by certification or on oath, says that to the best of his/her knowledge or information and belief, the named defendant on or about the _____					
in _____ <b>Month Day Year Time</b> <b>Code No.</b> County of _____,					
N.J. did commit the following offense:					
(DESCRIPTION OF OFFENSE)					
in violation of (one charge only) _____ (Statute, Regulation or Ordinance Number)					
LOCATION OF OFFENSE	C	O	D	E	Describe Location
<b>OATH: Subscribed and sworn to before me this _____ day of _____, yr. _____.</b>			<b>CERTIFICATION:</b> I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.		
(Signature of Complaining Witness)			<b>OR</b>	(Date)	
(Sig. of Person Administering Oath)			(Signature of Complaining Witness)		
<b>PROBABLE CAUSE DETERMINATION FOR ISSUANCE OF PROCESS:</b>					
<b>COURT USE ONLY</b>			<b>LAW / CODE ENFORCEMENT USE ONLY</b>		
Probable cause is found for the issuance of this Complaint-Summons			<input type="checkbox"/> The complaining witness is a law enforcement officer or a code enforcement officer with territorial and subject matter jurisdiction and a judicial probable cause determination is not required prior to the issuance of this Complaint-Summons.		
<input type="checkbox"/> YES	_____				
<input type="checkbox"/> NO	(Signature of Judicial Officer)				
<input type="checkbox"/> YES	_____				
<input type="checkbox"/> NO	(Signature of Judge)				
<b>YOU ARE HEREBY SUMMONED TO APPEAR</b>					
<b>BEFORE THIS COURT TO ANSWER THIS COMPLAINT IF YOU FAIL TO APPEAR ON THE DATE AND AT THE TIME STATED, A WARRANT MAY BE ISSUED FOR YOUR ARREST</b>					
<b>NOTICE TO APPEAR</b>					
<input type="checkbox"/> COURT APPEARANCE REQUIRED	COURT DATE	Month	Day	Year	Time : AM : PM
(Date Summons Issued)		(Signature of Person Issuing Summons)			

COMPLAINT

COMPLAINT

← New Wording

SUMMONS

SUMMONS

**PLEASE READ CAREFULLY**

**1. PLEA OF NOT GUILTY**

If you intend to plead not guilty to the offense in this Complaint-Summons and have a trial in court, you must notify the Municipal Court Administrator, whose address and telephone number are shown below, of your intention at least 7 days prior to the court date shown on the reverse side. If you fail to notify the Court Administrator of your intention, it may be necessary for you to make 2 court appearances.

**Anytown Borough Municipal Court**  
123 Main Street, Any City, NJ xxxxx  
(xxx) xxx-xxxx

**2. COURT APPEARANCE REQUIRED**

If "Court Appearance Required" is checked on the bottom of the reverse side, you must appear in court at the time and place indicated, even if you wish to plead guilty. If "Court Appearance Required" is not checked, you must still appear in court if: a. you wish to have a trial; or b. the charge is not listed on the State or Local (Supplemental) Violations Bureau Schedule.

**3. PLEA OF GUILTY; PAYMENT THROUGH VIOLATIONS BUREAU**

If you wish to plead guilty and give up your rights to have a lawyer and a trial, you may do so provided "Court Appearance Required" has not been checked on the reverse side and provided the charge is listed on the State or Local Violations Bureau Schedule. The more frequently charged offenses and prescribed penalties are listed below. If your offense is not listed, you may telephone the Violations Clerk to determine whether it is listed on either Schedule and the amount of the penalty. If it is permissible for you to plead guilty without a court appearance, you may do so by paying the indicated amount and by completing in full the APPEARANCE, GUILTY PLEA AND WAIVER section (below) and by bringing or mailing this Complaint-Summons, together with payment in the amount of the prescribed penalty, to the Violations Bureau at the address indicated below prior to the court date listed on the reverse side.

Send payment to:

**Anytown Municipal Court**  
P.O Box 123, Anytown, NJ 01234  
(201) 555-5555

Hours of operation:

To make payment via the Internet or for more information, logon to:

**[www.njmcdirect.com](http://www.njmcdirect.com)**

If payment is made by mail, do not send cash, but send check or money order payable to this Municipal Court. Please write the Complaint-Summons number on the face of the check or money order. If payment is received by the Violations Bureau after your court date, you may be assessed additional penalties. A receipt will be sent to you only if your payment is accompanied by a self-addressed, stamped envelope.

**VIOLATIONS BUREAU SCHEDULE(S)-**

Statute/Ord. No	Offense	Penalty-

**APPEARANCE, GUILTY PLEA AND WAIVER**

By signing and dating this document, I enter my appearance before the Court to answer the charge contained in this Complaint-Summons. I give up my rights to have a lawyer and a trial. I admit that I committed the offense charged, plead guilty and make payment of the prescribed penalty. I understand that, if the offense charged is a traffic matter, a record of this conviction will be sent to the Motor Vehicle Commission that issued my license.

\_\_\_\_\_  
(Defendant's Signature)

\_\_\_\_\_  
(Date)

**NOTICE**

IF YOU FAIL TO APPEAR IN RESPONSE TO THIS SUMMONS OR TO PAY THE PRESCRIBED PENALTY, ADDITIONAL PENALTIES MAY RESULT, A WARRANT MAY BE ISSUED FOR YOUR ARREST AND YOUR DRIVING PRIVILEGES IN NEW JERSEY MAY BE REVOKED.

IF YOU HAVE BEEN CHARGED WITH A PARKING OFFENSE, YOUR FAILURE TO APPEAR OR PAY THE PRESCRIBED PENALTY SHALL BE CONSIDERED AN ADMISSION OF LIABILITY AND A DEFAULT JUDGMENT MAY BE ENTERED AGAINST THE OWNER OF THE VEHICLE.



PLEASE NOTIFY COURT OF DISABILITY ACCOMMODATION NEEDS

