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**TO: Assignment Judges  
Trial Court Administrators**

**FROM: Glenn A. Grant, J.A.D.**



**DIRECTIVE #14-21**

[Questions or comments may be directed to (609) 815-2900, ext. 54900]

**SUBJ: Mandatory Settlement Conferences in Residential Landlord Tenant Matters – Implementation of the Supreme Court’s July 1, 2021 Order**

**DATE: July 8, 2021**

The Supreme Court in its [July 1, 2021 Order](#) authorized mandatory settlement conferences in residential landlord tenant matters. As directed by the Court, all vicinages are scheduling mandatory settlement conferences for pending landlord tenant cases, starting with those cases that have been pending for more than one year or in which more than 12 months of rent is claimed to be due.

This directive promulgates the attached two new forms that are to be used to schedule and provide notice to parties of these mandatory conferences:

- (1) Mandatory Settlement Conference Scheduling Notice form;  
and
- (2) Settlement Conference Information Sheet.

Any questions related to this Directive or the attached forms should be directed to the Civil Practice Division at (609) 815-2900 ext. 54900 or [civilwebsites.mbx@njcourts.gov](mailto:civilwebsites.mbx@njcourts.gov).

cc: Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Clerks of Court  
Special Assistants to the Administrative Director  
Civil Division Managers  
Melissa Czartoryski, Chief, Civil Practice  
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**SUPERIOR COURT OF NEW JERSEY – [COUNTY] COUNTY  
SPECIAL CIVIL PART – LANDLORD TENANT**

**MANDATORY SETTLEMENT CONFERENCE  
SCHEDULING NOTICE**

[DOCKET NUMBER]

[CASE CAPTION]

A mandatory [REMOTE /IN-PERSON] settlement conference has been scheduled in this matter on [DATE] at [TIME].

**You are required to appear at the settlement conference. If you do not appear, or contact the court in advance to reschedule:**

- **Tenants: The court will enter default. If the landlord proves their case, the court will enter default judgment.**
- **Landlords: The court will dismiss your case.**

Si necesita un intérprete o algún arreglo por una discapacidad, tiene que notificárselo inmediatamente al tribunal: [PHONE NUMBER], extension [EXT].

**Before the Conference**

Contact the Special Civil Part Office to provide an email address and daytime phone number where you can be reached by court staff in the event there are any changes to your settlement conference date and time. Please provide your email address and daytime phone number as soon as possible via email at [EMAIL ADDRESS] (include the docket number above in the subject line) or by phone at [PHONE NUMBER], extension [EXT]. You may also contact the Special Civil Part Office if you have questions or issues regarding this conference.

Landlords should provide a copy of the lease (or pertinent portion for leases in excess of 10 pages) and a copy of the property registration statement five days before the conference.

If you are scheduled for a remote conference and do not have reliable personal technology, you may ask to use a courthouse technology room to participate.

### **On the Day of the Conference**

#### **FOR REMOTE CONFERENCES**

#### **DO NOT REPORT TO THE COURTHOUSE!**

A remote conference has been scheduled for [DATE] at [TIME] via [TEAMS / ZOOM].

#### **FOR IN-PERSON CONFERENCES**

An in-person conference has been scheduled for [DATE] at [TIME] [COURT HOUSE ADDRESS].

**[INSERT INSTRUCTIONS ON HOW TO PARTICIPATE IN THE CONFERENCE DEPENDING ON THE TYPE (REMOTE/IN-PERSON) AND PLATFORM USED]**

You will meet with a trained, neutral settlor on the date of the conference. You do not have to settle your case. You have the right to a trial. Attached is a Settlement Conference Information Sheet with additional helpful information.

### **Resources**

- Information about rental assistance programs – including those related to the COVID-19 pandemic – is available online at:  
[https://www.njcourts.gov/selfhelp/covid19\\_rentalassistance.html](https://www.njcourts.gov/selfhelp/covid19_rentalassistance.html)
- Information about legal resources also is available online at:  
[https://www.njcourts.gov/selfhelp/selfhelp\\_landlordtenant.html#tenants](https://www.njcourts.gov/selfhelp/selfhelp_landlordtenant.html#tenants).



## **SETTLEMENT CONFERENCE INFORMATION SHEET**

You have received a notice from the court scheduling a mandatory settlement conference in your landlord tenant matter. Here are some things you should know before the mandatory settlement conference.

- **You do not have to settle your case.** You have the right to a trial.
  - If you do not settle, your case will be scheduled for trial on a future date.
  - Tenants **cannot** be evicted from their homes until the eviction moratorium established under Executive Order 106 expires or is rescinded, except in very limited situations.
- **If you do settle your case, please note:**
  - You should settle only if you agree with the terms. Both parties must agree to a settlement.
  - If you agree to a settlement, court staff can provide the parties with an agreement form and forms for any certification from the landlord and/or the landlord's attorney.
  - The terms of the settlement forms can be modified as appropriate.
  - Make sure that you understand the words in the settlement. If you agree to entry of a judgment for possession and do not comply with the terms of the settlement, you will be evicted after the eviction moratorium ends. Any agreement that says a judgment for possession will or can be entered must be approved by a judge if the residential tenant does not have an attorney.