



How to Apply for an Order for Orderly Removal in a Landlord Tenant Case

Superior Court of New Jersey - Law Division, Special Civil Part

Who Should Use This Packet?

USE this packet if:

You, as the tenant, have already lost your case, **want a little extra time to stay in the property to pack up your belongings and you cannot pay the past due rent**, you can ask the court for this relief. After the judgment for possession has been entered against you, and the warrant of removal has been issued, you, as the tenant facing the eviction (execution of the warrant of removal), can ask the court to stay in the property for an additional **7 *calendar days*** to pack and move out before being evicted or locked out of the rental premises.

Note: If the court grants your application for an Order for Orderly Removal and you fail to remove all of your personal belongings from the rental premises within the additional time permitted by the court, those personal belongings will be considered abandoned, and the landlord can dispose of them without further notice to you. You will not be permitted to enter the rented premises or occupy it in any way after the additional time given and will not be permitted to make further applications for more time.

DO NOT use this packet if:

1. You have already been locked out of the rental premises;
2. You are asking to stay in the rented premises longer than 7 days and up to 6 months, due to difficulty in finding another place to live; you were evicted less than 10 days and more than three business days ago; **and** can pay all of the back rent owed.
3. You are asking the court to vacate or stay the judgment for possession. In these cases, you would use our packet [How to Apply for Post-Judgment Relief in a Landlord Tenant Case](#) (CN 12791) found on njcourts.gov.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the [forms](#) will be available at the county courthouse or on the Judiciary's Internet site njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the county where you are filing your case. A list of [Special Civil Part Offices](#) is provided at the customer counter and at njcourts.gov. Emergent applications can be submitted via Judiciary Electronic Document System (JEDS) or in person (attorneys must file electronically via eCourts). Documents will be filed as of the date they are received.

Definitions of Words Used in This Packet

Application for Order for Orderly Removal - An *Application for Order for Orderly Removal* is a request made to the Special Civil Part Court to stay (delay) the execution of the warrant of removal to permit a tenant to remain in the rented premises for up to an additional 7 calendar days to grant additional time for the tenant to pack and move out.

Judgment for Possession - The *Judgment for Possession* is an Order entered by the court giving the landlord the right of possession and authority to have a tenant and their belongings removed from the rented premises.

Landlord - The *Landlord* is the owner of the rental premises.

Special Civil Part Officer - The *Special Civil Part Officer* is an Officer of the court that is granted the authority to serve and execute the warrant of removal on behalf of the landlord.

Tenant - The *Tenant* is the person paying rent to the owner for use of the rental premises.

Warrant for Removal - The *Warrant for Removal* is the legal document or Order issued by the Special Civil Part Court which gives the Special Civil Part Officer the authority to evict (lockout) the tenant from the rental premises.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8.5" x 11" white paper only. Forms may not be filed on a different size or color paper.

Steps to Apply for an Order for Orderly Removal

STEP 1: Complete the *Certification in Support of Application for an Order for Orderly Removal*

The *Certification in Support of Application for an Order for Orderly Removal* explains to the court why you need additional time to vacate the rental premises.

STEP 2: Notify the landlord/landlord's attorney that you filed an *Application for an Order for Orderly Removal*.

Explain how you notified the landlord or the landlord's attorney (if any), that you were going to make this application to the court.

STEP 3: The court will inform you whether a hearing on the application will be necessary and/or the outcome of the application.

- If the application is granted, the court will enter an order allowing you up to an additional 7 calendar days to pack and remove all personal belongings from the rental premises and move out.
- If the application is denied, the warrant of removal can be executed by the Special Civil Part Officer. That means that you can be evicted or locked out after the date indicated in the Warrant for Removal that was served by the Special Civil Part Officer.

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name

Docket Number LT- _____

Street Address

Town, State, Zip Code

Telephone Number

vs.

Civil Action

**Certification in Support of
Application for Order for Orderly
Removal**

Defendant/Tenant Name

Street Address

Town, State, Zip Code

Telephone Number

1. A judgment for possession was entered against me and a warrant of removal was previously served upon me on _____.

2. In accord with *Rule* 6:6-6(b), the good reason I need additional time to move is:

3. In accord with *Rule* 6:6-6(b), the landlord or the landlord’s attorney, if any, has been notified by me that I am making this application for an Order for Orderly Removal as follows:

I certify that the above 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.

Date

s/_____
Tenant’s Signature

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name

Docket Number LT- _____

Street Address

Town, State, Zip Code

Telephone Number

vs.

Defendant/Tenant Name

Street Address

Town, State, Zip Code

Telephone Number

Civil Action
Order for Orderly Removal
(R. 6:7-1(d); R. 6:6-6(b))

A judgment for possession having been entered in favor of the landlord(s) and subsequent application having been made to the court by the tenant(s), and it appearing from the supporting certification that notice has been provided to the landlord(s), as required by Rule 6:6-6(b), and a stay of the execution of the warrant of removal appearing appropriate, it is on this ____ day of _____, 20 __, **ORDERED THAT:**

1. This temporary stay of execution of the warrant of removal has been entered at the request of the tenant(s) in order to permit a voluntary and orderly removal from the rental premises/building. However, the judgment for possession shall remain in full force and effect;
2. Execution of the warrant for removal is stayed until _____ a.m./ p.m. on _____, 20 __, and until that time the tenant(s) may remain in possession of the rental premises;

3. After the time and date stated in paragraph 2 above, the tenant(s) shall have *no* right to remain in the rental premises;
4. The warrant of removal shall be enforced, meaning that the tenant(s) may be locked out of the rental premises by a Special Civil Part Officer, on or after the date listed in Paragraph 2 above;
5. Any personal property belonging to the tenant(s) that is left at the rental premises after lock-out or after the tenant voluntarily vacates the rental premises and surrenders the keys to the landlord, shall be considered to have been abandoned and the landlord(s) may dispose of same in such manner as landlord(s) may decide. This waiver of the tenant(s) rights under the New Jersey Abandoned Tenant Property Act, *N.J.S.A. 2A:18-73 through 84* was consented to by the tenant(s) in exchange for the relief set forth herein;
6. The tenant(s) and their family and invitees shall not be so disorderly as to destroy the peace and quiet of the rental premises or neighborhood and/or destroy, damage or injure the rental premises;
7. This has been read and explained to the tenant(s); and
8. A copy of this order, with the tenant(s) supporting certification, shall be delivered by the tenant(s) personally, or by regular mail, to the landlord(s) or landlord(s)' attorney immediately. The landlord(s) may move on **two (2)** days' notice to dissolve or modify this order

Date

s/ _____
, J.S.C.