

# **NOTICE TO THE BAR**

## **Re: Attorney/Firm Addresses for Receipt of Court Notices in Civil/Special Civil/General Equity Litigation C Reporting Changes**

Effective February 11, 2002, all changes to an attorney's or law firm's name, business address, telephone, or fax numbers for purposes of receiving court notices in litigation filed in the Law Division-Civil Part, Law Division-Special Civil Part or Chancery Division- General Equity Part should be reported by mail, fax or e-mail to the following address:

Ms. Patricia D'Errico  
Attention: Attorney Database Section  
Superior Court Clerk's Office  
P.O. Box 971  
Trenton, NJ 08625  
Fax number: (609) 292-6564  
e-mail: [sccoattydb.mailbox@njcourts.gov](mailto:sccoattydb.mailbox@njcourts.gov)

Please note that this procedure relates only to Civil/Special Civil and General Equity litigation notices. It should not be used to change the name, business address, telephone, or fax number of an attorney or law firm for receiving court notices in litigation in the Family Division, or in the Criminal Division, or in the Appellate Division or the Supreme Court. Please also note that this procedure does not relate to the attorney registration or regulatory system, which has a separate rule-based address reporting requirement.

Richard J. Williams, J.A.D.  
Administrative Director of the Courts  
Dated: February 6, 2002

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