

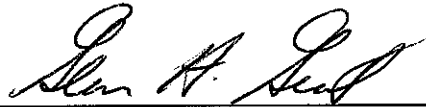
## NOTICE TO THE BAR

### PROPOSED RULE AMENDMENT – INCLUSION OF ATTORNEY IDENTIFICATION NUMBER ON FILED DOCUMENTS – COMMENTS SOUGHT

The New Jersey Judiciary invites comments on the attached proposed amendment to Rule 1:4-1 ("Caption: Name and Addresses of Party and Attorney; Format"), which would add the attorney identification number to the information required to be set forth on documents submitted to the court for filing. The rule presently requires inclusion of the attorney's name, address, and telephone number.

Comments on proposed Rule 1:32-2A should be sent **by May 1, 2013** to Hon. Glenn A. Grant, Acting Administrative Director of the Courts, Administrative Office of the Courts, Hughes Justice Complex, P.O. Box 037, Trenton, New Jersey 08625-0037. Comments may also be submitted by email to [Comments.Mailbox@judiciary.state.nj.us](mailto:Comments.Mailbox@judiciary.state.nj.us).

The Court will not consider any comments submitted anonymously. Thus, those submitting comments by mail should include their name and address and those submitting comments by email should include their name and email address. Comments submitted may be subject to public disclosure after the Court has acted on the proposed rule amendment.



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

Dated: March 27, 2013

1:4-1. Caption: Name and Addresses of Party and Attorney; Format

(a) Caption. Every paper to be filed shall contain a caption setting forth the name, division and part thereof, if any, of the court, the county in which the venue in a Superior Court action is laid, the title of the action, the docket number except in the case of a complaint, the designation "Civil Action" or "Criminal Action", as appropriate, and a designation such as "complaint", "order", or the like. In a complaint in a civil action, the title of the action shall include the names of all the parties, but in other papers it need state only the name of the first party on each side with an appropriate indication that there are other parties. Except as otherwise provided by R. 5:4-2(a), the first pleading of any party shall state the party's residence address, or, if not a natural person, the address of its principal place of business.

(b) Format; Addresses. At the top of the first page of each paper filed, a blank space of approximately 3 inches shall be reserved for notations of receipt and filing by the clerk. Above the caption at the left-hand margin of the first sheet of every paper to be filed there shall be printed or typed the name and the New Jersey attorney identification number of the attorney filing the paper, office address and telephone number or, if a party is appearing *pro se*, the name of such party, residence address and telephone number. No paper shall bear an attorney's post office box number in lieu of a street address. An attorney or *pro se* party shall advise the court and all other parties of a change of address or telephone number if such occurs during the pendency of an action.

Note: Source - R.R.. 4:5-8, 4:10-1, 5:5-1(e), 7:5-2(a) (first two sentences); paragraph (a) amended December 20, 1983 to be effective December 31, 1983; paragraph (a) redesignated as paragraph (a)(1) and paragraph (a)(2) added November 7, 1988 to be effective January 2, 1989; paragraph (b) amended July 14, 1992 to be effective September 1, 1992; paragraph (a)(1) amended July 13, 1994 to be effective September 1, 1994; paragraph (b) amended July 28, 2004 to be effective September 1, 2004; paragraph (a)(2) caption and text deleted, paragraph (a)(1) caption deleted, and paragraph (b) amended July 9, 2008 to be effective September 1, 2008; paragraph (b) amended \_\_\_\_\_, 2013 to be effective \_\_\_\_\_, 2013.