

## **NOTICE TO THE BAR**

### **FORECLOSURE FILING PRACTICES IN SUPERIOR COURT – ELECTRONIC FILING MANDATORY FOR THOSE REGISTERED TO USE JEFIS; COURTESY COPIES OF MOTIONS FOR IDENTIFIED JUDGES**

Effective immediately, all foreclosure pleadings, motions, and other documents being filed by attorneys who are registered to use the Judiciary Electronic Filing and Imaging System (JEFIS) must be submitted electronically through JEFIS. Attorneys not currently registered with JEFIS and self-represented litigants must submit all such documents on paper to the Superior Court Clerk's Office, P.O. Box 971, Trenton, New Jersey 08625-0971. Foreclosure pleadings, motions, and other documents no longer may be filed on paper in the county of venue.

Upon receipt of a motion for filing, the Superior Court Clerk's Office will forward the motion to the assigned vicinage judge or, pursuant to Rule 1:34-6, to the Office of Foreclosure, as designated by the attorney in the notice of motion. One courtesy copy of the motion, if requested by the General Equity judge and plainly marked as such (e.g., "Courtesy Copy for the Judge"), should be mailed to the judge's chambers simultaneously with submission of the motion to the Superior Court Clerk's Office. The Administrative Office of the Courts will maintain and periodically update a Courtesy Copy Judicial Preferences list for the Conference of General Equity Presiding Judges, which provides information for foreclosure attorneys as to which judges wish to receive such courtesy copies. The updated Courtesy Copy Judicial Preferences list can be found on the Judiciary's web site at <http://www.judiciary.state.nj.us/jefis/index.htm>. No

courtesy copy need be supplied for motions designated to the Office of Foreclosure pursuant to Rule 1:34-6.

Motions received on paper from attorneys or law firms that are registered to file electronically through JEFIS will not be accepted for filing but rather will be returned to the sender, with a notation indicating that electronic submission is required. Please note that any duplicate motions, whether filed on paper, electronically or both, will be processed as multiple motions requiring the appropriate filing fee for each motion submitted for filing.

Attorneys interested in registering for JEFIS can obtain information on the registration process at <http://www.judiciary.state.nj.us/jefis/index.htm>. Questions regarding this notice may be directed to Michelle M. Smith, Clerk of the Superior Court, by email at [michelle.smith@judiciary.state.nj.us](mailto:michelle.smith@judiciary.state.nj.us) or by telephone at 609-984-4200, or to Kristi Jasberg Robinson, Chief, Civil Practice Liaison, by telephone at 609-292-8470 or by e-mail at [kristi.robinson@judiciary.state.nj.us](mailto:kristi.robinson@judiciary.state.nj.us).

/s/ Glenn A. Grant

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

Dated: April 15, 2014 (modified April 29, 2014)

