

# **NOTICE TO THE BAR**

## **SPECIAL CIVIL PART – CENTRALIZED MAILING OF SPECIAL CIVIL PART (DC) SERVICE OF PROCESS; NEW ONE-PAGE SUMMONS FORM (RULES APPENDIX XI-A (1))**

As part of the Judiciary's implementation of the centralized mailing and automation of service of process, the Administrative Director of the Courts, in accordance with Rule 6:2-1 and the Supreme Court's July 14, 2014 rule relaxation order and with the approval of the Chief Justice, has approved a one-page Special Civil Part summons form for use effective July 20, 2015. This new one-page Special Civil Part (DC) summons is published with this notice and will supersede the summons form that is included in the Rules of Court as Rules Appendix XI-A(1).

Additionally, the Supreme Court has relaxed Rule 1:13-7(d), also effective July 20, 2015, so as to delete reference to a "new page 2 of the summons" since as of that date the summons, as noted above, will be one page. The Court's June 16, 2015 rule relaxation order is published with this notice. The Judiciary's JEFIS operating system will automatically generate the Special Civil Part (DC) summons form in electronically filed cases. Non-JEFIS filers will need to complete the summons form manually.

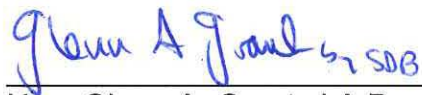
In those non-electronically filed Special Civil Part cases with multiple plaintiffs and/or defendants, a supplemental page that merely notes the names and addresses of those additional parties shall be completed by the filing party. The supplemental page form shall be available at all Special Civil Part Clerk's Offices and will be posted on the judiciary's website at njcourts.com.

The centralized printing and mailing (regular mail and certified mail) of Special Civil Part (DC) summonses will be piloted by the Mercer and Essex Vicinages from July 20, 2015 through August 14, 2015 (approximately 4 weeks). Thereafter, barring unforeseen technical difficulties, beginning August 17, 2015 all Special Civil Part (DC) summonses statewide will be printed and mailed (regular mail and certified mail) centrally from the Administrative Office of Courts in Trenton. This will result in significant process efficiencies and operational cost savings.

There will be a limited number of situations for which the programming will allow for printing and mailing of these mailers to occur from a vicinage rather than centrally. Those situations include personal re-service requests, or alternative service of process requests upon a Surrogate, the Motor Vehicle Commission, or the Commissioner of Banking and Insurance.

Questions pertaining to the centralized mailing program, the rule relaxation order, or the new one-page Special Civil Part (DC) summons may be Kevin M. Wolfe, Assistant Director for Civil Practice, at [Kevin.Wolfe@judiciary.state.nj.us](mailto:Kevin.Wolfe@judiciary.state.nj.us) or at 609-292-8470, or to Lloyd Garner, Chief, Special Civil Part Services, by email at

Lloyd.Garner@judiciary.state.nj.us or by phone at 609-292-8470. Questions pertaining to the Judiciary's JEFIS application may be directed to the Automated Trial Court Services Unit at 609-292-8439.

A handwritten signature in blue ink that reads "Glenn A. Grant" followed by a stylized "SDB" or similar initials.

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Hon. Glenn A. Grant, J.A.D.  
Acting Administrative Director

Dated: July 13, 2015

## SUPREME COURT OF NEW JERSEY

Pursuant to N.J. Const. Art VI, sec. 2 par. 3, it is ORDERED that, effective July 20, 2015 and until further order, Rule 1:13-7(d) of the Rules Governing the Courts of the State of New Jersey is hereby supplemented and relaxed in support of the centralized printing and mailing of Special Civil Part (DC) service of process (both regular mail and certified mail) so as to omit the reference to "new page 2 of the summons," inasmuch as the Special Civil Part Summons, as contained in the Rules of Court as Appendix XI-A(1), will be a new one-page form as of that date. This rule relaxation will be pending conforming amendment of the rule. Further, where a supplemental page must be completed in non-electronically filed Special Civil Part cases because there are multiple plaintiffs and/or defendants, that supplemental page shall be available at all Special Civil Part Clerk's Offices and on the judiciary's website at [njcourts.com](http://njcourts.com).

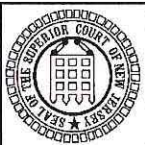
For the Court,

A handwritten signature in dark ink, appearing to be "S. R.", written over a horizontal line.

Chief Justice

Dated: June 16, 2015





Court's Address and Phone Number:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

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

\_\_\_\_\_ County  
 Docket No: DC \_\_\_\_\_

**Civil Action**  
**SUMMONS**

Check one ☐ Contract ☐ Tort

**YOU ARE BEING SUED!**

**Person or Business Suing You (Plaintiff)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(See the following page(s) for additional plaintiffs)

**Plaintiff's Attorney Information**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Person or Business Being Sued (Defendant)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(See the following page(s) for additional defendants)

**The Person or Business Suing You Claims You Owe the Following:**

|                 |                 |
|-----------------|-----------------|
| Demand Amount   | \$ _____        |
| Filing Fee      | \$ _____        |
| Service Fee     | \$ _____        |
| Attorney's Fees | \$ _____        |
| <b>TOTAL</b>    | <b>\$ _____</b> |

**FOR JUDICIARY USE ONLY**

In the attached complaint, the person or business suing you briefly tells the court his or her version of the facts of the case and how much money he or she claims you owe. **If you do not answer the complaint, you may lose the case automatically and the court may give the plaintiff what the plaintiff is asking for, plus interest and court costs. You have 35 days from the date of service to file your answer or a signed agreement.** If a judgment is entered against you, a Special Civil Part Officer may seize your money, wages or personal property to pay all or part of the judgment. The judgment is valid for 20 years.

**IF YOU DISAGREE WITH THE PLAINTIFF'S CLAIMS, A WRITTEN ANSWER OR SIGNED AGREEMENT MUST BE RECEIVED BY THE COURT ABOVE, ON OR BEFORE \_\_\_\_\_, OR THE COURT MAY RULE AGAINST YOU. IF YOU DISAGREE WITH THE PLAINTIFF, YOU MUST DO ONE OR BOTH OF THE FOLLOWING:**

- Answer the complaint.** An answer form that will explain how to respond to the complaint is available at any of the New Jersey Special Civil Part Clerk's Offices or on the Judiciary's Internet site [www.njcourts.com](http://www.njcourts.com) under the section for Forms. If you decide to file an answer to the complaint made against you:
  - Fill out the Answer form AND pay the applicable filing fee by check or money order payable to: **Treasurer, State of New Jersey**. Include **DC** \_\_\_\_\_ (your Docket Number) on the check.
  - Mail or hand deliver the completed Answer form and the check or money order to the court's address listed above.
  - Hand deliver or send by regular mail a copy of the completed Answer form to the plaintiff's attorney. If the plaintiff does not have an attorney, send your completed answer form to the plaintiff by regular and certified mail. This **MUST** be done at the same time you file your Answer with the court on or before \_\_\_\_\_.
- Resolve the dispute.** Contact the plaintiff's attorney, or contact the plaintiff if the plaintiff does not have an attorney, to resolve this dispute. The plaintiff may agree to accept payment arrangements. If you reach an agreement, mail or hand deliver the **SIGNED** agreement to the court's address listed above on or before \_\_\_\_\_.

**Please Note - You may wish to get an attorney to represent you.** If you cannot afford to pay for an attorney, free legal advice may be available by contacting Legal Services at \_\_\_\_\_. If you can afford to pay an attorney but do not know one, you may call the Lawyer Referral Services of your local County Bar Association at \_\_\_\_\_. Notify the court now if you need an interpreter or an accommodation for a disability for any future court appearance.

/s/ Name \_\_\_\_\_

Acting Deputy Clerk of the Superior Court





Dirección y teléfono del tribunal:

Parte Civil Especial de \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Número de teléfono: \_\_\_\_\_

**El Tribunal Superior de Nueva Jersey  
División de Derecho, Parte Civil Especial**

Condado de \_\_\_\_\_

Número del expediente: DC \_\_\_\_\_

**Demanda de Acción Civil  
NOTIFICACIÓN DE DEMANDA**

Marque si es ☐ Contrato ☐ Ilícito Civil

**¡LE ESTÁN DEMANDANDO!**

**Persona o entidad comercial que le está demandando  
(el demandante)**

El Demandante: Consigne la información al dorso.  
(Vea en la(s) página(s) siguiente(s) los demandantes adicionales)

**Información sobre el abogado del demandante**

El Demandante: Consigne al dorso la información sobre el  
abogado del demandante.

**Persona o entidad comercial que está siendo  
demandada (el demandado)**

El Demandante: Consigne la información al dorso.  
(Vea en la(s) página(s) siguiente(s) los demandados adicionales)

**La persona o entidad comercial que le está demandando  
afirma que usted le debe lo siguiente:**

|                         |                     |
|-------------------------|---------------------|
| Cantidad a la vista     | \$XXXXXXXXXX        |
| Tasa judicial           | \$XXXXXXXXXX        |
| Cargo del emplazamiento | \$XXXXXXXXXX        |
| Honorarios del abogado  | \$XXXXXXXXXX        |
| <b>TOTAL</b>            | <b>\$XXXXXXXXXX</b> |

**PARA USO EXCLUSIVO DEL PODER JUDICIAL**

En la demanda adjunta la persona o entidad comercial que le está demandando le informa brevemente al juez su versión de los hechos de la causa y la suma de dinero que afirma que usted le debe. **Si usted no responde a la demanda, puede perder la causa automáticamente y el juez puede dar al demandante lo que está pidiendo más intereses y los costos legales. Usted tiene 35 días a partir de la fecha del emplazamiento para presentar su respuesta o un acuerdo firmado.** Si se dicta un fallo en su contra, un Oficial de la Parte Civil Especial puede embargar su dinero, sueldo o sus bienes muebles (personales) para pagar todo el fallo o una parte del mismo. El fallo es válido por 20 años.

**SI USTED NO ESTÁ DE ACUERDO CON LAS ALEGACIONES DEL DEMANDANTE, EL TRIBUNAL TIENE QUE RECIBIR UNA RESPUESTA POR ESCRITO O UN ACUERDO FIRMADO PARA EL \_\_\_\_\_, O ANTES DE ESA FECHA, O EL JUEZ PUEDE EMITIR UN FALLO EN SU CONTRA. SI USTED NO ESTÁ DE ACUERDO CON EL DEMANDANTE, DEBE HACER UNA DE LAS SIGUIENTES COSAS O LAS DOS:**

- 1. Responder a la demanda.** Un formulario de respuesta que le explicará cómo responder a la demanda está disponible en cualquiera de las Oficinas de la Parte Civil Especial de Nueva Jersey o en el sitio Internet del Poder Judicial [www.njcourts.com](http://www.njcourts.com) bajo la sección de formularios (Forms). Si usted decide presentar una respuesta a la demanda que se hizo en su contra:
  - Llene el formulario de Respuesta Y pague la tasa judicial de presentación que corresponda mediante un cheque o giro bancario o postal acreditable al: "**Treasurer, State of New Jersey**" (Tesorero del Estado de Nueva Jersey). Incluya el número DC \_\_\_\_\_ (el número de su expediente) en el cheque.
  - Envíe por correo el formulario de Respuesta llenado y el cheque o giro bancario o postal a la dirección del tribunal que figura más arriba, o entréguelos personalmente en dicha dirección.
  - Entregue personalmente o envíe por correo común una copia del formulario de Respuesta llenado al abogado del demandante. Si el demandante no tiene abogado, envíe su formulario de respuesta llenado al demandante por correo común y por correo certificado. Esto SE TIENE que hacer al mismo tiempo que presente su Respuesta al tribunal a más tardar el \_\_\_\_\_.
- 2. Resolver la disputa.** Comuníquese con el abogado del demandante, o con el demandante si éste no tiene abogado, para resolver esta disputa. El demandante puede estar de acuerdo con aceptar arreglos de pago. **Si llegara a un acuerdo, envíe por correo el acuerdo FIRMADO** a la dirección del tribunal que figura más arriba, **o entréguelo personalmente** en dicha dirección a más tardar el \_\_\_\_\_.

**Nota - Puede que usted quiera conseguir que un abogado para que lo represente.** Si usted no puede pagar un abogado, podría obtener consejos legales gratuitos si se comunica con Legal Services (Servicios Legales) llamando al \_\_\_\_\_. Si usted puede pagar un abogado, pero no conoce a ninguno, puede llamar al Lawyer Referral Services (Servicios de Recomendación de Abogados) del Colegio de Abogados (Bar Association) de su condado local al \_\_\_\_\_. Notifique al tribunal ahora si usted necesita un intérprete o un arreglo por una discapacidad para cualquier comparecencia futura en el tribunal.

/s/ Nombre y apellido \_\_\_\_\_  
Subsecretario(a) interino(a) del Tribunal Superior