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To: **Assignment Judges**
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Supplement to Directive #03-17

From: **Hon. Glenn A. Grant**

Date: **September 25, 2017**

Subj: **Partial Fee Waivers**

Directive #03-17 ("Fee Waivers Based on Indigence…") (issued April 7, 2017 and updated April 20, 2017) promulgated a standard fee waiver application form for use in all courts. The standard form was issued as part of a fee waiver packet. That Directive also established criteria for fee waiver eligibility, including certain income limitations and verification requirements. This Supplement clarifies the fee waiver procedure with regard to partial waivers. Specifically, where an applicant makes a request for a fee waiver, that application must be granted or denied in full. Partial fee waivers should not be granted.

Applications from inmates are the one limited exception to this policy. Under N.J.S.A. 30:4-16.3 ("Waiver of filing fee; part payment"), inmates may file applications for partial fee waivers. However, in light of the revised standards and advances in technology, and in the interest of uniformity and consistency, if an inmate seeking a partial waiver meets the requirements for a fee waiver, a full fee waiver rather than a partial waiver should be granted absent special circumstances.

The vicinages shortly will be provided with a detailed protocol for the uniform handling of fee waiver requests. Any questions regarding the fee waiver process may be directed to Superior Court Clerk Michelle M. Smith, Superior Court Clerk, at 609-815-2900 ext. 54200 or michelle.smith@njcourts.gov.

cc: Chief Justice Stuart Rabner
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