New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Administrative Office of the Courts

GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

www.njcourts.com • Phone: 609-376-3000 • Fax: 609-376-3002

**DIRECTIVE #13-18**
**[Supersedes Directive #05-90]**
**[Questions or comments may be directed to 609-815-2900 ext. 54900]**

**TO:** Assignment Judges
Civil Presiding Judges
Designated *Mount Laurel* Judges

**FROM:** Glenn A. Grant, J.A.D. GAG

**SUBJ:** Court Appointments in *Mount Laurel* Cases

**DATE:** August 29, 2018

---

This Directive promulgates updated procedures with regard to court appointments in *Mount Laurel* cases and supersedes Directive #05-90. Any court appointments in *Mount Laurel* matters, including masters, must be approved by the Assignment Judge.

To ensure that these court appointments are properly documented, the following procedure should be applied when making court appointments:

1. A judge may make any appropriate appointments in a *Mount Laurel* case, subject to the approval of the Assignment Judge.

2. Within ten (10) days of each approved appointment, the judge shall notify the Civil Practice Division of the Administrative Office of the Courts, in writing, of the appointment, providing the name of the case, its docket number, the judge assigned, the name of the person appointed, the date of the appointment and the type of appointment involved.

3. The judge shall notify the Civil Practice Division of the termination of any such appointment.

4. The Civil Practice Division will maintain a database of all current and prior appointments in *Mount Laurel* cases.

Questions regarding this Directive, or *Mount Laurel* cases in general may be directed to Taironda E. Phoenix, Assistant Director, Civil Practice Division, by email at

Taironda.Phoenix@njcourts.gov or by phone at 609-815-2900 extension 54900.

cc: Chief Justice Stuart Rabner
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Special Assistants to the Administrative Director
Civil Division Managers