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**Directive #16-21****(Supersedes Directive #15-20)**

Questions or comments may be directed to the  
Municipal Court Services Division at  
609-815-2900 ext. 54850

**TO:** Assignment Judges  
Trial Court Administrators

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

**SUBJ:** Municipal Court - Process for Promulgation of Updates to Statewide Violations  
Bureau Schedule (Municipal Court Charges to which a Defendant may Plead Guilty  
and Pay without a Court Appearance)

**DATE:** July 29, 2021

This Directive supersedes Directive #15-20 (issued May 15, 2020) and provides updated information regarding the promulgation of the Statewide Violations Bureau Schedule (SVBS). The SVBS is a list of New Jersey statutes and regulations within the jurisdiction of the Municipal Court to which a defendant may plead guilty, waive trial, and pay a set amount of money without needing to appear in court.

The SVBS is authorized by R. 7:12-4 and is approved by the Administrative Director. The set amount for each offense on the SVBS incorporates a fine amount (within the statutory or regulatory range), assessments, and costs. Once an offense is placed on the SVBS, a person who receives a violation may choose to pay the amount listed on the SVBS via credit card through the NJMCdirect.com website, through regular postal mail, or by presenting the payment at the violations bureau window of their local Municipal Court. Many people avail themselves of this opportunity and thereby avoid the inconvenience of having to appear in municipal court.<sup>1</sup>

Effective immediately, updates to the SVBS will be promulgated via Notices to the Bar, rather than by Directive, with the most current version of the full SVBS being simultaneously posted

<sup>1</sup> Rule 7:12-4 also provides that each municipal court may create its own "Local Violations Bureau Schedule" which allows certain ordinances also to be paid without coming to court.

on the Judiciary's public website at [www.njcourts.gov](http://www.njcourts.gov) under "Courts" and then "Municipal Courts." The posted SVBS will indicate on its face the date of the most recent updates made to it.

Questions concerning this directive may be directed to Municipal Court Services Division at 609-815-2900, ext. 54850.

cc. Chief Justice Stuart Rabner  
Municipal Court Presiding Judges  
Municipal Court Judges  
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AOC Directors and Assistant Directors  
Clerks of Court  
Special Assistants to the Administrative Director  
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