

NOTICE TO THE BAR AND PUBLIC

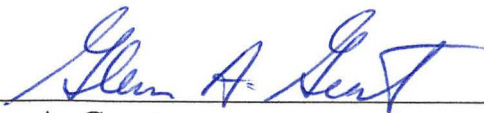
LANDLORD TENANT – PACKETS FOR SELF-REPRESENTED TENANTS SEEKING POST-JUDGMENT RELIEF FROM EVICTION

In furtherance of the Judiciary's ongoing efforts to support court access for all parties in landlord tenant actions -- including tenants who navigate the system without legal representation -- this notice issues three new self-represented litigant packets. The attached packets contain standardized forms for use by tenants seeking post-judgment relief in residential landlord tenant actions, as follows:

- **How to Apply for an Order for Orderly Removal in a Landlord Tenant Case (CN 12790).** A tenant can use this packet to request up to seven additional calendar days to pack and move out before being evicted or locked out of the rental premises.
- **How to Apply for a Hardship Stay in a Landlord Tenant Case (CN 12791).** Where a judgment of possession has been entered, a tenant who pays all of the past-due rent can use this packet to apply for up to six months to remain in the property while finding a new residence.
- **How to Apply for an Order to Show Cause in a Landlord Tenant Case (CN 12792).** A tenant can use this packet to ask the court (a) to vacate, dismiss, or stay a judgment for possession, (b) to stop an eviction (lock out) before the eviction day, or (c) to re-occupy the property within 10 days after a lockout. Courts may grant such requests in limited situations, e.g., based on fraud or mistake, and may require the tenant to post some amount of rent.

These landlord tenant packets are available on the Judiciary's website njcourts.gov (click on "Forms Catalog").

Any questions regarding these self-represented litigant packets may be directed to the Civil Practice Division by phone at 609-815-2900 ext. 54900.



Glenn A. Grant
Administrative Director of the Courts

Dated: October 10, 2023



How to Apply for an Order for Orderly Removal in a Landlord Tenant Case

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

Who Should Use This Packet?

USE this packet if:

You, as the tenant, have already lost your case, **want a little extra time to stay in the property to pack up your belongings and you cannot pay the past due rent**, you can ask the court for this relief. After the judgment for possession has been entered against you, and the warrant of removal has been issued, you, as the tenant facing the eviction (execution of the warrant of removal), can ask the court to stay in the property for an additional **7 calendar days** to pack and move out before being evicted or locked out of the rental premises.

Note: If the court grants your application for an Order for Orderly Removal and you fail to remove all of your personal belongings from the rental premises within the additional time permitted by the court, those personal belongings will be considered abandoned, and the landlord can dispose of them without further notice to you. You will not be permitted to enter the rented premises or occupy it in any way after the additional time given and will not be permitted to make further applications for more time.

DO NOT use this packet if:

1. You have already been locked out of the rental premises;
2. You are asking to stay in the rented premises longer than 7 days and up to 6 months, due to difficulty in finding another place to live; you were evicted less than 10 days and more than three business days ago; **and** can pay all of the back rent owed.
3. You are asking the court to vacate or stay the judgment for possession. In these cases, you would use our packet [*How to Apply for Post-Judgment Relief in a Landlord Tenant Case*](#) (CN 12791) found on njcourts.gov.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the [forms](#) will be available at the county courthouse or on the Judiciary's Internet site njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the county where you are filing your case. A list of [Special Civil Part Offices](#) is provided at the customer counter and at njcourts.gov. Emergent applications can be submitted via Judiciary Electronic Document System (JEDS) or in person (attorneys must file electronically via eCourts). Documents will be filed as of the date they are received.

Definitions of Words Used in This Packet

Application for Order for Orderly Removal - An *Application for Order for Orderly Removal* is a request made to the Special Civil Part Court to stay (delay) the execution of the warrant of removal to permit a tenant to remain in the rented premises for up to an additional 7 calendar days to grant additional time for the tenant to pack and move out.

Judgment for Possession - The *Judgment for Possession* is an Order entered by the court giving the landlord the right of possession and authority to have a tenant and their belongings removed from the rented premises.

Landlord - The *Landlord* is the owner of the rental premises.

Special Civil Part Officer - The *Special Civil Part Officer* is an Officer of the court that is granted the authority to serve and execute the warrant of removal on behalf of the landlord.

Tenant - The *Tenant* is the person paying rent to the owner for use of the rental premises.

Warrant for Removal - The *Warrant for Removal* is the legal document or Order issued by the Special Civil Part Court which gives the Special Civil Part Officer the authority to evict (lockout) the tenant from the rental premises.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8.5" x 11" white paper only. Forms may not be filed on a different size or color paper.

Steps to Apply for an Order for Orderly Removal

STEP 1: Complete the *Certification in Support of Application for an Order for Orderly Removal*

The *Certification in Support of Application for an Order for Orderly Removal* explains to the court why you need additional time to vacate the rental premises.

STEP 2: Notify the landlord/landlord's attorney that you filed an *Application for an Order for Orderly Removal*.

Explain how you notified the landlord or the landlord's attorney (if any), that you were going to make this application to the court.

STEP 3: The court will inform you whether a hearing on the application will be necessary and/or the outcome of the application.

- If the application is granted, the court will enter an order allowing you up to an additional 7 calendar days to pack and remove all personal belongings from the rental premises and move out.
- If the application is denied, the warrant of removal can be executed by the Special Civil Part Officer. That means that you can be evicted or locked out after the date indicated in the Warrant for Removal that was served by the Special Civil Part Officer.

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name

Docket Number LT- _____

Street Address

Town, State, Zip Code

Telephone Number

vs.

Civil Action

**Certification in Support of
Application for Order for Orderly
Removal**

Defendant/Tenant Name

Street Address

Town, State, Zip Code

Telephone Number

1. A judgment for possession was entered against me and a warrant of removal was previously served upon me on _____.

2. In accord with *Rule* 6:6-6(b), the good reason I need additional time to move is:

3. In accord with *Rule* 6:6-6(b), the landlord or the landlord's attorney, if any, has been notified by me that I am making this application for an Order for Orderly Removal as follows:

I certify that the above statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date

s/_____
Tenant's Signature

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

vs.

Defendant/Tenant Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

Docket Number LT- _____

Civil Action

Order for Orderly Removal
(*R. 6:7-1(d); R. 6:6-6(b)*)

A judgment for possession having been entered in favor of the landlord(s) and subsequent application having been made to the court by the tenant(s), and it appearing from the supporting certification that notice has been provided to the landlord(s), as required by Rule 6:6-6(b), and a stay of the execution of the warrant of removal appearing appropriate, it is on this ____ day of _____, 20____, **ORDERED THAT:**

1. This temporary stay of execution of the warrant of removal has been entered at the request of the tenant(s) in order to permit a voluntary and orderly removal from the rental premises/building. However, the judgment for possession shall remain in full force and effect;
2. Execution of the warrant for removal is stayed until _____ ☐ a.m./☐ p.m. on _____, 20____, and until that time the tenant(s) may remain in possession of the rental premises;

3. After the time and date stated in paragraph 2 above, the tenant(s) shall have **no** right to remain in the rental premises;
4. The warrant of removal shall be enforced, meaning that the tenant(s) may be locked out of the rental premises by a Special Civil Part Officer, on or after the date listed in Paragraph 2 above;
5. Any personal property belonging to the tenant(s) that is left at the rental premises after lock-out or after the tenant voluntarily vacates the rental premises and surrenders the keys to the landlord, shall be considered to have been abandoned and the landlord(s) may dispose of same in such manner as landlord(s) may decide. This waiver of the tenant(s) rights under the New Jersey Abandoned Tenant Property Act, *N.J.S.A. 2A:18-73 through 84* was consented to by the tenant(s) in exchange for the relief set forth herein;
6. The tenant(s) and their family and invitees shall not be so disorderly as to destroy the peace and quiet of the rental premises or neighborhood and/or destroy, damage or injure the rental premises;
7. This has been read and explained to the tenant(s); and
8. A copy of this order, with the tenant(s) supporting certification, shall be delivered by the tenant(s) personally, or by regular mail, to the landlord(s) or landlord(s)' attorney immediately. The landlord(s) may move on **two (2)** days' notice to dissolve or modify this order.

_____	s/ _____
Date	, J.S.C.



How to Apply for a Hardship Stay in a Landlord Tenant Case Superior Court of New Jersey - Law Division, Special Civil Part

Who Should Use This Packet?

USE this packet:

- if a judgment of possession has been entered against you;
- you were evicted (locked out) more than 3 business days and less than 10 calendar days ago;
- you can pay all the past due rent, and you need to stay in the rental property due to difficulty finding another place to live.

Note: If granted, a hardship stay is temporary, lasts no longer than 6 months and will not vacate the judgment for possession previously entered. You will not be allowed to stay or return to the rental property once the hardship stay expires.

DO NOT use this packet if:

- You are asking to stay in the rental premises for up to 7 additional calendar days or less and have no money to post with the court. Instead, you would use the *Application for Order for Orderly Removal* packet (CN 12790) found on njcourts.gov.
- You are asking the court to vacate or stay the judgment for possession. Instead, you would use the *Application for Order to Show Cause* packet (CN 12792) found on njcourts.gov.
- Have all of the rent that is currently due and owing plus permissible costs and the eviction (lockout) occurred within **three (3)** business days of today's date (you have the right to pay the landlord in full to have the judgment for possession dismissed).
- You do not have the ability to pay outstanding rent plus costs in full and/or the ability to pay future rent.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The

most recent version of the [forms](#) will be available at the county courthouse or on the Judiciary's Internet site njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the county where you are filing your case. A list of Special Civil Part Offices is provided at the customer counter and at njcourts.gov. Emergent applications can be submitted via Judiciary Electronic Document System (JEDS) or in person (attorneys must file electronically via eCourts). Documents will be filed as of the date they are received.

Definitions of Words Used in This Packet

Judgment for Possession - The *Judgment for Possession* is a court Order giving the landlord the right of possession and authority to have a tenant and their belongings removed from the rented premises.

Hardship Stay: A *Hardship Stay* is an application to the court seeking emergent relief which could stop the eviction for up to six months, if you pay all the money you owe and can continue to make payments until the expiration date.

Landlord - The *Landlord* is the owner of the rental premises.

Special Civil Part Officer - The *Special Civil Part Officer* is an Officer of the court that is granted the authority to serve and execute the warrant of removal on behalf of the landlord.

Stay - A *stay* is a ruling by a court to stop or suspend a proceeding or trial temporarily or indefinitely.

Tenant - The *Tenant* is the person paying rent to the owner for use of the rental premises.

Warrant for Removal - The *Warrant for Removal* is the legal document or Order issued by the Special Civil Part Court which notifies the tenant they must vacate within 3 business days and gives the Special Civil Part Officer the authority to evict (lockout) the tenant from the rental premises.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8.5" x 11" white paper only. Forms cannot be filed on a different size or color paper.

Steps to Apply for an Application for a Hardship Stay

STEP 1: Complete the *Certification in Support of Hardship Stay*

The *Certification in Support of the Hardship Stay* explains to the court the reason behind your request to allow you to temporarily stay in possession of the rental unit.

STEP 2: Complete the *Certification of Service* at the bottom of the *Certification of Support of Hardship Stay*

The *Certification of Service* appears at the bottom of the *Certification in Support of Hardship Stay*. The landlord is required to receive a copy of your Application for Hardship Stay and supporting papers. The date you put on the *Certification of Service* MUST be the same day you personally give these papers to the landlord OR you deliver these papers to the post office for mailing.

STEP 3: Complete the top portion only of the *Order for Hardship Stay*

You only need to complete the top portion of the *Order for Hardship Stay*, which is the case caption. The judge will complete the rest of the form.

STEP 4: Send a copy of your paperwork to the landlord or their attorney (if they have one).

Mail a copy of your paperwork to the landlord by regular and certified mail, return receipt requested. If the landlord is represented by an attorney, you should personally deliver or send by ordinary mail to their attorney.

STEP 5: Submit electronically, by mail, or deliver your paperwork to the court.

To electronically submit your documentation in to new or existing cases to the court, use the **Judiciary Electronic Document Submission (JEDS) system**. (Attorneys can use this system **only** for case types not available in eCourts.) To access the JEDS system, go to njcourts.gov and search for "*JEDS*". From the results page, select "Judiciary Electronic Document Submission (JEDS)"

STEP 6: Follow the instructions in the signed *Order for Hardship Stay* to complete service requirements.

The signed *Order for Hardship Stay* requires you to serve a signed copy of the order on the defendant/landlord.

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name

Docket Number LT- _____

Street Address

Town, State, Zip Code

Telephone Number

vs.

Defendant/Tenant Name

Street Address

Town, State, Zip Code

Telephone Number

Civil Action

**Certification in Support of
Hardship Stay**

I, _____ tenant of the property, hereby certify and say:

1. I was evicted on _____.

2. The following people live with me:

3. a. The amount of rent due and owing is \$ _____.

b. The monthly rent is \$ _____ and I currently have \$ _____.

c. The next month's rent is due on _____.

4. The reason for my hardship request is:

5. I understand that the granting of a hardship stay is in the sole discretion of the Judge. If granted, the relief provided under a hardship stay is temporary in nature and at no point can exceed 6 months.

I certify that I provided a copy of my hardship stay application paperwork to the landlord or landlord's attorney, if any. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Date

s/

Defendant/Tenant's Signature

Certification of Service

_____, defendant/tenant, being of full age, certifies and states that:

I served a copy of the Certification in Support of Hardship Stay and accompanying pages on the plaintiff/landlord(s) in the following manner: (check one)

- ☐ **I personally served** _____ on _____. A certification of the process server or Sheriff is attached.
- ☐ **I mailed the plaintiff/landlord** a copy of the enclosed Certification in Support of Hardship Stay and accompanying pages by regular **and** certified mail, return receipt requested, from the _____ Post Office, addressed to the plaintiff/landlord, as set forth in the Certification. The Certified Receipt numbers are: _____.
- ☐ **I mailed the plaintiff/landlord's attorney** a copy of the enclosed Certification in Support of Hardship Stay and accompanying pages by regular mail, from the _____ Post Office, addressed to the plaintiff/landlord's attorney, as set forth in the Certification on _____.

I certify that the above statements made by me are true. I am aware that if any of the forgoing statements made by me are willfully false, I am subject to punishment.

Date

s/

Defendant/Tenant's Signature

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

vs.

Defendant/Tenant Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

Docket Number LT- _____

Civil Action

**Order for Hardship Stay
(N.J.S.A. 2A:42.10.1)**

A Judgment for Possession having been entered in favor of the landlord(s) and subsequent application having been made to the court by the tenant(s), and it appearing from the supporting certification that notice has been provided to the landlord(s),

IT IS on this ____ day of _____, 20 __, **ORDERED THAT:**

A stay of the enforcement of the judgment for possession is ☐ denied/☐ granted (and tenant shall be restored possession) through _____, 20 __, provided that:

1. The total amount due of \$ _____ (rent owed plus costs) shall be provided immediately to the court;

2. The monthly rent will be paid to the landlord on or before the ____ day of each month during the hardship stay;
3. The tenant agrees to not destroy, damage, or injure the premise or otherwise become so disorderly as to destroy the peace and quiet of other tenants living in the same building or neighborhood during the period of the hardship stay;
4. If the tenant violates any part of this agreement, the plaintiff/landlord shall file a certification on notice to the tenant seeking the immediate removal of the tenant;
5. Tenant(s) submits that they have no claims to make under Rule 4:50-1, that no more applications will be made for additional relief (extra time) from any judge relating to the judgment of possession or the warrant of removal (eviction or lockout) under Rule 6:6-6(b). This waiver also includes the tenant(s) waiving their right to pay rent in full, up to three (3) business days after execution of the warrant of removal (the lockout) and also constitutes tenant(s) waiver of their right to file a motion to dismiss landlord(s) complaint with prejudice pursuant to N.J.S.A. 2A:42-10.16a.
6. A copy of this order shall be delivered by the tenant(s) personally, or by regular mail, to the landlord(s) or landlords' attorney immediately.

7. Other:

s/

J.S.C.



How to Apply for an Order to Show Cause in a Landlord Tenant Case

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

Who Should Use This Packet?

USE this packet:

- If you (the tenant) have already lost your case and want the judgment vacated/dismissed, stayed (temporarily stopped) or want to stop an eviction (lock out) before the eviction date, you can file an Order to Show Cause (OSC) which is an emergency order to either stay (delay) or vacate (dismiss) the judgment.
- In an Order to Show Cause, you explain to the court your reasons for seeking additional help, and ask the court to:
 - Stay (delay) the judgment for possession;
 - Vacate (dismiss) the judgment for possession;
 - Stop the eviction (lockout) before the eviction date;
 - Or allow you to re-enter the property up to 10 days after an eviction (lockout).

You must give the court a reason for needing to stay in the rental premises or to have the judgment dismissed and could be required to pay the rent you owe plus costs.

Note: You must provide the landlord with a copy of the request for the Order to Show Cause that is being filed. These requests are granted in limited situations. For example, you are asking for relief because there is allegedly new evidence, such as mistake, fraud, and/or any other conduct (e.g. the landlord accepted rent after a judgment for possession is entered); which would allow a judge to vacate the judgment and/or keep you temporarily in the rented premises.

DO NOT use this packet if:

- You are asking to stay in the rental premises for up to 7 additional calendar days or less and have no money to post with the court. Instead, you would use the *Application for Order for Orderly Removal Packet* (CN 12790) found on njcourts.gov; or
- You are asking to stay in the rented premises longer than 7 days and up to 6 months, due to difficulty in finding another place to live; you were evicted less than 10 days and more than three business days ago; **and** can pay all of the back rent owed. Instead, you would use the *Application for a Hardship Stay Packet* (CN 12791) found on njcourts.gov.

Note: On *non-payment of rent* cases, you can pay all the rent money due and owing plus permissible costs directly to the landlord, up to three business days after an eviction, to have the judgment for possession dismissed with prejudice.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the [forms](#) will be available at the county courthouse or on the Judiciary's Internet site njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the county where you are filing your case. A list of Special Civil Part Offices is provided at the customer counter and at njcourts.gov. Emergent applications can be submitted via Judiciary Electronic Document System (JEDS) or in person (attorneys must file electronically via eCourts where available, or through JEDS). Documents will be filed as of the date they are received.

Definitions of Words Used in This Packet

Judgment for Possession - The *Judgment for Possession* is an order entered by the court giving the landlord the right of possession and authority to have a tenant and their belongings removed from the rented premises.

Landlord - The *Landlord* is the owner of the rental premises.

Order to Show Cause - An *Order to Show Cause* is an emergency order instructing a landlord to appear before the court and demonstrate why relief should not be granted to a tenant. A tenant must file a request (and send a copy to the landlord) for an Order to Show Cause and ask the court for immediate help, such as to stay (delay) or vacate (dismiss) the judgment for possession.

Special Civil Part Officer - The *Special Civil Part Officer* is an Officer of the court that is granted the authority to serve and execute the warrant of removal on behalf of the landlord.

Stay - A *stay* is a ruling by a court to stop or suspend a proceeding, order, or trial temporarily or indefinitely.

Tenant - The *Tenant* is the person paying rent to the owner for use of the rental premises.

Warrant for Removal - The *Warrant for Removal* is the legal document or Order issued by the Special Civil Part Court which notifies the tenant they must vacate within 3 business days and gives the Special Civil Part Officer the authority to evict (lockout) the tenant out of the rental premises.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8.5" x 11" white paper only. Forms cannot be filed on a different size or color paper.

Steps to Apply for an Order to Show Cause in a Landlord Tenant Case

STEP 1: Complete the *Certification in Support of Application for an Order to Show Cause*

The *Certification in Support of Application for an Order to Show Cause* explains to the court why you want to vacate/dismiss or stay the judgment for possession.

STEP 2: Complete the *Certification of Service*

If the court signs the Order to Show Cause, you must complete and submit the *Certification of Service* **before** the scheduled return date of your hearing because it explains that you timely served the landlord or the landlord's attorney (if any), with the **signed** Order to Show Cause and all of your paperwork in support of your application, as directed by the court.

The court will include in this order the date and time of the hearing to determine the outcome of your application - you must appear at that date and time.

- After the hearing, if the application is granted, the judgement for possession will be vacated/dismissed or stayed allowing you to remain or return to the rental premises.
- After the hearing, if the application is denied, the judgment for possession will remain and/or the warrant of removal can be executed by the Special Civil Part Officer as necessary. That means that you can be evicted (locked out) after the date indicated in the Warrant for Removal that was served by the Special Civil Part Officer.

STEP 3: Submit electronically, mail, deliver or have delivered your package of completed papers to the court.

To electronically submit your documentation in to new or existing cases to the court, use the **Judiciary Electronic Document Submission (JEDS) system**. (Attorneys can use this system **only** for case types not available in eCourts.) To access the JEDS system, go to njcourts.gov and search for "*JEDS*". From the results page, select "Judiciary Electronic Document Submission (JEDS)"

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name

Docket Number LT- _____

Street Address

Town, State, Zip Code

Telephone Number

vs.

Civil Action

Defendant/Tenant Name

Street Address

Town, State, Zip Code

Telephone Number

**Certification in Support of
Application for Order to Show Cause**

1. A judgment for possession having been entered against me on _____.

2. Select one:

☐ I was served with the warrant of removal on _____ **OR**

☐ I did not receive a warrant of removal.

3. I want to (select one) ☐ vacate/dismiss the judgment for possession **OR**

☐ stay the judgment for possession because

4. I owe \$_____ in rent. I have \$_____ to deposit with the court today.

I certify that the above statements made by me are true. I am aware that if any of the forgoing statements made by me are willfully false, I am subject to punishment.

Date

s/

Tenant's Signature

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

vs.

Defendant/Tenant Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

Docket Number LT- _____

Civil Action

Order to Show Cause

(Do not write below this line, for court use only)

THIS MATTER having been brought before the court by _____, defendant/tenant, and for good cause having been shown;

IT IS on this ____ day of _____, 20 __, **ORDERED** that the landlord/plaintiff(s) appear and show cause before the undersigned Judge on the ____ day of _____, 20 __, before the Superior Court of New Jersey _____ County, at ____ ☐ am/☐ pm,
☐ in person / ☐ by phone/video, or as soon thereafter as the parties can be heard, why the judgment for possession should not be ☐ vacated/dismissed; ☐ stayed; ☐ granted; and/or such other relief as the court deems equitable and just, and it is **FURTHER ORDERED** that:

1. The defendant/tenant must serve a copy of this Order to Show Cause and all supporting affidavits or certifications submitted in support of this application, if any, upon the plaintiff/landlord(s) personally within _____ days of the date hereof; or if such service cannot be personally made, defendant/tenant shall either serve the plaintiff/landlord(s) by regular and certified mail or by regular mail upon the plaintiff/landlord's attorney, if known, within _____ days of the date hereof in accordance with *R. 4:4-4* and *R. 6:2-3(a)*.
2. The defendant/tenant must file with the court their Certification of Service of the Order to Show Cause pleadings upon the plaintiff/landlord(s) no later than _____ days before the scheduled hearing or return date scheduled by this court.
3. The plaintiff/landlord can file and serve the defendant/tenant with a response on or before the hearing date scheduled by this court and shall appear in response to their Order to Show Cause. Any documents filed by the plaintiff/landlord must be filed with the Office of the Special Civil Part in the county listed above and a copy must be sent to the defendant/tenant, if the defendant/tenant has no attorney, or defendant/tenant's attorney named above. A telephone call will not protect the plaintiff/landlord's rights, as the plaintiff/landlord(s) must appear at the designated date and time schedule by this court and in the manner directed.
4. Plaintiff/landlord(s) take notice that the defendant/tenant has filed a Certification in Support of Application for Order to Show Cause against you in the Superior Court of New Jersey, Special Civil Part. The certification seeks to vacate/dismiss or stay the judgment for possession previously granted. The Certification in Support of Application for Order to Show Cause explains the basis of emergent circumstances in support of vacating/dismissing or staying the judgment for possession. If you dispute this certification, then you can submit before the scheduled hearing date to this order to show cause, a response on or before the hearing date and proof of its service. You must also appear on the hearing date as set forth above.
5. If you wish to hire an attorney and cannot afford one, you can call the Legal Services offices in the county in which you live or the Legal Services of New Jersey Statewide Hotline at 1-888-LSNJLAW (1-888-576-5529). If you do not have an attorney and are not eligible for free legal assistance, you can obtain a referral to an attorney by calling one of the Lawyer Referral Services. A directory with contact information for local Legal Services Offices and Lawyer Referral Services is available in the Civil Division Case Management Office in the county listed above and online at njcourts.gov.

s/

_____, J.S.C.

Filing Attorney Information or Pro Se Litigant:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court Of New Jersey
Law Division, Special Civil Part
_____ County

Plaintiff/Landlord Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

vs.

Defendant/Tenant Name _____

Street Address _____

Town, State, Zip Code _____

Telephone Number _____

Docket Number LT- _____

Civil Action

Certification of Service

_____, defendant/tenant, being of full age, certifies and states that:

I served the signed Order to Show Cause including the supporting Certification in Support of Application for Order to Show Cause on the plaintiff/landlord(s), _____, in the following manner (check one):

☐ **I personally served** _____ on _____. A certification of the process server or Sheriff is attached.

☐ **I mailed the plaintiff/landlord** a copy of the enclosed Certification in Support of Application for Order to Show Cause by regular **and** certified mail, return receipt requested, from the _____ Post Office, addressed to the

plaintiff/landlord, as set forth in the Certification. The Certified Receipt numbers are:

_____ .

- ☐ **I mailed the plaintiff/landlord's attorney** a copy of the enclosed Certification in Support of Application for Order to Show Cause by regular mail, from the _____ Post Office, addressed to the plaintiff/landlord's attorney, as set forth in the Certification on _____.

I certify that the above statements made by me are true. I am aware that if any of the forgoing statements made by me are willfully false, I am subject to punishment.

Date

s/

Defendant/Tenant's Signature