

NOTICE TO THE BAR

APPELLATE DIVISION – CONFORMING AMENDMENTS TO RULES APPENDICES IV (APP. DIV. NOTICE OF APPEAL), VII (APP. DIV. CIVIL CASE INFORMATION STATEMENT), AND VIII (APP. DIV. CRIMINAL CASE INFORMATION STATEMENT)

This notice promulgates revised versions of three Rules Appendices necessitated by earlier rule amendments. The three appendices are (a) Appendix IV (Appellate Division Notice of Appeal) (CN 10502), (b) Appendix VII (Appellate Division Civil Case Information Statement (Civil CIS)) (CN 10500), and (c) Appendix VIII (Appellate Division Criminal Case Information Statement (Criminal CIS)) (CN 10501). The changes, as detailed below, are solely to update cross-references in the three forms to various rule provisions that were renumbered as part of earlier rule amendments. The revised forms (with the updated cross-reference citations) are effective September 1, 2025.

The revisions to the three Rules Appendices, as reflected in the attached revised forms (which also are posted on the Judiciary website), are as follows:

(a) In Appendix IV (Notice of Appeal), in box #11, changed the reference to Rule 2:5-1(a), (d), or (g) to Rule 2:5-1(b)(4).

(b) In Appendix VII (App. Div. Civil CIS), in box #7, changed the reference to Rule 2:5-1(g) to Rule 2:5-1(b)(4); and in box #10, changed the two references to Rule 2:5-1(b) to Rule 2:5-1(d).

(c) In Appendix VIII (App. Div. Criminal CIS), in box #7, changed the reference to Rule 2:5-1(g) to Rule 2:5-1(b)(4); and in box #13, changed the two references to Rule 2:5-1(b) to Rule 2:5-1(d).

Questions regarding this notice may be directed to the Appellate Division Clerk's Office at 609-815-2950.



Hon. Michael J. Blee, J.A.D.

Acting Administrative Director of the Courts

Dated: August 18, 2025



New Jersey Judiciary
Superior Court - Appellate Division

Notice of Appeal

Type or clearly print all information. Attach additional sheets if necessary.

(1) Title in Full (As Captioned Below)

(2) Attorney/Law Firm/Pro Se Litigant

Name

Street Address

City

State

Zip

Telephone Number

Email Address

On Appeal from

(3) Trial Court Judge

(4) Trial Court or State Agency

(5) Trial Court or Agency
Number

Notice is hereby given that **(6)** _____, appeals to the Appellate Division from a **(7)** ☐ Judgment or ☐ Order entered on _____, in the (select one) ☐ Civil, ☐ Criminal, ☐ Family Part of the Superior Court or ☐ Tax Court or from a ☐ State Agency decision entered on _____.

(8) If not appealing the entire judgment, order or agency decision, specify what parts or paragraphs are being appealed.

(9) Have all issues, as to all parties in this action, before the trial court or agency been disposed of? (In consolidated actions, all issues as to all parties in all actions must have been disposed of.) ☐ Yes ☐ No

If not, has the order been properly certified as final pursuant to R. 4:42-2? ☐ Yes ☐ No

For criminal, quasi-criminal and juvenile actions only:

(10A) Give a concise statement of the offense and the judgment including date entered and any sentence or disposition imposed:

(10B) This appeal is from a ☐ conviction ☐ post-judgment motion ☐ post-conviction relief.
If post-conviction relief, is it the ☐ first ☐ second ☐ other (specify) _____

(10C) Is defendant incarcerated? ☐ Yes ☐ No
Was bail granted or the sentence or disposition stayed? ☐ Yes ☐ No

(10D) If in custody, name the place of confinement:

Defendant was represented below by:

☐ Public Defender ☐ self ☐ private counsel (specify) _____

(11) Notice of appeal and attached case information statement have been served where applicable on the following:

	Name	Date of Service
Trial Court Judge	_____	_____
Trial Court Division Manager	_____	_____
Tax Court Administrator	_____	_____
State Agency	_____	_____
Attorney General or Attorney for other Governmental body pursuant to R. 2:5-1(b)(4)	_____	_____

Other parties in this action:

Name and Designation	Attorney Name, Address and Telephone Number	Date of Service
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(12) Attached transcript request form has been served where applicable on the following: **Date of Service**

☐ Appellate Division Transcript Office _____

☐ Clerk of the Tax Court _____

☐ State Agency (name) _____

(13) Exempt from submitting the transcript request form due to the following:

☐ No verbatim record.

☐ Transcript in possession of attorney or pro se litigant (four copies of the transcript must be submitted along with an electronic copy).

List the date(s) of the trial or hearing:

☐ Motion for abbreviation of transcript filed with the court or agency below. Attach copy.

☐ Motion for transcript at public expense filed with the court below. Attach copy.

I certify that the foregoing statements are true to the best of my knowledge, information, and belief. I also certify that, unless exempt, the filing fee required by *N.J.S.A. 22A:2-5* and *Rule 1:43* has been paid.

(14) _____
Date

(15) _____
Signature of Attorney or Pro Se Litigant



New Jersey Judiciary - Appellate Division **Instructions - Notice of Appeal**

Please print legibly or type the information on the form. Enter the caption or title of the case as it appears on the papers from the Trial Court or State Agency from which you are appealing.

Box Number	Instruction
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1. Enter the complete caption or title of the case exactly as it appears on the papers from the trial court or agency (for example, the complaint or indictment). Write all party names in full; do not use “*et al.*”
2. Enter your name, address, email address, and daytime telephone number. **Note:** If you are not an attorney admitted to practice in the State of New Jersey, you may not represent any person other than yourself.
3. Enter the name of the judge whose judgment or order you are appealing. (For state agency appeals, leave this blank.)
4. Enter the name of the trial court or state agency from which this case originates (for example, “Superior Court, Law Division, Essex County,” or “Superior Court, Family Part, Mercer County”, or “Tax Court”). If the appeal is from a final decision of a state agency, enter the name of the agency (for example, “Department of Labor”).
5. In civil cases, enter the trial court docket number. In criminal cases, enter the complaint, accusation or indictment number(s). If a municipal appeal, enter the Law Division docket number. In agency matters, enter the agency assigned number.
6. Enter your name.
7. **If you are appealing a judgment or order from the trial court**, check the appropriate box, and enter the date of the judgment or order on the line. Then, select the appropriate box that describes the court. For example:
 - Check “Civil” if appealing from a Superior Court Law Division (Civil Part or Special Civil Part) or Chancery Division (General Equity or Probate) judgment or order.
 - Check “Criminal” if appealing from a Superior Court Criminal Division judgment or order.
 - Check “Family Part” if appealing a Superior Court Family Division judgment or order.
 - Check “Tax Court” if appealing from the Tax Court.If you are appealing a state agency decision, select the “State Agency Decision” box and enter the date of the decision on the line.
8. If you are appealing the entire judgment, order or agency decision, leave this space blank. If you are appealing only a part or several parts, specify the parts (for example, paragraph numbers) being appealed.

9. **Finality Inquiry: If all issues as to all parties are disposed of (decided) in the trial court or agency**, including motions for fees or for reconsideration, check “Yes.” Stop, go to the next section.

If all issues as to all parties are not disposed of (decided), check “No.” If you check “No,” you should not be filing a *Notice of Appeal*, but rather a *Motion for Leave to Appeal*. The only exception may be if you are able to check “Yes” to the next question, indicating that the order has been properly certified as final pursuant to *Rule 4:42-2*.

10. **Only Complete Section 10 If Appealing a Superior Court Criminal Division Judgment/Order or a Finding of Juvenile Delinquency.**

- a. Give a concise statement of the offense and the judgment including the date entered and any sentence or disposition imposed.
- b. Check appropriate box if appeal is from a judgment, post-judgment motion or motion for post-conviction relief (PCR). If a PCR, check whether 1st or 2nd. If third or higher, select “other” and indicate number.
- c. Check appropriate boxes to answer questions.
- d. If in custody, enter the name and full address of the facility/institution at which you are confined. Please include any inmate identification number assigned to you. Check appropriate box to indicate who represented you below.

11. A Notice of Appeal must be served upon a number of individuals. Enter the names, date of service and other information requested. See Court Rule 2:5-1. Service may be made by personal delivery of the papers, by ordinary mail or by certified or registered mail return receipt requested. See Court Rule 1:5-2.

12. As the appellant, you must order the transcript(s) of proceedings in the trial court, Tax Court or state agency from which you are **appealing unless you meet one of the exemptions listed in section 13**. To show that you ordered transcripts, complete section 12 by entering the name(s) of the person(s) on whom you served a transcript request form and the date of service.

13. There are four exemptions to the requirement of ordering transcript(s) at the time of filing the Notice of Appeal. Read each carefully and if applicable, check the appropriate box. If none of the exemptions apply to your case, you should leave this section blank. The four exemptions are:

a. No Verbatim Record

This exemption applies if there were no proceedings in the trial court or agency; or, if there were proceedings, there was no court reporter or sound recording device present. Before checking this box, confirm with the court/agency that there are no transcript(s).

b. Transcript in Possession of Attorney or Pro Se Litigant

This means that you have already ordered an original copy of the transcript and it is in your possession. In that case, the transcript will not have to be reordered as an original; however, you may have to order a copy of the transcript for appeal. List the date(s) of the applicable transcript(s) and submit paper copies of each transcript. If the transcript preparer gave you an electronic copy of the transcript (for example, a CD-ROM) submit

it as well. The Clerk's Office will contact you if you need to order a copy for appeal.

c. Motion for Abbreviation of Transcript Filed with the Court or Agency Below

Instead of a transcript of the entire proceedings in the trial court or state agency, you may file a motion to the court or agency seeking permission to order only certain dates or sections of the transcript(s) of proceedings. See Court Rule 2:5-3(c). A copy of your motion to the court/agency must be attached to your Notice of Appeal, and you are responsible to keep the Appellate Division Clerk's Office informed of the status of the motion and to obtain and forward a copy of the order deciding the motion.

d. Motion for Transcript at Public Expense Filed with the Court Below

If you have filed a *Motion for Transcript(s) at Public Expense* with the trial court or agency below, a copy of that motion must be attached to your *Notice of Appeal*. As the person who filed the motion with the trial court/agency, it is your responsibility to keep the Appellate Division Clerk's Office informed of the status of that motion and to obtain and forward a copy of the order deciding the motion.

14. Enter the current date on the line marked Date.
15. Sign your name on the line marked *Signature of Attorney or Pro Se Litigant*.



New Jersey Judiciary
Superior Court - Appellate Division
Civil Case Information Statement

Please type or clearly print all information.

(1) Title in Full	(2) Trial Court or Agency Docket Number

Attach additional sheets as necessary for any information below.

(3) Appellant's Attorney		Email Address: _____	
<input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other (specify) _____			
Name		Client	
Street Address			
City	State	Zip	Telephone Number

(4) Respondent's Attorney*		Email Address: _____	
Name		Client	
Street Address			
City	State	Zip	Telephone Number

* Indicate which parties, if any, did not participate below or were no longer parties to the action at the time of entry of the judgment or decision being appealed.

(5) Give date and summary of judgment, order, or decision being appealed and attach a copy:

(6) Have all the issues that were before the trial court or agency been disposed of **as to all the parties**, including counterclaims, cross-claims, third-party claims and applications for counsel fees in this or a consolidated action? ☐ Yes ☐ No

If outstanding claims remain open, has the order been properly certified ☐ Yes ☐ No
as final pursuant to *R. 4:42-2*? (If not, leave to appeal must be sought.
R. 2:2-4, 2:5-6)

(If the order has been certified, attach, together with a copy of the
order, a copy of the complaint or any other relevant pleadings and a
brief explanation as to why the order qualified for certification pursuant
to *R. 4:42-2*.)

Were any claims dismissed without prejudice? ☐ Yes ☐ No

If so, explain and indicate any agreement between the parties
concerning future disposition of those claims.

(7) Is the validity of a statute, regulation, executive order, franchise or
constitutional provision of this State being questioned? (*R. 2:5-1(b)(4)*) ☐ Yes ☐ No

(8) Give a brief statement of the facts and procedural history:

(9) To the extent possible, list the proposed issues to be raised on the appeal as they will be
described in appropriate point headings pursuant to *R. 2:6-2(a)(6)*. (Appellant or cross-
appellant only.)

(10) If you are appealing from a judgment entered by a trial judge sitting without a jury or
from an order of the trial court, complete the following:

1. Did the trial judge issue oral findings or an opinion? ☐ Yes ☐ No
If so, on what date? _____

(10) 2. Did the trial judge issue written findings or an opinion? ☐ Yes ☐ No
If so, on what date? _____

3. Will the trial judge be filing a statement or an opinion pursuant to *R. 2:5-1(d)*? ☐ Yes ☐ No

Caution: Before you indicate that there was neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge will be filing a statement or opinion pursuant to *R. 2:5-1(d)*.

Date of Your Inquiry: _____

Is there any appeal now pending or about to be brought before this court which:

(11) A. Arises from substantially the same case or controversy as this appeal? ☐ Yes ☐ No

(12) B. Involves an issue that is substantially the same, similar or related to an issue in this appeal? ☐ Yes ☐ No

(13) Was there any prior appeal involving this case or controversy? ☐ Yes ☐ No

(14) If the answer to any of the above is "Yes" state:

Case Name:

Appellate Division Docket Number:

Civil appeals are screened for submission to the Civil Appeals Settlement Program (CASP) to determine their potential for settlement or, in the alternative, a simplification of the issues and any other matters that may aid in the disposition or handling of the appeal. Please consider these when responding to the following question. A negative response will not necessarily rule out the scheduling of a preargument conference.

(15) State whether you think this case may benefit from a CASP conference. ☐ Yes ☐ No
Explain your answer:

(16) Whether or not an opinion is approved for publication in the official Court Reporter books, the Judiciary posts all Appellate Division opinions on the Internet.

(17) I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b).

(18) _____ Name of Appellant or Respondent	(19) _____ Name of Counsel of Record (or your name if not represented by counsel)
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(20) _____ Date	(21) _____ Signature of Counsel of Record (or your name if not represented by counsel)
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New Jersey Judiciary - Appellate Division

Instructions - *Appellate Civil Case Information Statement (CIS)*

Use the Civil Case Information Statement for Civil, Family, Tax Court or State Agency appeals.
DO NOT use this form for Criminal appeals.

Please print legibly or type the information on the form. Enter the caption or title of the case as it appears on the papers from the Trial Court or State Agency from which you are appealing.

Box Number	Instruction
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- | | |
|----|--|
| 1. | Enter the complete caption or title of the case exactly as it appears on the papers from the trial court or agency (for example, the complaint or indictment). It should include the names of all the parties. Write all party names in full; do not use "et al." |
| 2. | Enter the number assigned to the case by the trial court or agency from which you are appealing. |
| 3. | Appellant's Attorney: Enter your email address. Check the appropriate box indicating if you were the "Plaintiff," "Defendant," or "Other" in the trial court or agency below. If you check "other" please list your trial court or agency designation (for example "Petitioner" or "Intervenor"). Because you are self-represented, enter your own name as the "client" as well as your address and daytime telephone number. Note: If you are not an attorney at law admitted to practice in the State of New Jersey, the only "client" whom you can represent is yourself. |
| 4. | Respondent's Attorney: Enter the names, addresses (including email addresses), and telephone numbers of the attorneys who represented the other parties in the trial court or agency. Identify the party the attorney represented under "client." If the party was self-represented, list his or her contact information and write self-represented under "client." |
| 5. | Briefly summarize the terms of the judgment, order or decision that is the subject of this appeal, including its date, and attach a copy of the judgment, order or decision. |
| 6. | Finality Inquiry: If all issues as to all parties are disposed of (decided) in the trial court or agency, including motions for fees or for reconsideration, check "Yes." Stop and go to the next section. If all issues as to all parties are not disposed of (decided), check "No." If you check "No," you should not be filing a <i>Notice of Appeal</i> , but rather a <i>Motion for Leave to Appeal</i> . The only exception may be if you are able to check "Yes" to the next question, indicating that the order has been properly certified as final pursuant to Rule 4:42-2. Answer whether any claims were dismissed without prejudice . If the answer is "Yes," you must explain any agreement concerning future disposition of those claims in the trial court or agency. |
| 7. | Check the appropriate box if your appeal challenges the validity of a statute (state law), executive order, franchise or provision of the New Jersey Constitution. That means you are arguing a statute, executive order, franchise or provision of the New Jersey Constitution is illegal. If you check "Yes," you must serve your <i>Notice of Appeal</i> and <i>Case Information Statement</i> on the Attorney General of New Jersey. |

8. Briefly summarize what happened in the trial court, Tax Court or state agency before you filed your appeal.
9. List the issues that you plan to raise in your appeal. For example, list the legal arguments you plan to raise in your appellate brief.
10. If applicable to your case, check the appropriate box to answer whether the trial judge issued oral or written findings or an opinion and, if "Yes," set forth on what date. If you select "No" for either of these questions, contact the trial judge and ask whether s/he will be filing a statement or opinion and check the appropriate box. List the date you contacted the judge on the line.
- 11.A. Answer whether you or anyone you know of has an appeal that is pending or about to be brought before the Appellate Division that involves substantially the same case or controversy as your appeal (for example, the same parties). If you cannot answer "Yes" or "No," you may write "Unknown."
- 12.B. Answer whether you know of any other appeal that is pending or about to be brought before the Appellate Division that involves an issue similar to or related to an issue in your appeal. If you cannot answer "Yes" or "No," you may write "Unknown."
13. Answer whether there was a prior appeal in the Appellate Division involving the case you are currently appealing.
14. List the case name and Appellate Division docket number for any appeal indicated in 11, 12 or 13 above.
15. Check the appropriate box as to whether you think the case may benefit from a Civil Appeals Settlement Program conference (mediation) and explain your answer.
16. Read and note the statement regarding the posting of all opinions on the Internet.
17. Read and note the statement that you are certifying to regarding the redacting (blackening out) of all confidential personal identifiers in court documents. Confidential personal identifiers include Social Security, driver's license, vehicle plate, insurance policy and active financial account/credit card numbers. *Rule 1:38-7* can be found on the Judiciary's Internet site njcourts.gov.
18. Print your name on the line marked *Name of Appellant or Respondent*.
19. Print your name on the line marked *Name of Counsel of Record* since you are representing yourself.
20. Enter the date on the line marked *Date*.
21. Sign your name on the line marked *Signature of Counsel of Record*.



New Jersey Judiciary
Superior Court - Appellate Division
Criminal Case Information Statement
(For use in Criminal, Quasi-Criminal and Juvenile Actions)

Please type or clearly print all information.

(1) Title in Full

(2) Trial Court Docket Number

(3) Appellant's Attorney

Email Address: _____

☐ Plaintiff ☐ Defendant ☐ Other (specify) _____

Name

Client

Mailing Address

City

State

Zip

Telephone Number

(4) Respondent's Attorney

Email Address: _____

Name

Client

Mailing Address

City

State

Zip

Telephone Number

(5) Give date and summary of judgment or order being appealed and attach a copy:

(6) Are there any issues below in this action involving defendant which have not been disposed of? (If so, leave to appeal must be sought. R. 2:2-4, 2:5-6) ☐ Yes ☐ No

(7) Is the validity of a statute, regulation, executive order, franchise or constitutional provision of this State being questioned? (R. 2:5-1(b)(4)) ☐ Yes ☐ No

(8) Is defendant presently confined? ☐ Yes ☐ No

If "No", is defendant on bail? ☐ Yes ☐ No

Provide any State Bureau of Identification (SBI) number _____ and date of birth _____

<p>(9) Will the issue(s) in this appeal involve only whether the trial court imposed a proper sentence? If so, briefs shall not be filed without leave of court. (<i>R. 2:9-11</i>)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Are there co-defendants?</p> <p>(10) If so, state their names and whether they were tried with the defendant or shared any pretrial motion.</p>	
<p>(11) Give a brief statement of the facts and procedural history:</p>	
<p>(12) To the extent possible, list the proposed issues to be raised on the appeal as they will be described in appropriate point headings pursuant to <i>R. 2:6-2(a)(6)</i>. (Appellant or cross-appellant only.)</p>	
<p>(13) If you are appealing from a judgment entered by a trial judge sitting without a jury or from an order of the trial court, complete the following:</p> <div style="margin-left: 20px;"> <p>1. Did the trial judge issue oral findings or an opinion? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, on what date? _____</p> <p>2. Did the trial judge issue written findings or an opinion? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, on what date? _____ (Attach a copy.)</p> <p>3. Will the trial judge be filing a statement or an opinion pursuant to <i>R. 2:5-1(d)</i>? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> <p>Caution: Before you indicate that there was neither findings nor an opinion, you should inquire of the trial judge to determine whether findings or an opinion was placed on the record out of counsel's presence or whether the judge will be filing a statement or opinion pursuant to <i>R. 2:5-1(d)</i>.</p> <p style="margin-left: 40px;">Date of Your Inquiry: _____</p>	

Is there any case now pending or about to be brought before this court which:

(14) A. Arises from substantially the same case or controversy as this appeal? ☐ Yes ☐ No

(15) B. Involves an issue that is substantially the same, similar or related to an issue in this appeal? ☐ Yes ☐ No

(16) Was there any prior appeal involving this case or controversy? ☐ Yes ☐ No

(17) If the answer to any of the above is "Yes" state:

Case Name and Type (direct, 1st PCR, other, etc.): Appellate Division Docket Number:

(18) Whether or not an opinion is approved for publication in the official Court Reporter books, the Judiciary posts all Appellate Division opinions on the Internet.

(19) I certify that confidential personal identifiers have been redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b).

(20) _____ (21) _____
Name of Appellant or Respondent Name of Counsel of Record
(or your name if not represented by
counsel)

(22) _____ (23) _____
Date Signature of Counsel of Record
(or your name if not represented by counsel)



New Jersey Judiciary - Appellate Division Instructions - *Appellate Criminal Case Information Statement (CIS)*

Use the Criminal Case Information Statement for appeals from a Superior Court Criminal Division judgment or order; or for a finding of juvenile delinquency. **DO NOT use this form for civil or agency appeals (for example, appeals from the Department of Corrections).**

Please print legibly or type the information on the form.

Box Number	Instruction
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- | | |
|----|---|
| 1. | Enter the complete caption of the case exactly as it appears on the papers from the trial court (for example, the complaint, accusation or indictment). Include middle initials in names to match the complaint, accusation or indictment. Write all party names in full; do not use “ <i>et al.</i> ” |
| 2. | Enter the number assigned to the case by the trial court from which you are appealing. For example, the complaint, accusation or indictment number. |
| 3. | Appellant's Attorney: Enter your email address. Check the appropriate box indicating you were the “Defendant” in the trial court. If you check “other” please note your trial court designation. Because you are self-represented, enter your own name as the “client” as well as your address and daytime telephone number. Note: If you are not an attorney at law admitted to practice in the State of New Jersey, the only “client” whom you can represent is yourself. |
| 4. | Respondent's Attorney: Enter the name, address (including any email address), and telephone number of the county prosecutor's office (or deputy attorney general) that represented the State of New Jersey in the trial court, and, in adult criminal appeals, the name, address and telephone number of the Office of the Attorney General, Division of Criminal Justice, Appellate Section. See <i>Rule 2:5-1</i> . The “client” is the State of New Jersey. |
| 5. | Briefly summarize the terms of the judgment or order being appealed, including its date, and attach a copy of the judgment or order. |
| 6. | Answer whether there are any issues below involving you that have not been disposed of (for example, a motion for a new trial). If the answer is “No,” then you may properly proceed with the filing of a Notice of Appeal.

If the answer is “Yes,” you should not be filing a <i>Notice of Appeal</i> but should instead be filing a <i>Motion for Leave to Appeal</i> . |
| 7. | Check the appropriate box if your appeal challenges the validity of a statute (state law), executive order, franchise or provision of the New Jersey Constitution. That means you are arguing a statute, executive order, franchise or provision of the New Jersey Constitution is illegal or invalid. If you check “Yes,” you must serve your <i>Notice of Appeal</i> and <i>Case Information Statement</i> on the Attorney General of New Jersey. |
| 8. | Answer whether you are presently confined or on bail. Set forth any SBI number and your date of birth. |

9. Answer whether the issue(s) involve only whether the trial court imposed a proper sentence.
10. If there are co-defendants in your case, set forth their names* and check the appropriate box for whether or not they were tried with you or shared any pretrial motion.
11. Briefly summarize the facts and the procedural history of the case. For example, what happened in the trial court before you filed your appeal.
12. List the issues that you plan to raise in your appeal. For example, list the legal arguments you plan to raise in your appellate brief.
13. If applicable to your case, check the appropriate box to answer whether the trial judge issued oral or written findings or an opinion and, if "Yes," set forth on what date. If you select "No" for either of these questions, contact the trial judge and ask whether s/he will be filing a statement or opinion, and check the appropriate box. List the date you contacted the judge.
- 14.A. Check applicable box. For example, do any co-defendants (or other parties to your case) have an appeal that is pending or about to be brought before the Appellate Division? If you cannot answer "Yes" or "No," you may write "Unknown."
- 15B. Check the applicable box to answer whether you know of any other appeal that is pending or about to be brought before the Appellate Division that involves an issue similar to or related to an issue in your appeal. If you cannot answer "Yes" or "No," you may write "Unknown."
16. Check the applicable box to answer whether there was a prior appeal in the Appellate Division, which appeal is now closed, involving this same case.
17. List the case name, type and Appellate Division docket number for any appeal indicated in 14, 15 or 16 above.
18. Read and note the statement regarding the posting of all opinions on the Internet.
19. Read and note the statement that you are certifying to regarding the redacting (blackening out) of all confidential personal identifiers in court documents. Confidential personal identifiers include Social Security, driver's license, vehicle plate, insurance policy and active financial account/credit card numbers. Rule 1:38-7 can be found on the Judiciary's Internet site njcourts.gov.
20. Print your name on the line marked *Name of Appellant or Respondent*.
21. Print your name on the line marked *Name of Counsel of Record* since you are representing yourself.
22. Enter the date on the line marked *Date*.
23. Sign your name on the line marked *Signature of Counsel of Record*.

* If the co-defendants are juveniles who were not waived up to the Law Division, use only their initials.