

M. Susan Sheppard
Assignment Judge**Jill Houck**
Trial Court AdministratorAtlantic County Civil Courts Building
1201 Bacharach Blvd.
Atlantic City, NJ 08401Susan.Sheppard@njcourts.gov
Tel: 609-402-0100 ext. 47250

Notice to the Bar and the Public Atlantic and Cape May Counties – Filing Requirements for Election-Related Petitions

On September 26, 2025, the New Jersey Supreme Court issued a notice to remind attorneys and pro se litigants of the filing requirements of election-related petitions. The goal is “[t]o ensure that election-related matters are scheduled and handled promptly.” This notice reiterates the Supreme Court’s reminder and provides additional guidance for the bar and unrepresented litigants in the Atlantic/Cape May Vicinage.

Attorney and pro se filers in Atlantic and Cape May Counties are here reminded of the following filing requirements in election-related matters:

- The Verified Petition with Order to Show Cause must be filed in the Law Division-Civil Part of the Superior Court;
- The Civil Case Information Statement submitted with the petition should select case type 804 (Election Matters);
- Attorneys and pro se litigants must also provide **an electronic copy of all filed papers to Assignment Judge M. Susan Sheppard** via email at AtlCpmElecDay.MBX@njcourts.gov.

Hon. M. Susan Sheppard
Assignment Judge

Dated: October 31, 2025