

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>LAW DIVISION - CIVIL PART</b>	
<b>DIRECTIVE #3-01</b>		DATE: <b>March 16, 2001</b>	
This retention schedule has been adopted in accordance with Rule 1:32-2 of the Rules Governing the Courts of the State of New Jersey and N.J.S.A. 2B of the New Jersey Statutes Annotated.			
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
17-01-00	Calendar	Current year plus 1.	Destroy
17-02-00	<b>CASE FILES</b> 1. Pre-CAMIS cases: Cases filed from 1948 up to and including court year 1981, original case papers were filed with the Superior Court Clerk in Trenton; duplicates were sent to the county. 2. CAMIS cases: From 1982 until September 1989 or local filing (whichever occurred first), original case papers were filed with the Superior Court Clerk, microfilmed and forwarded to the county. 3. ACMS / LOCAL FILING cases: Under local filing, original case papers are filed in the county of venue. Local filing was implemented in the counties over a period of years from 1986 to 1990.		
17-02-01	Pre-CAMIS case files Original cases filed with the Superior Court Clerk.	Permanent Purge case files 18 months after disposition. Purge post-disposition documents 6 months after filing.	Permanent

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17-02-02	Pre-CAMIS case files Duplicate case files in the county of venue	Remove original documents after 3 years and forward documents to the Superior Court Clerk's Office.	Destroy
17-02-03	Change of Name (Pre CAMIS) files	Permanent	Permanent
17-02-04	CAMIS files	Permanent Purge post-disposition documents 6 months after filing.	Permanent
17-02-05	ACMS/Local filing Permanent civil case files Permanent case files commonly referred to as KEEP cases include among others Judgment, Condemnation, Prerogative Writ and Name Change cases.	Permanent Purge case file upon archiving (18 mos after disposition with no activity for the last six (6) months) and Purge post-disposition documents 6 months after filing.	Permanent

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17-02-06	ACMS / Local filing case files: Non-Permanent civil case files Non-permanent case files commonly referred to as REVIEW cases are any cases that fall outside of the definition of a Permanent case. These include among others, settled and dismissed cases.	Until archived (18 mos after disposition with no activity for the last six (6) months)	Destroy
17-03-00	Docketed Judgment files	Purge file upon archiving (6 months after filing)	Permanent
17-04-00	Civil Commitment (formerly called lunacy cases)	30 years	Destroy
17-05-00	Registration and Community Notification Law (Megan's Law) Case Files	20 years	Destroy
17-06-00	<b>DOCKETS AND/OR INDICES</b>		
17-06-01	Dockets and/or Indices The method used to index and docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The Automated Case Management System (ACMS) is currently used to index and docket civil cases statewide. The retention schedule applies to the record type regardless of the medium used.	Permanent	Permanent

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17-06-02	Dockets and/or Indices (AMIS) Eighteen months after a case is disposed with no activity during the last six months, docket / index information is removed from ACMS to the Archive Management Information System (AMIS).	Permanent	Permanent
17-06-03	Dockets and/or Indices (Duplicates) Books maintained by staff in the county of venue which are duplicates of the books containing the original entries made by staff of the Superior Court Clerk's office in Trenton.	Retain until no longer needed for reference.	Destroy
17-07-00	Judgment and Order Books and Indices	Permanent	Permanent
17-08-00	Fee Processing and other Financial Records	See FINANCIAL RECORDS schedule	
17-09-00	<b>Records of former Courts</b>		
17-09-01	Dockets and Indexes of former Courts	Permanent	Permanent
17-09-02	Case Files and related papers of former Courts	25 Years	Destroy after Archival Review
17-10-00	Change of Name Register and Indices	Permanent	Permanent
17-11-00	Briefs	60 days from the date the motion is heard	Destroy

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17-12-00	Scheduling Notices (file copies)	30 days from proceeding date	Destroy
17-13-00	<p>Minutes Books</p> <p>Record of court proceedings containing information such as attorney names, jurors, witnesses, exhibits, disposition of the court, etc.</p> <p>If the minute books serve as the docket, this retention does not apply.</p>	10 years	Destroy

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*	<p><b>PURGE LIST:</b></p> <p>The following papers are to be purged upon archiving of a case onto the Archive Management Information System (AMIS):</p> <ul style="list-style-type: none"> <li>- All duplicates of original documents **</li> <li>- Application for Wage Execution</li> <li>- Bonds (Duplicates or expired)</li> <li>- Briefs **</li> <li>- Case information statements</li> <li>- Case Management Orders</li> <li>- Correspondence **</li> <li>- Demand for jury trial</li> <li>- Designation of Trial Attorney</li> <li>- Directions to sheriffs for service</li> <li>- Interrogatories</li> <li>- Minute sheets</li> <li>- Motions &amp; attachments (exhibits, affidavits, certifications, proof of mailing, etc.)</li> <li>- Notice of deposition</li> <li>- Notice of trial de novo</li> </ul>
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*	<p>PURGE LIST (continued):</p> <ul style="list-style-type: none"> <li>- Orders: <ul style="list-style-type: none"> <li>-Regarding discovery such as scheduling depositions, establishing time limits, compelling answers to interrogatories.</li> <li>-Scheduling</li> <li>-Setting hearings</li> </ul> </li> <li>- Petition for discovery</li> <li>- Proposed jury instructions</li> <li>- Request for admissions and responses</li> <li>- Request for production</li> <li>- Response to request for production</li> <li>- Response to any motion</li> <li>- **Scheduling Notices (file copies)</li> <li>- Statement of Fact</li> <li>- Stipulation extending time to answer</li> <li>- Subpoenas</li> <li>- Substitution of Attorney</li> <li>- Transcripts</li> <li>- Trial briefs</li> <li>- Trial Information Sheet</li> <li>- Trial memorandum</li> <li>- Videotaped Depositions</li> <li>- Witness lists and exhibit lists</li> </ul> <p>**These items are listed here to make certain that if they are in the file they will be purged at archiving. However, they do not need to be kept that long. Correspondence that is merely transmittal in nature and duplicates of originals should not be in the file at all. For the retention period on briefs and scheduling notices, see items listed on this schedule.</p>
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**HISTORICAL NOTE**

This schedule is a compilation of relevant items for the following retention schedule(s):

Judiciary - Courts - Superior Court Clerk's Office (Rev. 7/22/87)

County Clerk Judicial - Civil (Rev. 5/21/86)

County Clerk - Civil (Rev.11/22/86)