

SUPERIOR COURT OF NEW JERSEY  
SPECIAL CIVIL PART COUNTY OF ESSEX

MATTHEW HALMA  
CIVIL DIVISION MANAGER

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ASSISTANT CIVIL DIVISION MANAGER



ESSEX COUNTY SUPERIOR COURT  
470 DR. MARTIN LUTHER KING JR. BLVD  
NEWARK, NJ 07102  
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**NOTICE OF LIMITED SPECIAL CIVIL PART OFFICER APPOINTMENT OPPORTUNITY**

**Compensation:** Limited Special Civil Part Officers are unsalaried independent contractors whose income consists of statutory fees paid by litigants for service of process issued by the court and for serving and executing warrants for removal issued by the court in tenancy actions.

**Applications Accepted Through April 17, 2026**

**DESCRIPTION**

Limited Special Civil Part Officers are officers of the court. Their responsibilities include serving summonses and complaints in landlord tenant actions and serving and executing warrants for removal in eviction cases as ordered by the court.

**QUALIFICATIONS/REQUIREMENTS**

Candidates for appointment to the position of Limited Officer must be at least 18 years of age and be appointed by the Assignment Judge with the advice of the Civil Presiding Judge and/or the Civil Division Manager.

In addition to meeting the aforementioned qualifications, the candidate must demonstrate all of the following:

- a) The candidate must not have any outstanding judgments against them and must provide recent copies of credit reports and credit scores from three major credit reporting agencies: Currently, Equifax, Experian and TRW.
- b) The candidate must not have a criminal record and must have a reputation for honesty in the community.

Candidates should submit a cover letter, current resume and a completed Special Civil Part Officer Candidate Information/Computerized Criminal History Authorization and Release Form by April 17, 2026 to: Matthew Halma, Civil Division Manager, Essex County Superior Court, Civil Part, 470 Dr. Martin Luther King, Jr. Blvd, Room 208, Newark, NJ 07102 **or** via email to Matthew.Halma@njcourts.gov.

**THE JUDICIARY OF NEW JERSEY OBSERVES  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PRINCIPLES IN APPOINTING  
SPECIAL CIVIL PART OFFICERS**