

Using the Judiciary's Internet Resources to Assist Court Users By Janie Rodriguez, Esq., Morris/Sussex Ombudsman

# Office of the Ombudsman



### MORRIS/SUSSEX VICINAGE

# Office of the Ombudsman

A bridge between the courts and the community

- Janie Rodriguez, Esquire
- Tel: (973)656-3969
- Located in Morris County Courthouse
- Available by phone, fax, email, or in person

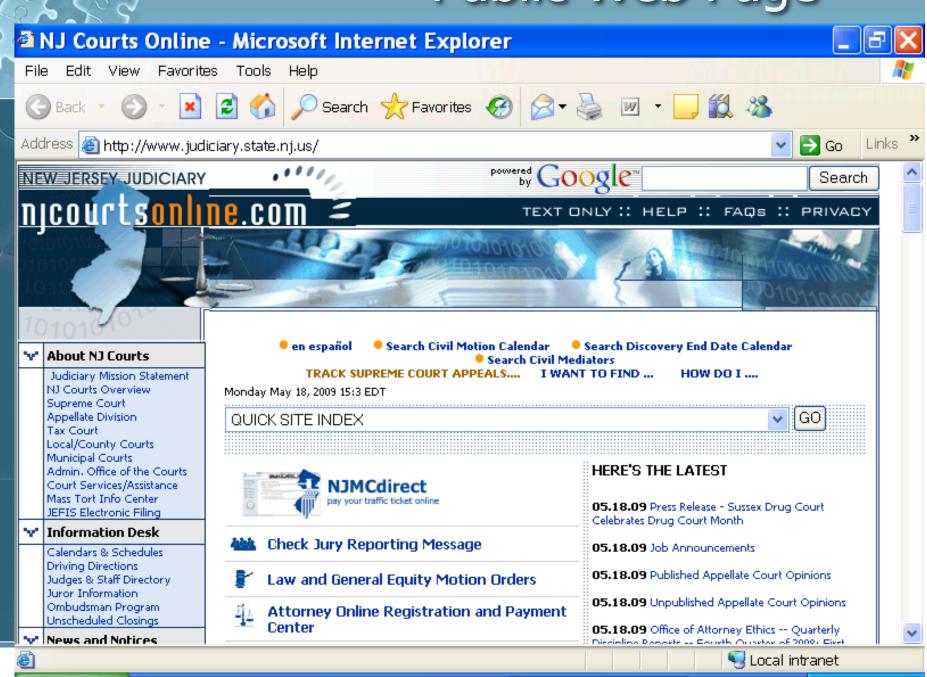
# Public Web Page

Quick Site Index
Lists/Menus
Courts
Information for Self Represented Litigants
En Español
Additional Information

## Public Web Page

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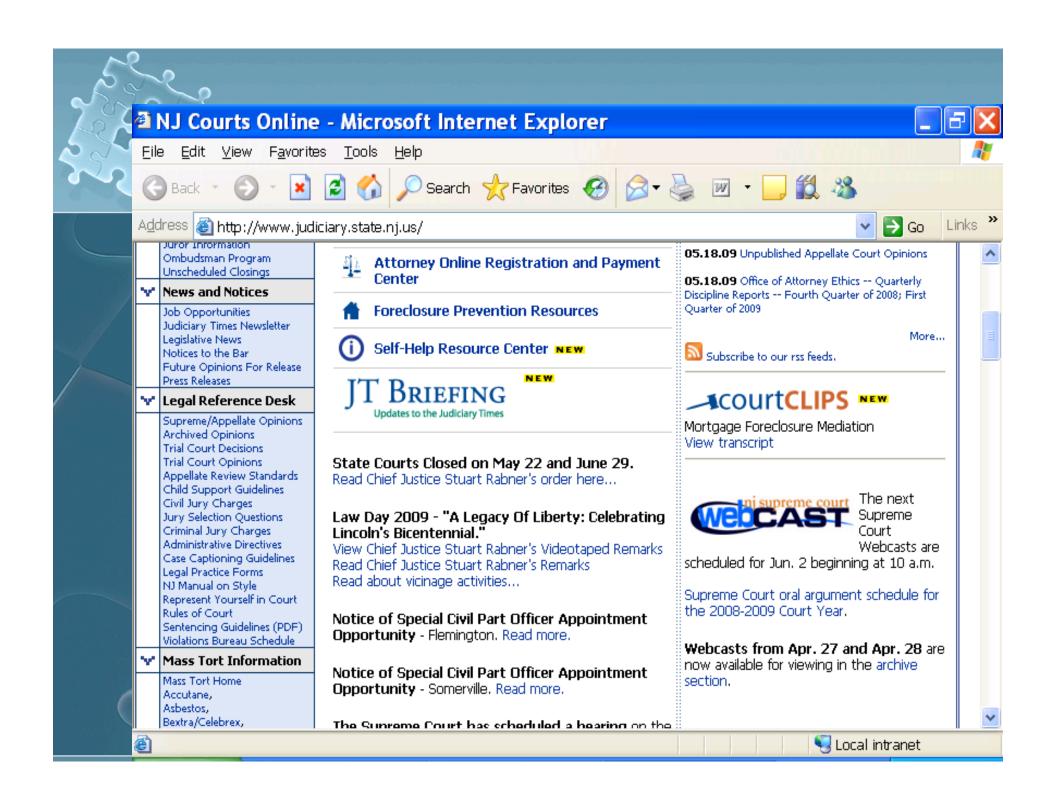
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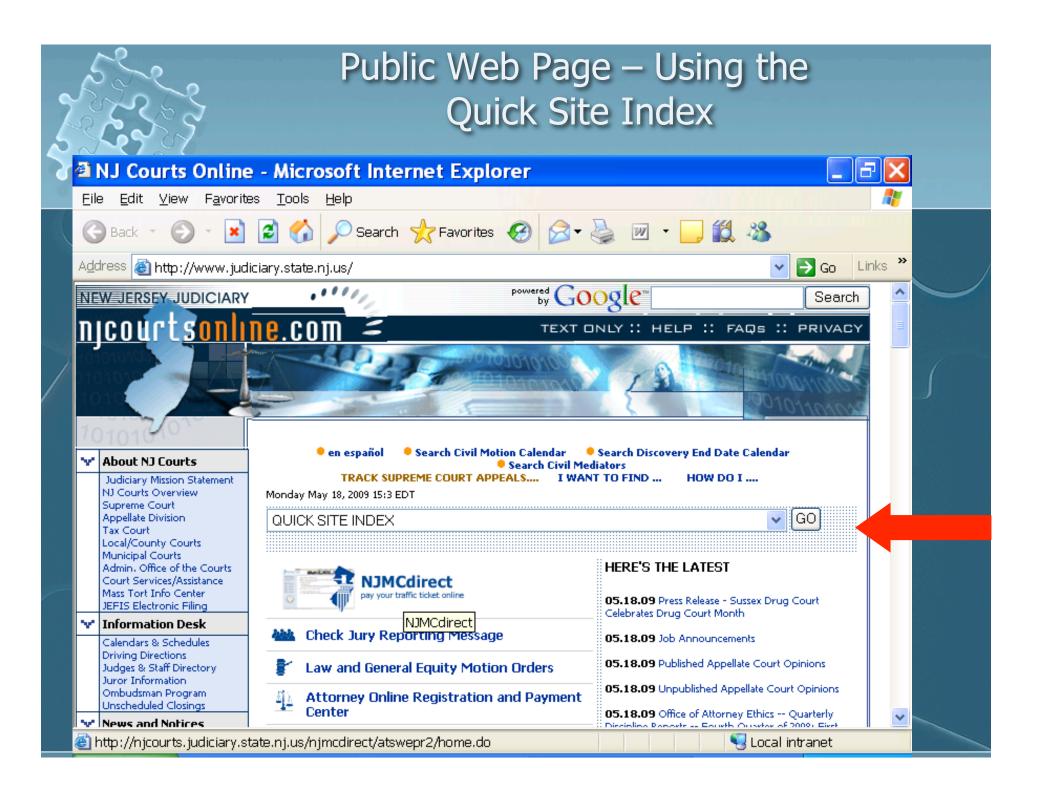


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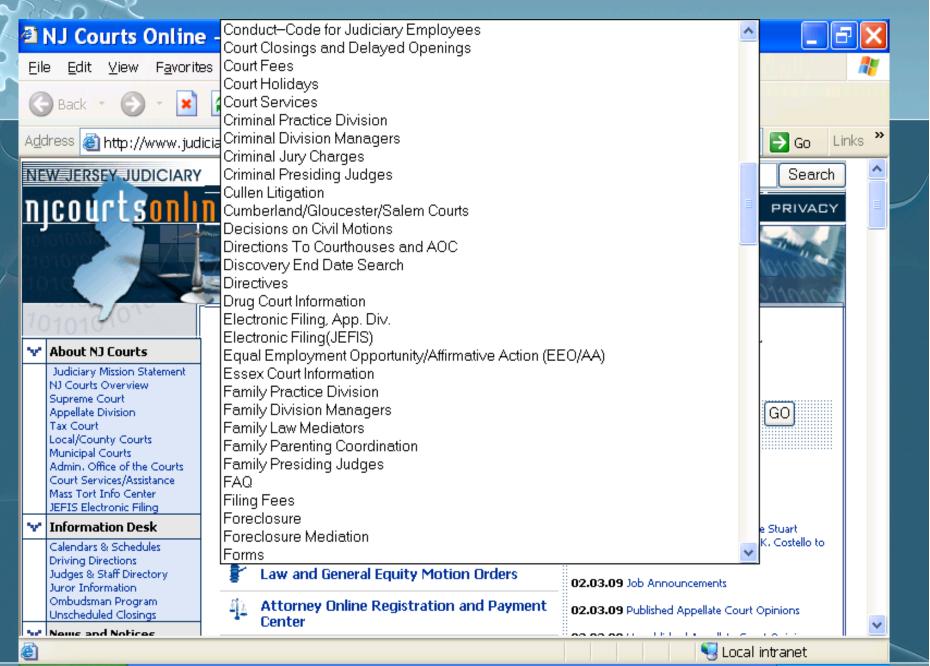
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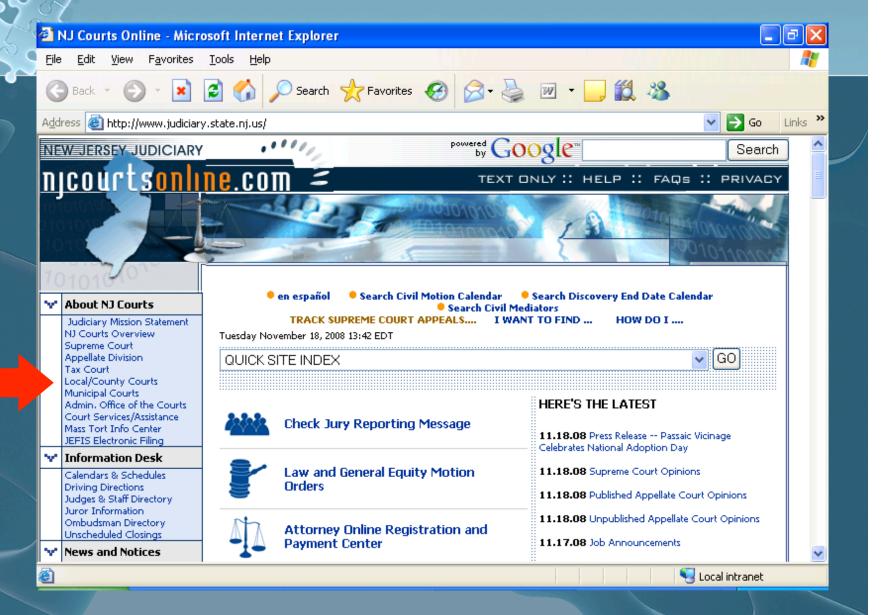


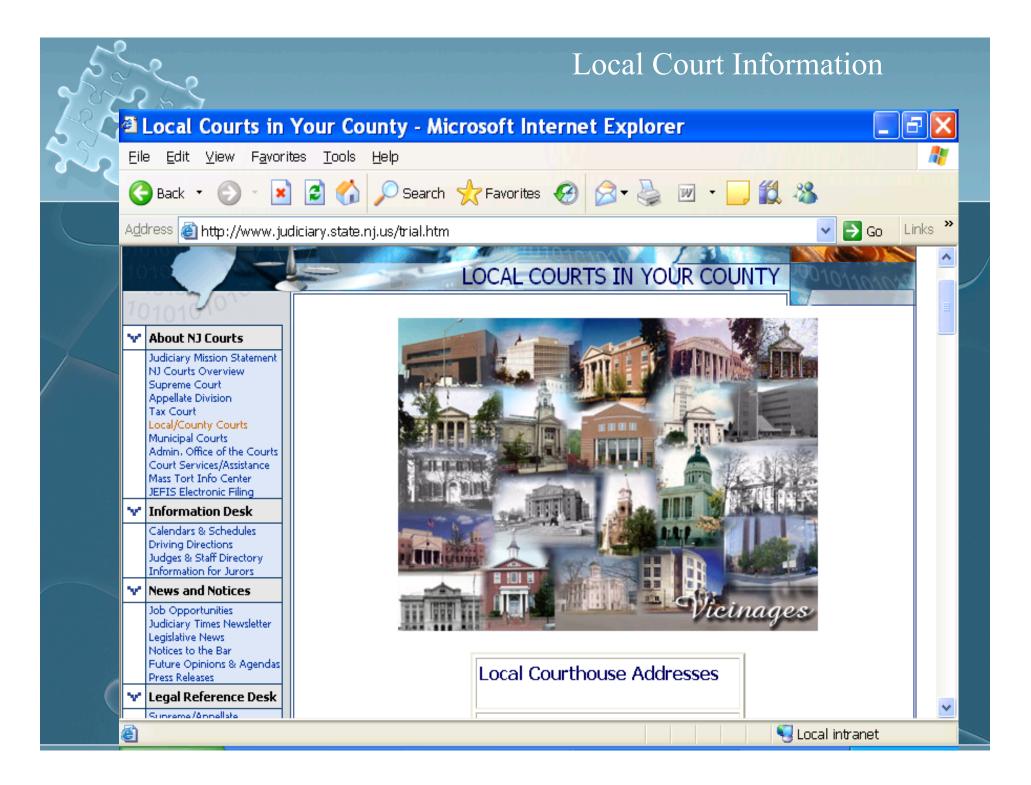


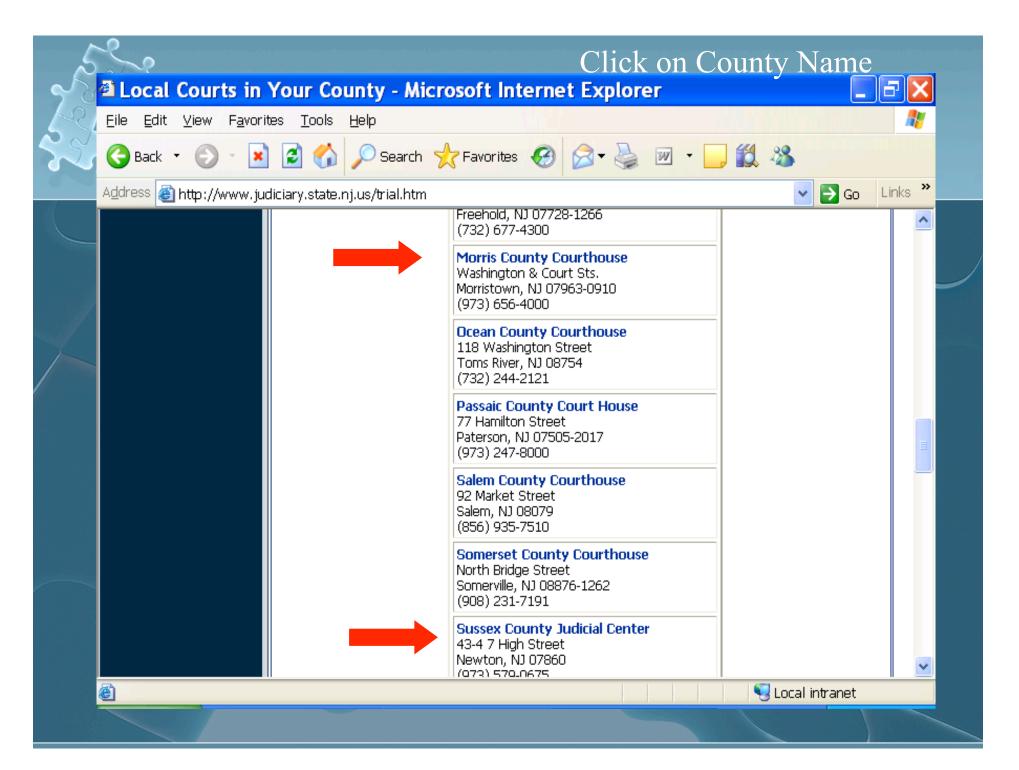
#### Quick Site Index

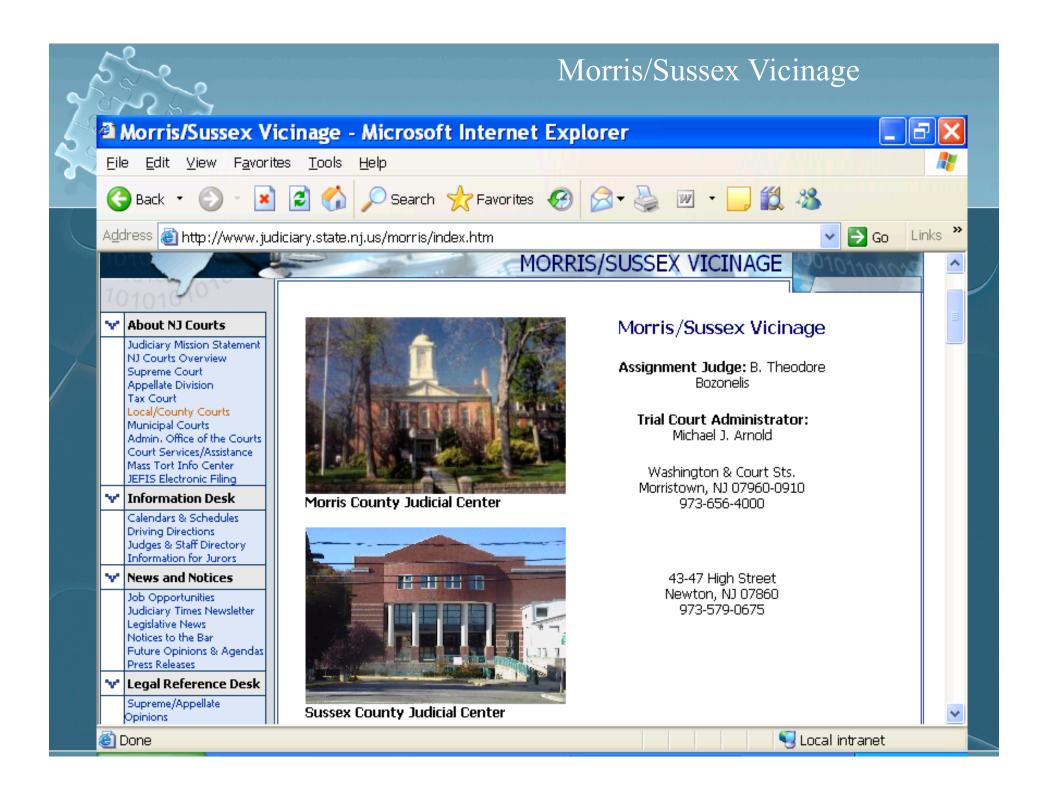


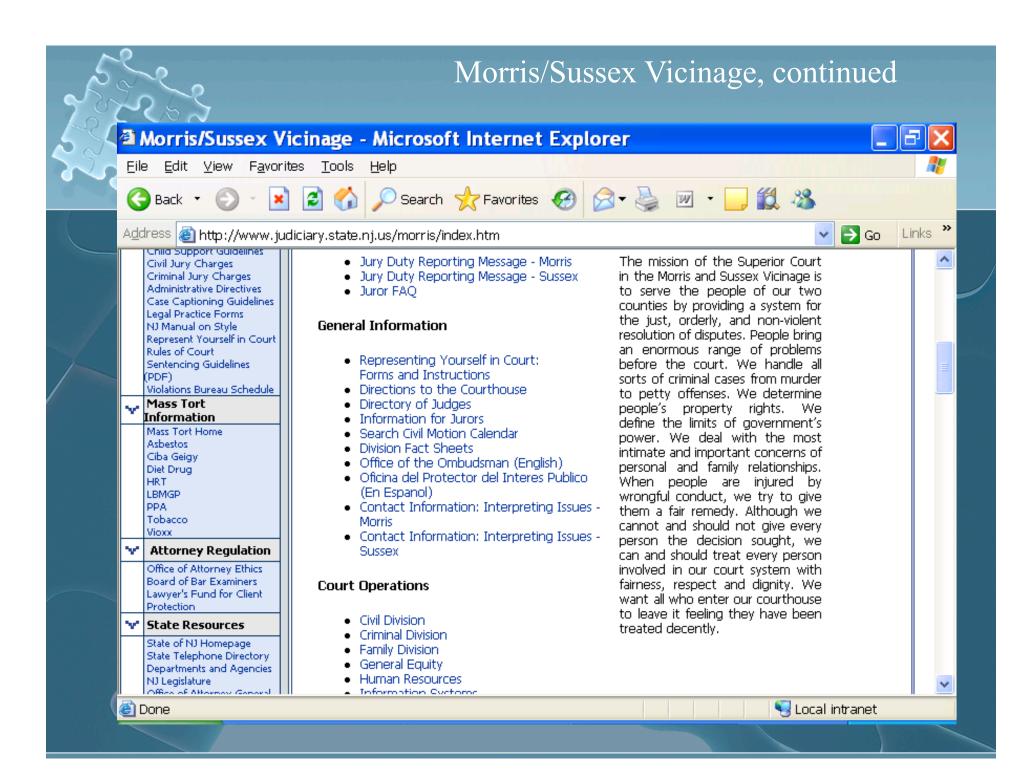
### Public Web Page – Finding Local Court Information



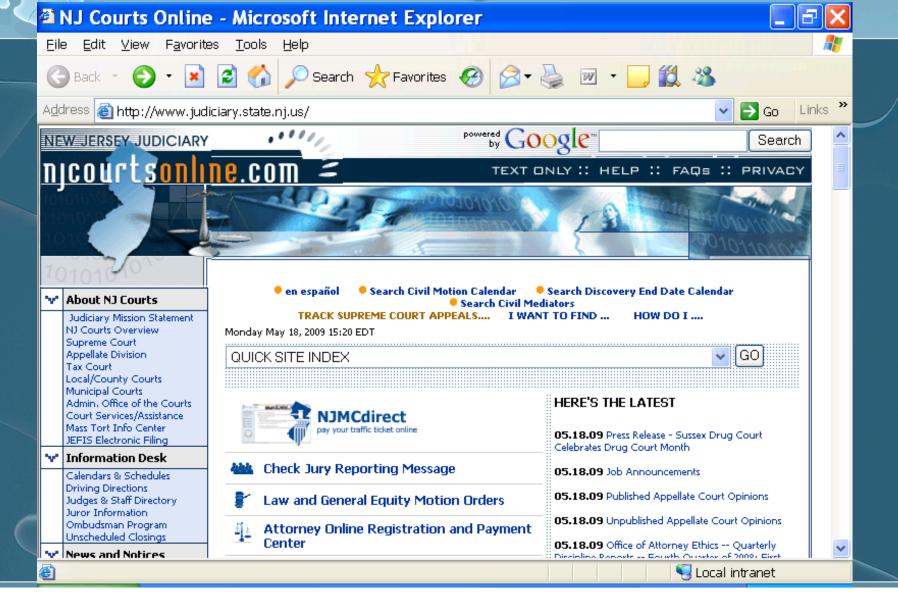




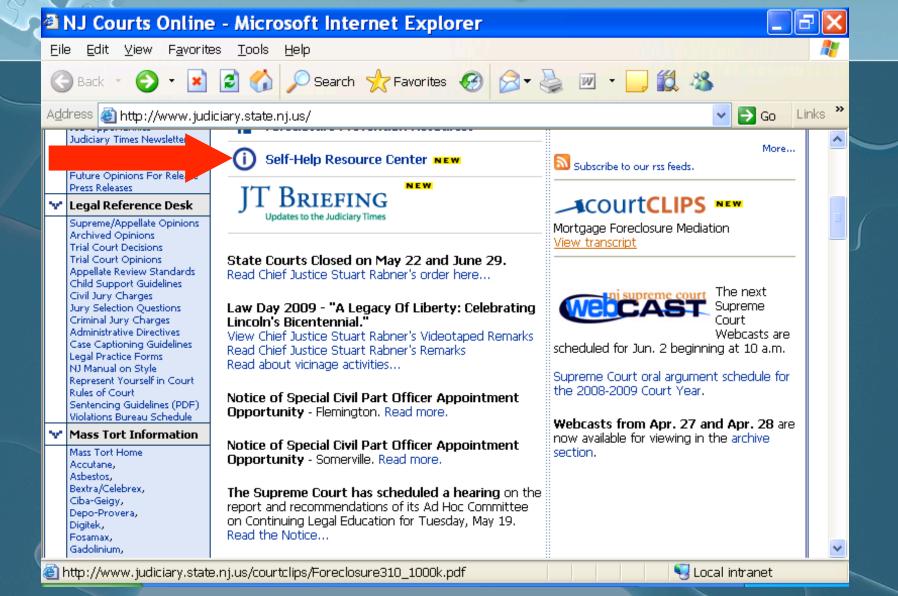




### Information for Self Represented Litigants



### Information for Self Represented Litigants



#### Self Help Resource Center Pro Se Forms - Microsoft Internet Explorer File Edit View Favorites Tools Help 💈 🏠 🔎 Search 🤸 Favorites 🚱 🔗 🗸 × W 🤇 Back 🔻 » 🔁 Go Links Address 🙆 http://www.judiciary.state.nj.us/prose/index.htm Represent Yourself in Court (Pro Se) Self-Help Resource Center Welcome to the New Jersey Courts On-Line Self-Help Center. The services offered here include general information about representing yourself in court, what the court can and cannot do for you, contact information, brochures, forms and kits, The New Jersey Judiciary prepared these materials for individuals who choose to represent themselves in some legal matters, (Someone who chooses to represent himself or herself in a court proceeding is often referred to as *pro se* which is a Latin term that means for self.) The information provided may not be appropriate for your situation. It is not legal advice and should not be substituted for it. If you have legal questions you should contact a lawyer. If you have a problem accessing a form or publication, please check our form help page. If you continue to have problems please contact the Webmaster. If you have guestions regarding the materials offered here, you may contact the ombudsman in the county where your papers will be filed. Civil Division | Criminal Division | Family Division | Municipal | Interstate Child Support | NJ Child Support Probation Divison | Tax Court | Appellate Division | Supreme Court | Legal Practice Forms General Information for Self-Represented Litigants How to Download Court Forms Tips for Completing and Filing Court Forms

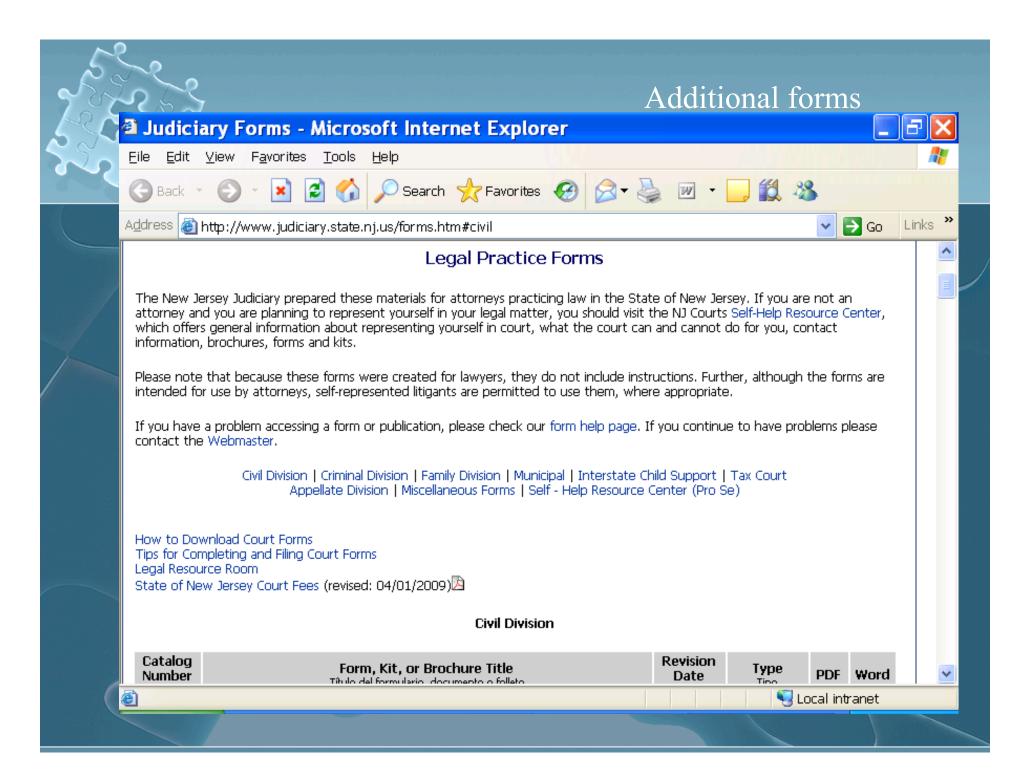
Ombudsman Program

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		Guide to the New Jersey Civil Courts	11/2007	Information	A	
		Civil Practitioners' Guide	03/2008	Information	A	=
/		<b>Superior Court Directories</b> (These directories contain up-to-date contact information a contained in individual self-help packets.)	nd should be used in I	ieu of contact info	ormation	
	11237	Directory of Civil Division County Offices	10/2008	Information	A	
		Español 🛛 Guía de las Oficinas de la División Civil de los Condados	10/2008	Información		
	10150	Directory of Superior Court Special Civil Part Clerk's Offices	02/2009	Information	A	
		Español Lista de las oficinas de los secretarios de la parte civil de los tribunales superiores	02/2009	Información	<u>1</u>	
	10153	Directory of Superior Court Deputy Clerk's Offices County Lawyer Referral and Legal Services Offices	10/2008	Information	<u>A</u>	
		Español Guía de las Oficinas de los Subsecretarios del Tribunal Superior Recomendación de Abogados de los Condados y Oficinas de Servicios Legales	10/2008	Información		
	10558	Chancery Division, Probate Part How to Become the Legal Guardian of a Person Receiving Services From the Division of Developmental Disabilities	02/01/2002	Kit	×	
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		Special Civil Part FAQs		Web Page	page	
	10281	Special Civil: A Guide to the Court	09/01/2007	Brochure	1	
		Español 🛛 Guía del tribunal civil especial	09/01/2007	Folleto	1	
	10541	How to Sue for an Amount of Money Up To \$15,000	11/2007	Kit	A	
/	10542	How to Answer a Complaint in the Special Civil Part	03/01/2006	Kit	1	
The	10543	How to File a Motion in the Special Civil Part	07/2008	Kit	A	
	10544	How to Request a Judgment or Dismissal Without a Trial (Summary Judgment)	10/31/2006	Kit	A	
	10914	How To Request a Default Judgment in the Superior Court Of New Jersey - Special Civil Part (Small Claims and Regular Special Civil Part Cases)	05/11/2007	Kit	A	
	10915	<ul> <li>How to File a Motion to Dismiss the Complaint or to Strike the Answer for Failure to Answer Interrogatories in the Special Civil Part - Print Only</li> </ul>	12/28/2006	Kit	A	
	10916	How to Apply for the Return of Your Personal Property or to Return to Your Rental Premises - Print Only	12/28/2006	Kit		
		Small Claims				
		Small Claims FAQs		Web Page	page	
	10290	Small Claims	09/01/2007	Brochure	1	
		Español Reclamaciones de menor cuantía	09/01/2007	Folleto	1	
	10148	How to Sue in Small Claims Court Up to \$3,000 - Motor Vehicle	11/2007	Kit	1	
	10151	How to Sue in Small Claims Court Up to \$3,000 - Non-Motor Vehicle	11/2007	Kit	1	
		Español Cómo entablar una demanda en el tribunal de reclamaciones de menor cuantía - casos no relacionados con un vehículo motorizado	11/2007	Paquete	A	
		Collecting After You Win in Small Claims or Special Civil Part				~
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10282	Collecting a Money Judgment	07/2008	Brochure	A	~
	Español El cobro de un fallo monetario	07/2008	Folleto		
10546	How to Get Financial Information About Someone Who Owes You Money	09/01/2004	Kit	2	
10547	How to Ask the Court to Order a Bank to Turn Over Funds That Have Been Frozen	03/01/2006	Kit	1	
10548	How to Ask the Court to Order a Wage Execution in a Special Civil Part Case	07/24/2008	Kit	A	
	Landlord-Tenant Court Landlord - Tenant FAQs		Web Page	page	
10289	Information for Landlords	11/2007	Brochure		
10288	Español Información para los propietarios Information for Tenants	11/2007 11/2007	Folleto Brochure		
10200	Español Información para los inquilinos	11/2007	Folleto		
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	Civil Part - Law Division Civil FAQs		Web Page	page	
11249	Notice to Client/Pro Se Party Pursuant to R. 4:23-5(a)(1) - Appendix II-A	09/01/2008	Form	2	
11250	Notice to Client/Pro Se Party Pursuant to R. 4:23-5(a)(2) - Appendix II-B	09/01/2008	Form	<u>A</u>	
10792	Summons (To be used with CN 10553 - How to File a Complaint)	03/2008	Form	1	
10553	How to File a Complaint in the Superior Court of New Jersey - Law Division - Civil Part	04/2008	Kit	<u>A</u>	
10554	How to File an Answer to a Complaint in the Superior Court of New Jersey - Law Division - Civil Part	04/2008	Kit	$\searrow$	
10555	How to File a Motion in the Superior Court of New Jersey - Law Division - Civil	04/2008	Kit	A	<b>~</b>
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10288	Information for Tenants	11/2007	Brochure	1	
	Español Información para los inquilinos	11/2007	Folleto	2	
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11249	Notice to Client/Pro Se Party Pursuant to R. 4:23-5(a)(1) - Appendix II-A	09/01/2008	Form		
11250	Notice to Client/Pro Se Party Pursuant to R. 4:23-5(a)(2) - Appendix II-B	09/01/2008	Form	2	
10792	Summons	03/2008	Form	A	
10553	(To be used with CN 10553 - How to File a Complaint) How to File a Complaint in the Superior Court of New Jersey - Law Division - Civil	04/2008	Kit	$\mathbb{A}$	
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10554	How to File an Answer to a Complaint in the Superior Court of New Jersey - Law Division - Civil Part	04/2008	Kit	$\searrow$	
10555	How to File a Motion in the Superior Court of New Jersey - Law Division - Civil Part	04/2008	Kit	$\searrow$	
10556	How to File a Response to a Motion in the Superior Court of New Jersey - Law Division - Civil Part	04/2008	Kit	A	
	Name Change				
10552	How to Ask the Court to Change Your Name - Minor	03/2009	Kit	À	
10551	How to Ask the Court to Change Your Name - Adult	08/2008	Kit	$\nearrow$	
	Additional Civil Division forms are available on the Legal Practice	Forms page.			
	Criminal Division				~
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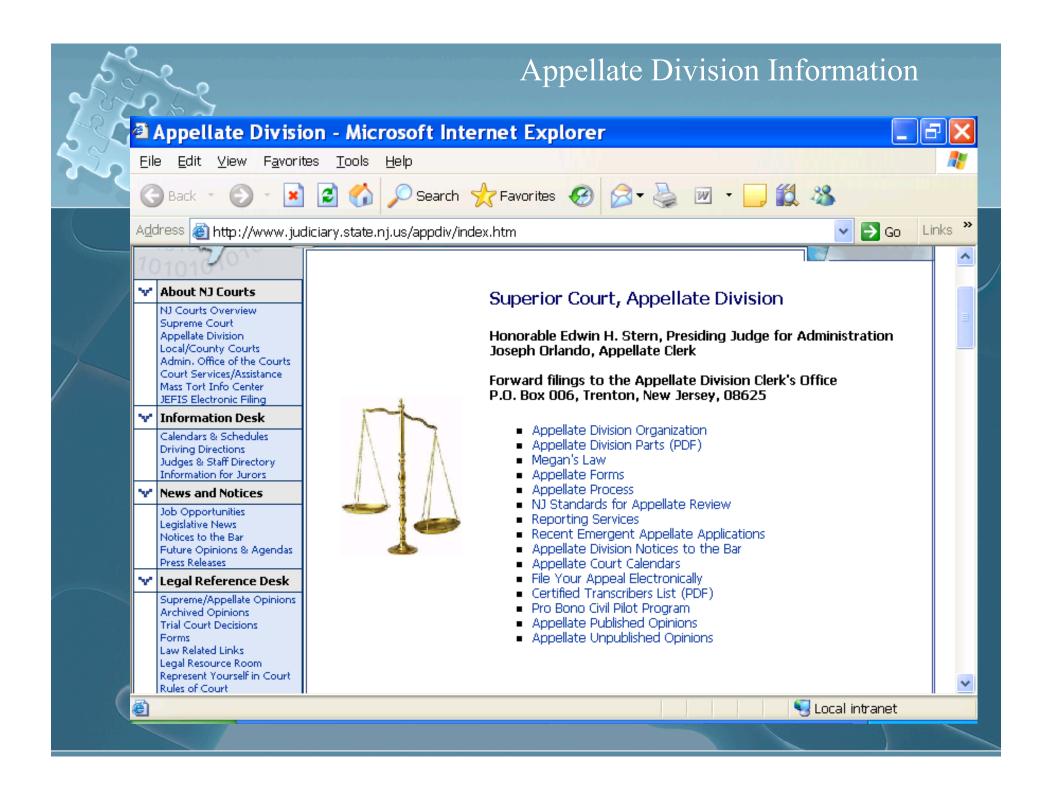


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Law Division, Civil Part       10516       Affidavit of Service       10/3/2002       Form       -         11210       Complaint       03/2008       Form       -       -         10517       Civil Case Information Statement (CIS)       03/2009       Form       -       -         10518       Discovery in Aid of Foreign Litigation       06/2007       Kit       -       -         10518       Discovery in Aid of Foreign Litigation       06/2007       Kit       -       -         10519       Doketing Foreign Litigation for Issuance of Subpoena Pursuant to Court Rule 4:11-4       06/2007       Kit       -       -         10519       Docketing Foreign Judgments Forms contained in this file include:       7/27/2005       Instructions/ Form       -       -         10519       Docketing Foreign Judgments Form A: Affidavit in Support of Application to Record a Foreign Judgment in New Jersey       -       -       -         10877       Expedited Jury Trial Form       10/20/2006       Form       -       -       -         10202       Friendly Settlement Judgment       03/25/2008       Form       -       -       -         10520       Friendly Settlement Judgment       05/19/2008       Model Order       -       -       - <th></th>	
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11210       Complaint       03/2008       Form       -         10517       Civil Case Information Statement (CIS)       03/2009       Form       -         10518       Discovery in Aid of Foreign Litigation Forms contained in this file include: Instructions       06/2007       Kit       -         10519       Discovery in Aid of Foreign Litigation Form A: Ex-Parte Petition for Issuance of Subpoena Pursuant to Court Rule 4:11-4       06/2007       Kit       -         10519       Docketing Foreign Judgments Form S: Order Pursuant to Court Rule 4:11-4       7/27/2005       Instructions/ Form       -         Instructions       Form A: Affidavit in Support of Application to Record a Foreign Judgment in New Jersey       10/20/2006       Form       -         10877       Expedited Jury Trial Form       10/20/2006       Form       -       -         11208       Filing Fee Waiver Request       03/25/2008       Form       -       -         10520       Friendly Settlement Judgment       05/19/2008 Model Order       Image: Content State	
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10520 Friendly Settlement Judgment 05/19/2008 Model Order 📷 📷	
10880 Notice and Certification to Out-of-State Counsel Licensed in New Jersey 07/16/2006 Notice/ Form	
10976 Order Extending Discovery ID /00 /0006 Form IP	

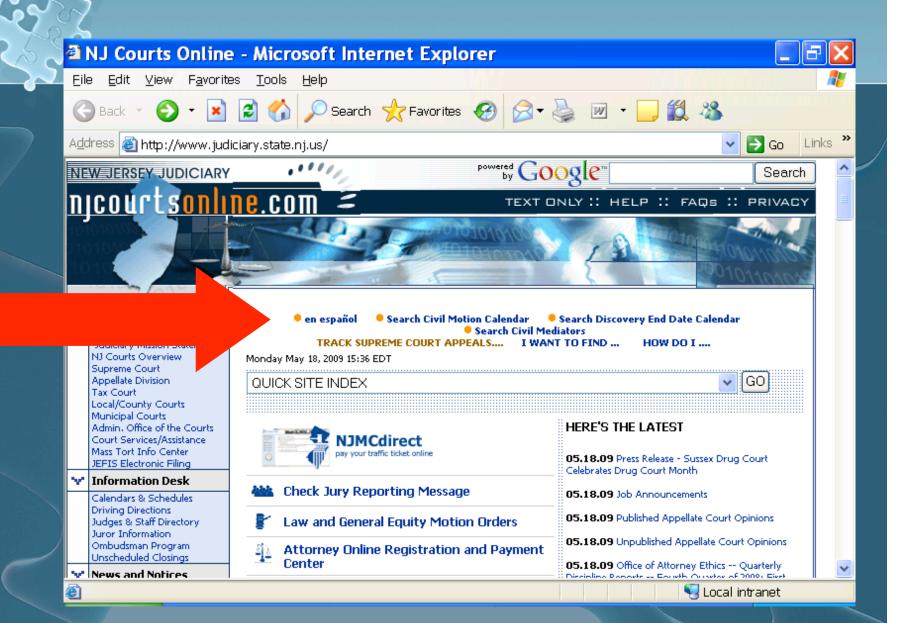
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		Family Division					-
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1	(CN) 11297	Directory of Family Division Offices	04/15/2009	Information	A		
	112.57	Español Guía a las oficinas de la división de familias del tribunal superior	04/15/2009	Información			
	11191	Certification of Non-Military Service	04/01/2008	Form	A		
612		Family Multipurpose Post-Judgment Motions					
	10483	How to Ask the Court to Change or Enforce an Order in Your Case	08/15/2008	Kit	1		
		Español Cómo pedir que el tribunal cambie o haga cumplir una orden en su caso	08/15/2008	Paquete	2		
	10482	Family Part Case Information Statement (Divorce)	09/01/2004	Kit	A		
	11223	Financial Statement for Summary Report Actions	07/07/2008	Form	<u> </u>		
	11050	Domestic Violence	00/0000	Due els we	<b>B</b>		
	11253	The Prevention of Domestic Violence Act - A Guide to the Most Frequently Asked Questions	08/2008	Brochure	1		
		Divorce - Dispute Resolution Alternatives to Conventional Litigation		<b>67</b>		×	
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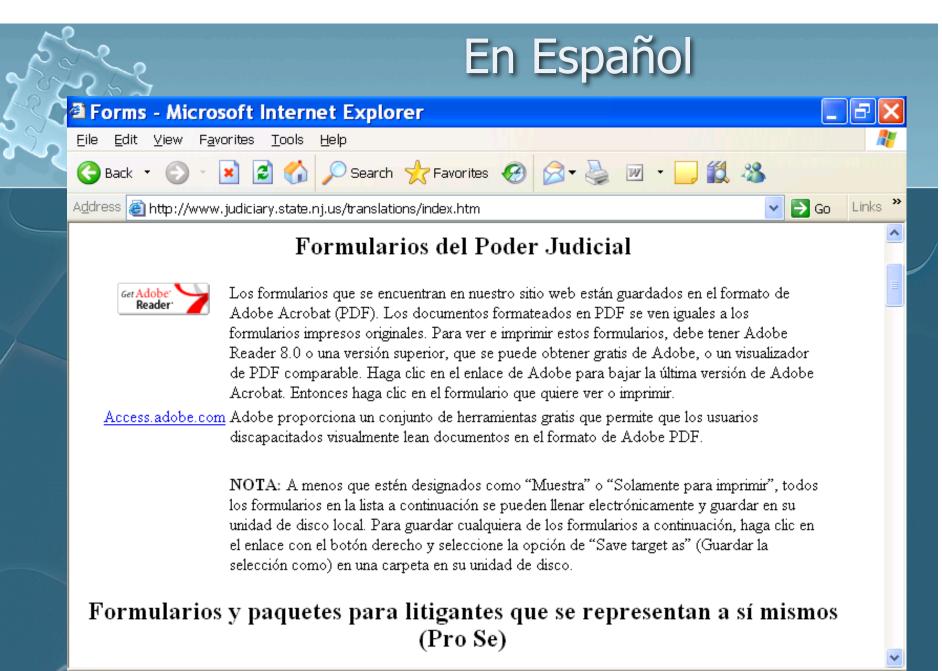
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	Appellate Division					
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	Pro Se Kits					
10559	How to Appeal a Decision of a Municipal Court	02/2001	Kit	$\searrow$		
10837	Appellate Pro Se Kit	09/01/2008	Kit	À		
10824	Board of Review Pro Se Kit	09/2006	Kit	A		
	Español Junta de Revisión - documentos para litigantes que se representan a sí mismos (Kit with Spanish instructions)	09/2006	Paquete	A		
	Individual Pro Se Instructions					
10834	Appellate Division Practice Checklist	06/2005	Instructions	1	page	
10836	Appellate Division Checklist for Brief		Instructions	1	page	
10835	Appellate Division Checklist for Preparation of Appendix		Instructions	A	page	
	Individual Pro Se Forms					
10498	Fact Sheet on Application for Emergent Relief	02/2009	Form	A		
10499	Certified Statement In Support Of Motion To Leave To Proceed As An Indigent	08/1999	Form	<b>&gt;</b>		
10500	Civil Case Information Statement	09/01/2008	Form &			

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10501		al Case Information 9	itatement				09/01/2008	Form & Instructions	A		
10502		of Appeal					09/01/2008	Form & Instructions	A		
10503		of Motion					07/1996	Form & Instructions	A		
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10538	3 A	A Guide to Filing for I	litigants withou	it Lawyers		03/08	3/2007	Kit		1	



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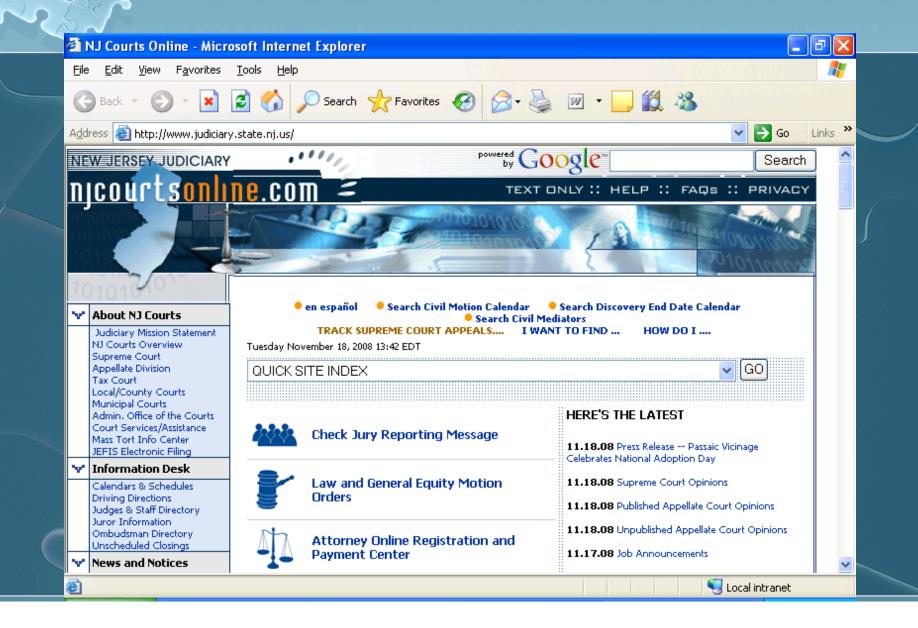


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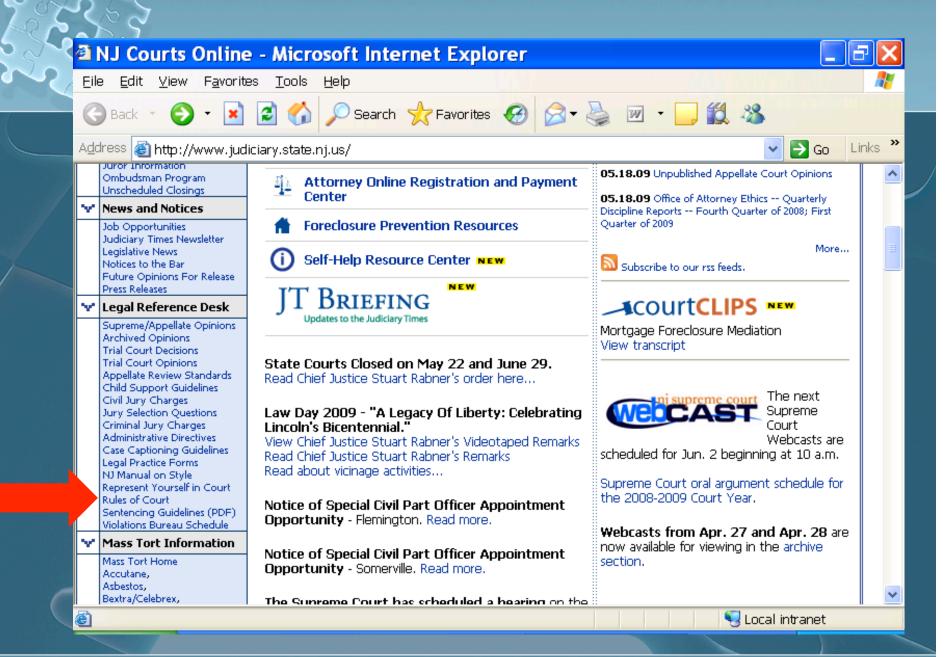
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	11218	Considere lo siguiente antes de representarse a sí mismo en el tribunal		cartel	A	
		Inglés <u>Things to Think About Before you Try to Represent Yourself in</u> <u>Court</u>		poster		
	11221	<u>Bienvenido a los tribunales de Nueva Jersey</u>		cartel	1	
		Inglés Welcome to the New Jersey Courts		poster	<b>1</b>	
	11222	<u>Bienvenido a los tribunales de Nueva Jersey - Juzgados</u> <u>Municipales</u>		cartel		
		Inglés Welcome to the New Jersey Courts - Municipal Courts		poster	2	
	11237	<u>Guía de las Oficinas de la División Civil de los Condados</u>	10/2008	Información	$\searrow$	
		Inglés Directory of Civil Division County Offices	10/2008	Information	2	
	10150	Lista de las oficinas de los secretarios de la parte civil de los tribunales superiores	02/2009	Información	A	~
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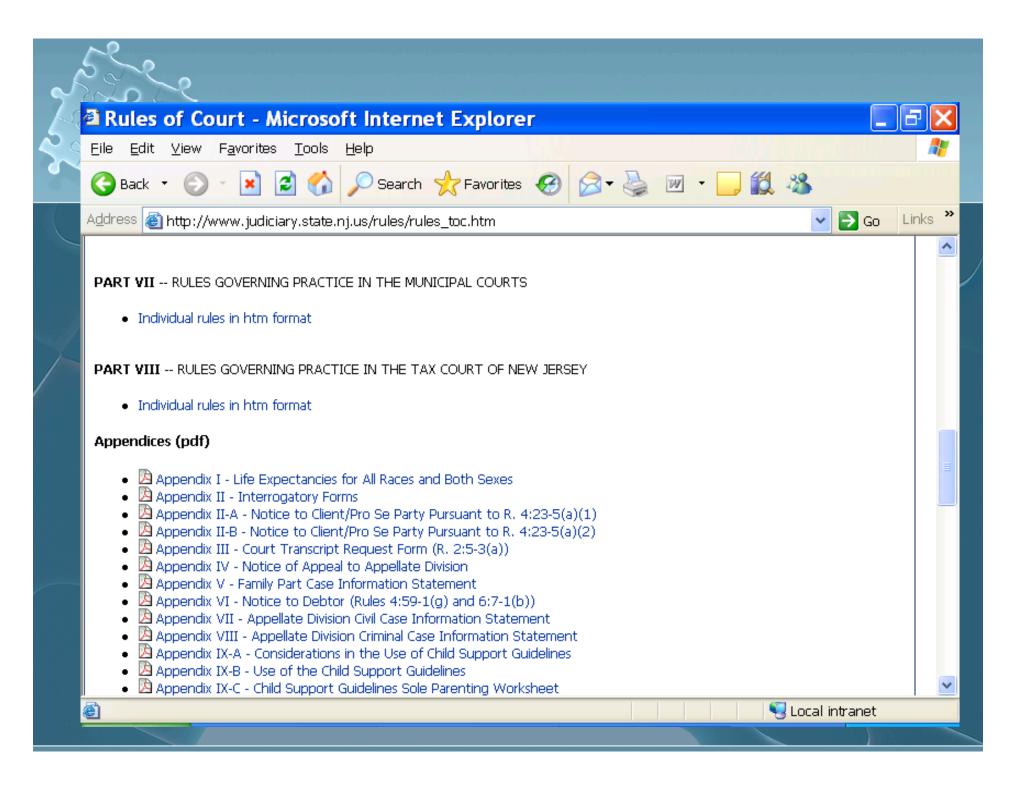


### Finding Court Rules



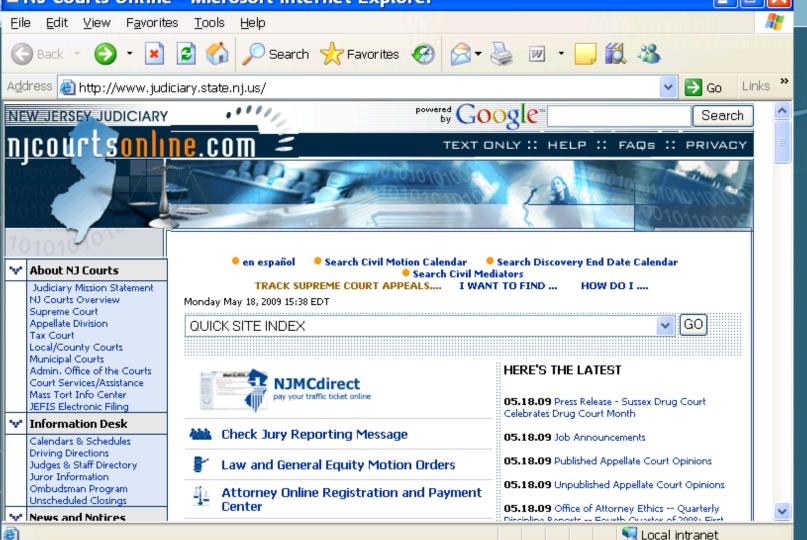
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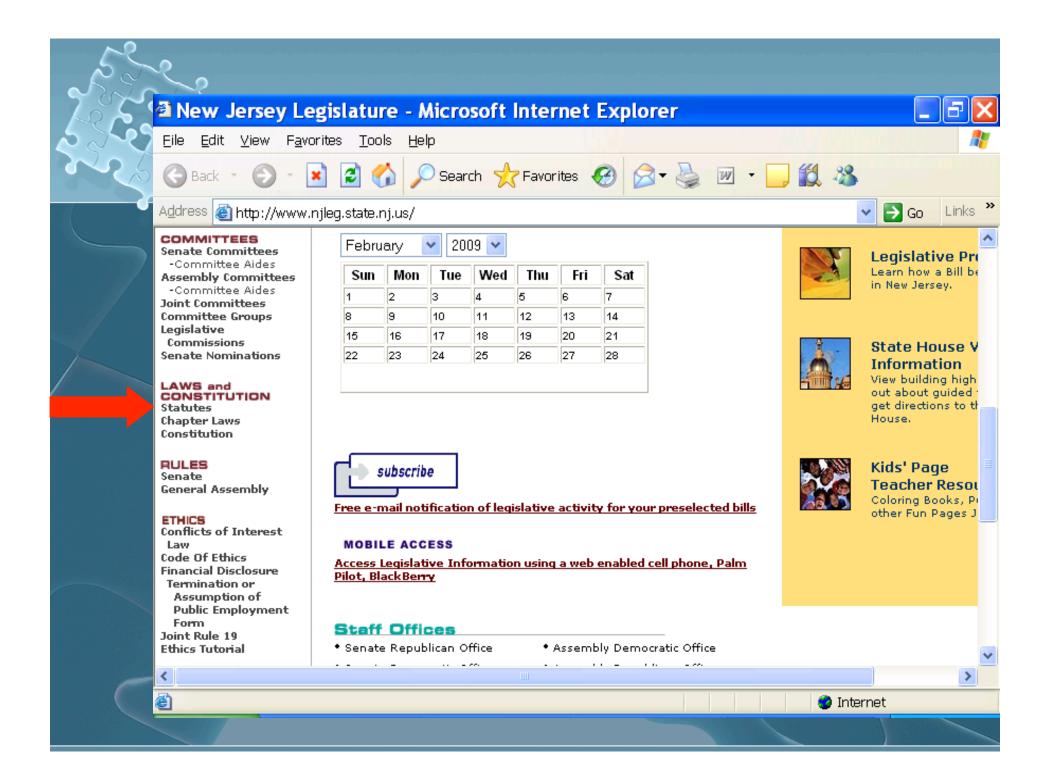
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	K	State Resources	<b>UNSCHEDULED COURT CLOSINGS AND DELAYED OPENINGS:</b> County Courthouses, the Administrative Office of the Courts, the Appellate Division, and Tax Court.	
)		State of NJ Homepage State Telephone Directory Departments and Agencies NJ Legislature Office of Attorney General Listing of State Services NJ Law Related Links	<b>PEOPLE:</b> Assignment Judges, All Superior Court Judges, Municipal Court Presiding Judges, Trial Court Administratiors, Clerks of Court, Jury Managers, Vicinage Chief Probation Officers, Administrative Office Staff, Division Managers and More	
		Federal Resources	<b>OPINIONS AND DECISIONS:</b> Recent Supreme and Appellate Opinions, Archived Supreme and Appellate Opinions at Rutgers Camden Law School Library, Trial Court	
		First Gov Portal U.S. Supreme Court Federal Judiciary Thomas: Legislative Info U.S. Code Judicial Education Center Library of Congress	Motion Decisions, Committees on Attorney Ethics, Advertising, and Unauthorized Practice of Law. SUPREME COURT SCHEDULES: Oral Argument Dates for 2007-2008 Term, Upcoming Oral Arguments and More	
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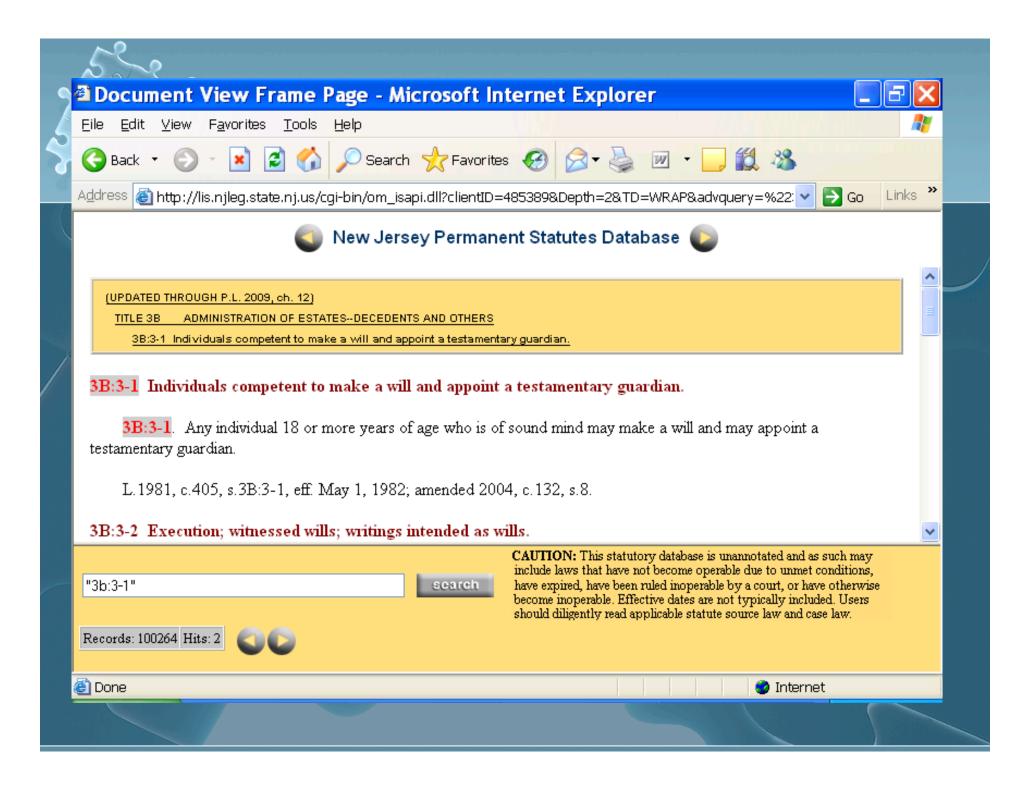
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Table of	Contents View	Frame Page -	Microsof	t Internet	Explore	r 📃	BX
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<b>4</b> 1	TITLE 2C THE NEW JERSE	EY CODE OF CRIMINAL JUS	TICE				
<b>4</b> 1	TITLE 3A ADMINISTRATIC	N OF ESTATES-DECEDEN	ITS AND OTHE	<u>RS</u>			
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# Any Questions?