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**New Jersey Judiciary**  
**Superior Court – Appellate Division**  
**Application for Permission to File Emergent Motion**

**To:** Appellate Division Emergent Judge

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

The following questions are to be answered by the attorney or self-represented litigant requesting permission to file an emergent motion. This questionnaire is designed to assist the court's determination respecting its further instructions. **Completion of This Application Does Not in Any Sense Constitute the Filing of an Appeal or Motion.** There is no right to be heard orally on an emergency application. Further instructions will come from the court.

Except by permission of the court, the only documents you may submit with this application are: a copy of the decision being appealed, any opinion or statement of reasons given by the trial judge or agency, and any order or decision denying or granting a stay. A copy of this application must be served simultaneously on both your adversary and the trial judge or agency. No answer shall be filed unless directed by the court.

If the court grants you permission to file an emergent motion and you have not previously filed a motion for leave to appeal or notice of appeal (whichever is applicable), you must simultaneously file one. See [njcourts.com](http://njcourts.com) for notice of appeal and Court Rules. You must also pay the applicable filing fee (\$50 for a motion for leave to appeal; \$250 for a notice of appeal), direct the charging of an attorney's account with the Superior Court, or file a motion to proceed as an indigent and supporting certification.

Case Name: \_\_\_\_\_

Appellate Division Docket Number: (if available): \_\_\_\_\_

Trial Court or Agency Docket Number: \_\_\_\_\_

1. What is the vicinage of the matter? (i.e., what judge, in what county or what agency entered the decision?)

2. a) What is your name, address, including any e-mail address, phone number and fax number?  
  
b) Who do you represent? (i.e., client, yourself)
3. List the names of all other parties and name, address, including any known e-mail address, phone number and fax number of attorney for each.
4. What is the nature of the emergency?
5. What is the irreparable harm, and when do you expect this harm to occur?

6. What relief do you seek?
7. Do you have a written order or judgment entered by the trial judge or a written agency decision?  
**You must attach a copy of the order, judgment or decision.**
8. a) Have you filed for a stay before the trial court or agency?
- b) If so, do you have a court order or agency decision denying or granting same?  
**Attach a copy of any such order or decision. Before you seek a stay from the Appellate Division, you must first apply to the trial court or agency for a stay and obtain a signed order or decision or other evidence of the ruling on your stay application. (Court Rules 2:9-5 and 2:9-7)**
9. If you did not immediately seek a stay from the trial court or agency, or if you did not immediately file this application with the Appellate Division after the trial court or agency denied your stay application, explain the reasons for the delay.

10. Are there any claims against any party below, either in this or a consolidated action, which have not been disposed of, including counterclaims, cross-claims, third-party claims and applications for counsel fees?  
**If so, the decision is not final, but rather interlocutory, and leave to appeal must be sought. (Court Rules 2:2-4 and 2:5-6)**
  
11. If the order or agency decision is interlocutory (i.e., not final), are you filing a motion for leave to appeal?
  
12. If interlocutory, are you filing a motion to stay the trial court or agency proceeding?
  
13. If the order, judgment or agency decision is final, have you filed a notice of appeal?

14. What is the essence of the order, judgment or agency decision?
15. a) Has any aspect of this matter been presented to or considered by another judge or part of the Appellate Division by emergent application or prior appeal proceedings? If so, which judge or part?
- b) Have the merits briefs been filed in this matter? If so, has the matter been calendared to a part of the Appellate Division?
16. a) Have you served simultaneously a copy of this application on both your adversary and the trial judge or agency?
- b) If so, specify method of service.

17. a) Have any transcripts been ordered (particularly of the trial judge's challenged ruling)?

b) If so, when will the transcript(s) be available?

18. Please give a brief summary of the facts of your case.

19. What legal citation (i.e., statute, regulation, court case) is most important for the proposition that you are likely to prevail on appeal?

By signing below, I certify that this application is made in good faith, and not for any improper purpose such as to harass or to cause unnecessary delay or expense. I further certify that the factual statements contained in this application are true to the best of my knowledge.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print/Type Name of Attorney or Self-Represented Litigant

\_\_\_\_\_  
Signature of Attorney or Self-Represented Litigant

**Superior Court of New Jersey  
Appellate Division**

Appellate Division

Docket Number

(if available) \_\_\_\_\_

Trial Court or

Agency Below: \_\_\_\_\_

Trial Court or

Agency Docket

Number: \_\_\_\_\_

\_\_\_\_\_  
Case Name

**Disposition on Application for  
Permission to File  
Emergent Motion - Denied**

**Do Not Fill in This Section – For Court Use Only**

The application of \_\_\_\_\_ for leave to file an emergent motion on short notice is **Denied** for the following reasons:

- The application on its face does not concern a threat of irreparable injury, or a situation in which the interests of justice otherwise require adjudication on short notice. The applicant may file a motion with the Clerk's Office in the ordinary course.
- The threatened harm or event is not scheduled to occur prior to the time in which a motion could be filed in the Clerk's Office and decided by the court. If the applicant promptly files a motion with the Clerk's Office it shall be forwarded to a Panel for decision as soon as the opposition is filed.
- The applicant did not apply to the trial court or agency for a stay, and obtain a signed court order, agency decision or other evidence of the ruling before seeking a stay from the Appellate Division.
- The application concerns an order entered during trial or on the eve of trial as to which there is no prima facie showing that the proposed motion would satisfy the standards for granting leave to appeal.
- The timing of the application suggests that the emergency is self-generated, given that no good explanation has been offered for the delay in seeking appellate relief. Due to the delay, we cannot consider a short-notice motion within the time frame the applicant



seeks, without depriving the other party of a reasonable time to submit opposition. And the magnitude of the threatened harm does not otherwise warrant adjudicating this matter on short notice despite the delay. If the applicant promptly files a motion with the Clerk's Office it shall be forwarded to a Panel for decision as soon as the opposition is filed.

Other reasons:

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, J.A.D.

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Date

**Superior Court of New Jersey  
Appellate Division**

Appellate Division

Docket Number

(if available) \_\_\_\_\_

Trial Court or

Agency Below: \_\_\_\_\_

Trial Court or

Agency Docket

Number: \_\_\_\_\_

\_\_\_\_\_  
Case Name

**Disposition on Application for  
Permission to File  
Emergent Motion - Granted**

**Do Not Fill in This Section – For Court Use Only**

The application of \_\_\_\_\_ for leave to file an emergent motion on short notice is **Granted** on the following terms:

- A. By no later than \_\_\_\_\_, one copy of the motion for emergent relief must be delivered to the chambers of Judges \_\_\_\_\_ and \_\_\_\_\_, and to all counsel/self-represented litigants. Copies must also be sent to the trial judge or agency whose decision is being appealed. If this is a newly-filed appeal, one copy each of the notice of appeal or motion for leave to appeal, and any application for a fee waiver, must also be delivered to the judges and all counsel/self-represented parties.
- If the applicant is a self-represented litigant, the applicant must file the original and one copy of the motion for emergent relief with the Clerk of the Appellate Division in Trenton, by no later than the day after those papers are due to the judges' chambers, \_\_\_\_\_. If the matter is not yet pending in the Appellate Division, the applicant must, on that same schedule, file with the Clerk's Office, attention Emergent Applications Unit, the original and one copy of a notice of appeal or motion for leave to appeal, together with the required fees or an application for a fee waiver. Failure to overnight mail or hand deliver papers to the Clerk's Office or to submit the required fees may result in dismissal of the appeal and vacating of any stays granted.
- If the applicant is a licensed, practicing New Jersey attorney, the emergent motion papers shall be electronically filed with the Clerk of the Appellate Division

through the eCourts Appellate e-filing system. If the matter is not yet pending in the Appellate Division, the applicant must also electronically file a notice of appeal or motion for leave to appeal through the eCourts Appellate system along with the emergent motion. Failure to electronically file papers through the eCourts Appellate e-filing system may result in dismissal of the appeal and vacating of any stays granted.

- B. Any opposition must be served and filed/e-filed by no later than \_\_\_\_\_.
- C. No reply submissions will be allowed.
- D. A copy of all papers shall be emailed to [AppellateJudge.Mailbox@njcourts.gov](mailto:AppellateJudge.Mailbox@njcourts.gov) That email will suffice as service on the Judges' Chambers.
- E. Pending the court's disposition of the emergent motion, a temporary stay/other relief pursuant to Rule 2:9-8 is:
  - Denied**
  - Granted**

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F. Other terms:

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\_\_\_\_\_, J.A.D.

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\_\_\_\_\_ Date