



How to File a Response to a Motion in the Superior Court of New Jersey - Law Division - Civil Part

Who Should Use This Packet?

You should use this packet if you are a party to a lawsuit and you have received a Notice of Motion and supporting documents from another party in your case and you want to object to what that person is asking for.

Unless you have received a motion for summary judgment, you **MUST** respond to the moving papers **at least 8 days before the return date listed on the Notice of Motion**. A summary judgment motion requires that the response be filed at least **10** days before the return date.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the [forms](#) will be available at the county courthouse or on the Judiciary's Internet site [njcourts.gov](#). However, you are ultimately responsible for the content of your court papers. With limited exceptions, any paper filed with the court can be looked at by the public.

Completed forms are to be submitted to the county where you are filing your case. A list of [Superior Court Offices](#) is provided at the customer counter or at [njcourts.gov](#).

Things to Think About Before You Represent Yourself in Court

Try to Get a Lawyer

The court system can be confusing, and it is a good idea to get a lawyer if you can. The law, the proofs necessary to present your case, and the procedural rules governing cases in the Law Division, Civil Part are complex. Since valuable claims or potentially heavy judgments may be at stake, most litigants appearing in the Law Division, Civil Part have a lawyer. If you are being sued, please contact your insurance company to see if it might provide a lawyer for you. Most likely, your opponent will be represented by a lawyer. It is recommended that you make every effort to obtain the assistance of a lawyer. If you cannot afford a lawyer, you may contact the legal services program in your county to see if you qualify for free legal services. Their telephone number can be found online under “Legal Aid” or “[Legal Services](#).”

If you do not qualify for free legal services and need help in locating an attorney, you can contact the bar association in your county. Most county bar associations have a [Lawyer Referral Service](#). The County Bar Lawyer Referral Service can supply you with the names of attorneys in your area willing to handle your particular type of case and will sometimes consult with you at a reduced fee.

There are also a variety of organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask your county court staff for a list of lawyer referral services that include these organizations.

If you decide to proceed without an attorney, these materials explain the procedures that must be followed to have your papers properly filed and considered by the court. These materials do not provide information on the law governing your claims or defenses; information on how to conduct pretrial discovery; information on alternative dispute resolution procedures, such as arbitration or mediation, that may be available or required in your case; information on the kinds of evidence you need to prove your claims or defenses at trial; or information on other procedural and evidentiary rules governing civil lawsuits.

What You Should Expect If You Represent Yourself

While you have the right to represent yourself in court, you should not expect special treatment, help, or attention from the court. The following is a list of some things the court staff can and cannot do for you. Please read it carefully before asking the court staff for help.

- We *can* explain and answer questions about how the court works.
- We *can* tell you what the requirements are to have your case considered by the court.
- We *can* give you some information from your case file.
- We *can* provide you with samples of court forms that are available.
- We *can* provide you with guidance on how to fill out forms.
- We *can* usually answer questions about court deadlines.

- We *cannot* give you legal advice. Only your lawyer can give you legal advice.
- We *cannot* tell you whether or not you should bring your case to court.
- We *cannot* give you an opinion about what will happen if you bring your case to court.
- We *cannot* recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
- We *cannot* talk to the judge for you about what will happen in your case.
- We *cannot* let you talk to the judge outside of court.
- We *cannot* change an order issued by a judge.

Keep Copies of All Papers

Make and keep copies of all completed forms and documents related to your case.

Definitions of Words Used in This Packet

Brief - A *brief* is a written argument submitted to the court in which you present the facts and the history of your case and the legal argument supporting the request you have made to the court in your motion.

Calendar Motion - A *calendar motion* asks the court for a ruling related to the scheduling or timing of your case, such as a motion for more time to file papers. Before filing a calendar motion, the moving party must try to resolve the matter with the other party(ies) in the case.

Certification - A *certification* is a written statement you make when you file your papers with the court in which you state that all the information contained in the papers is true to the best of your knowledge.

Discovery Motion - A *discovery motion* asks the court for a ruling on some phase of the discovery process such as a motion for more specific answers to interrogatories, a motion to compel depositions. Before filing a discovery motion, the moving party must try to resolve the matter with the other party(ies) in the case.

Docket Number - A *docket number* is the number the court assigns to a case so that it may be identified and located easily. You **must** include the docket number on all your communications regarding your case. **Note: Documents without a docket number cannot be filed.**

Motion - A *motion* is an application to the court for a specific order or ruling to be made in favor of the person making the motion (the movant).

Motion Day - Courts hear motions on specified days (usually Fridays) on the court calendar called *motion days*. You should obtain the motion schedule online from the judiciary website at: njcourts.gov. It is the litigant's responsibility to contact the courthouse in the county where the case is filed to inquire about the motion day and to confirm if a case is scheduled for a hearing.

Movant or moving party - The *movant or moving party* is the person who is bringing the motion.

Notice of Motion - A *Notice of Motion* is the form used to inform the court and all opposing parties that the moving party is seeking a specific ruling or order from the court. A Notice of Motion must identify the courthouse where the motion will be heard (the courthouse in the county where the case is filed).

Definitions of Words Used in This Packet (continued)

Oral Argument - *Oral argument* refers to the appearance in court by the parties to present their positions to the judge in person. Either side may request oral argument, but the decision on whether there will be oral argument is up to the judge. If oral argument is not requested by either of the parties or the judge, the motion will be decided “on the papers.”

Pro se - *Pro se* is a Latin term that means “on one’s own behalf.” A plaintiff or defendant in a lawsuit who does not have an attorney is said to be appearing *pro se*.

Proof of Mailing - *Proof of mailing* is the form in which you provide the dates and method you used to give the other parties copies of the papers that you filed in court.

Proposed Form of Order - A *proposed order* is a form that the judge can use to either grant or deny the relief sought in the motion. Every motion must be accompanied by a proposed form of order.

Return date - The *return date* is the date on which the court will consider the motion. If you request oral argument, you must appear before the judge. If no oral argument is requested, the matter will be decided “on the papers.” That is, the judge will decide the motion on what has been submitted in the moving papers and in the opposition papers, without having anyone appear in court.

Summary judgment - A motion for *summary judgment* asks the court to resolve the case in the moving party’s favor without a trial because there is no dispute over the facts of the case and the law supports the moving party’s position.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8.5” x 11” white paper only. Forms may not be filed on a different size or color paper.

Steps Take to Respond to a Motion

STEP 1: Complete the *Certification in Opposition to Motion and Certification of Service (Form A)*.

The *Certification in Opposition to Motion* tells the court the reasons why you object of the ruling requested by your adversary and why the court should deny the request. Fill in the required information.

You must indicate whether you want to waive oral argument and let the judge decide the motion on the papers or not. If you request oral argument, you must tell the court why you think it is necessary.

Note: The judge makes the decision on whether there should be oral argument. The judge may request it even if neither party asked for it. Similarly, the judge may deny the request for oral argument.

The *Certification of Service* tells the court the date on which you mailed the copies of your response to your adversary.

STEP 2: Prepare Your Response for Mailing

Checklist – You will need the following items

- _____ The original of your *Certification in Opposition to Motion* for filing in court. If you want the court to return a copy stamped “filed,” you should include a copy and a stamped self-addressed envelope.
- _____ One copy of the *Certification* for each party to the lawsuit

STEP 3: Mail the *Certification in Opposition to Motion* to Your Adversary and Any Other Party to the Lawsuit.

You must serve your adversary no later than 8 days before the specified return date of the notice of motion (10 days if it is opposition to a motion for summary judgment). While the court rules do not require you to send your papers by certified mail, it is suggested that you send your *certification* by regular and certified mail, return receipt requested. You will then have the green card when it is returned to you as proof of service.

STEP 4: Mail or Deliver the *Certification in Opposition to Motion* to the Court.

You can file your papers electronically through JEDS, by mail or in person with the court. The court address is available on the Judiciary’s website, njcourts.gov. If you mail the papers, we recommend that you use certified mail, return receipt requested.

Mail, deliver or submit electronically to the court the original of the *Certification*. If you want the court to return a copy marked “filed” to you, include a copy of the certification along with a

self-addressed, stamped envelope.

Keep copies of all papers you provide to the court or any other party. Make and keep for yourself copies of all completed forms and any canceled checks, money orders, receipts, bills, contract estimates, letters, leases, photographs, and other important papers that relate to your case.

The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. Please contact the local ADA coordinator to request an accommodation. Contact information is available at njcourts.gov.

The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible. Contact information is available at njcourts.gov.

Instructions for Completing the Certification in Opposition to Motion (Form A)

1. At the top left of the form, enter your name, address, daytime phone number, and email address. If you are not an attorney, leave the *Attorney ID* field blank.
2. On the line labeled *Plaintiff(s)*, type or print the plaintiff's name.
3. On the line labeled *Defendant(s)*, enter the name(s) of the defendants listed on the complaint.
4. On the line labeled *County*, enter the county where the case is filed.
5. On the line labeled *Docket No.*, enter the docket number. This information can be found in the complaint that was served on you.
6. On the line that says *I, _____, am the* *plaintiff* / *defendant in the above-captioned matter*, enter your name, then select the appropriate party (plaintiff or defendant).
7. After the text *I hereby enter my objection to the Motion to*, enter the type of motion you were served with.
8. Select the appropriate party (plaintiff or defendant) for *filed by the*.
9. After the line *This motion should be denied because*, state the facts supporting why your opposition to the motion should be granted. Attach additional sheets if necessary.
10. Under *Pursuant to R. 1:6-2(d), the undersigned*, select one of the checkboxes regarding oral arguments. If you select *Requests oral argument for the following reasons*, state your reasons for doing so in the space following the checkbox.
11. Date and sign the form and print your name under the signature. **Note:** when you fill out this form, you are certifying that the statements made on the form are true. If you willfully make false statements, you may be subject to punishment.

Instructions for Completing the Certification of Service (Form A)

1. Enter the date you mailed copies of the documents to your adversaries.
2. Select the mailing method you used (regular or certified mail). If you sent it by both regular and certified mail, return receipt requested, check both.
3. List the name and address for each party to the lawsuit. If the party is represented by an attorney, enter the attorney's name and address and enter which party the attorney represents. If the party is *pro se* you may send the papers directly to that individual.
4. Date and sign the form, and print your name under the signature.

Form A

NOTICE: This is a public document. Do not enter personal identifying information on it, such as your Social Security number, driver’s license number, active bank or credit card accounts, or military status. This document as submitted will be available to the public upon request.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Email Address _____

Telephone Number _____

Superior Court of New Jersey

Law Division - Civil Part

_____ County

Docket Number _____

_____,
Plaintiff,

v.

_____,
Defendant(s).

Civil Action

**Certification in Opposition
to Motion**

I, _____, am the plaintiff / defendant in the
above-captioned matter. I hereby enter my objection to the Motion to

_____ filed by the plaintiff / defendant.

This motion should be denied because:

Pursuant to R. 1:6-2(d), the undersigned: (check one)

Waives oral argument and consents to disposition on the papers.

Requests oral argument if this matter is contested.

Form A

Requests oral argument for the following reasons:

I certify that the above statements made by me are true and that if any of the statements are willfully false, I am subject to punishment.

Date

Signature

Print Name

Form A

Certification of Service

I further certify that on _____, I sent my opposition to the motion to the following by:
(check which mailing method you chose. If you sent it by both regular and certified mail,
return receipt requested, check both)

regular mail certified mail, return receipt requested

List each party to the lawsuit. Send your opposition to the attorney if the party is represented
by counsel; if the party is *pro se* you may send the papers directly to that individual.

Name _____ Name _____

Address _____ Address _____

Attorney for _____ Attorney for _____

Date _____

Signature

Print Name