

**Topic:**  
 eCourts- Landlord Tenant Complaint

**Summary:**  
 This guide will explain how attorneys can efile a Landlord Tenant Complaint.

**Audience:**  
 eCourts registered attorneys

**Support:**  
 For support, please call 609-421-6100.

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**Initiate New Case**

1. To begin the filing process, select **Special Civil Part** from the dropdown.
2. Select the **eFiling** tab or click the **eFile** button to proceed to file the complaint.
3. On the following screen, click the **New Case** button to initiate a new case.



Judiciary eCourts System - Special Civil Part

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eCOURTS HOME | eFILING | CASE JACKET

User: \_\_\_\_\_ Firm: \_\_\_\_\_

Welcome to eCourts

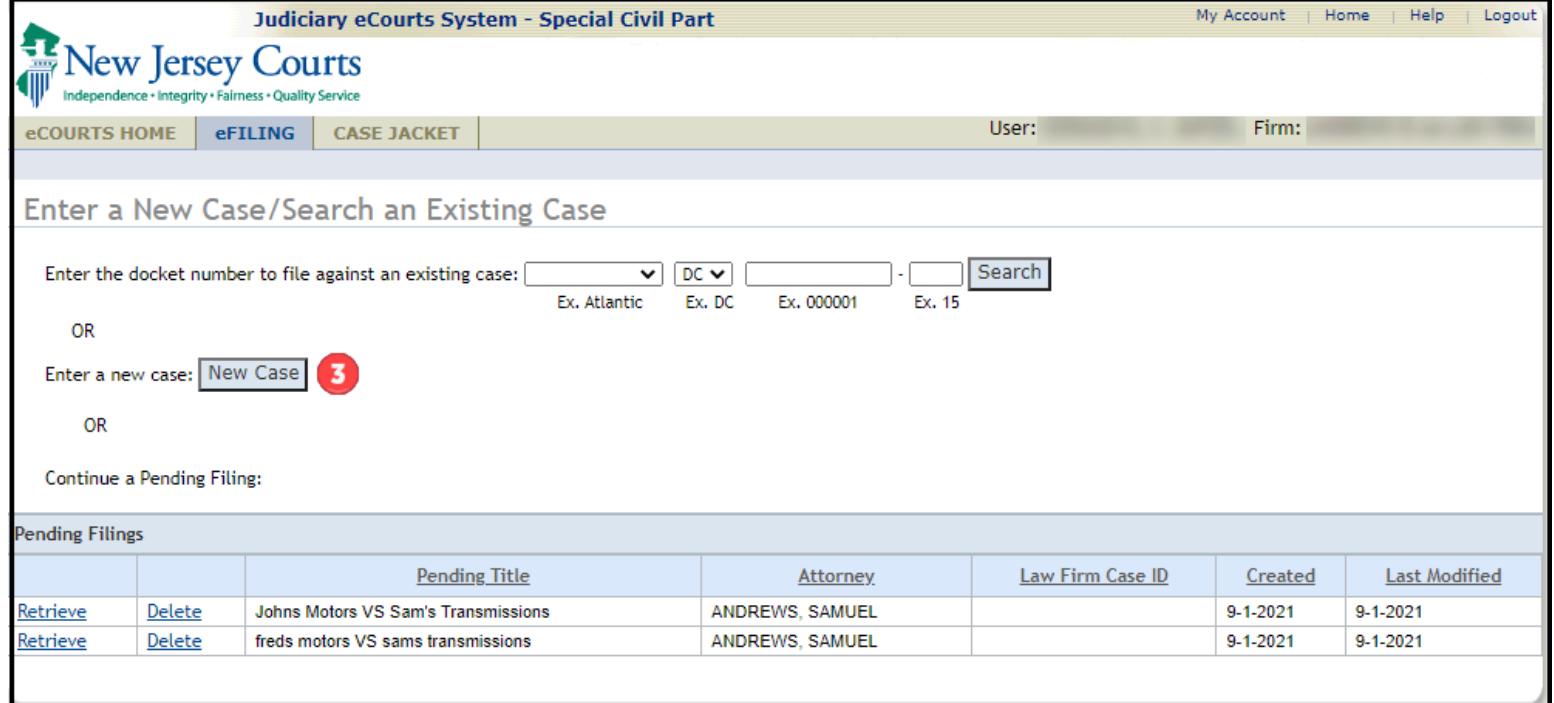
Select Court/Division: Special Civil Part 2 eFile View Case Jacket

1

**eCourts Support and Contact Info**  
 Judiciary Help Desk: 609-421-6100  
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days  
 Need help? Check out our [training materials](#) and [FAQ](#)


**Announcements**  
 There are no announcements.

To Return to Verify Firm and Email Screen click "Back" Back



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User: \_\_\_\_\_ Firm: \_\_\_\_\_

**Enter a New Case/Search an Existing Case**

Enter the docket number to file against an existing case: \_\_\_\_\_ DC \_\_\_\_\_ - \_\_\_\_\_ Search  
Ex. Atlantic Ex. DC Ex. 000001 Ex. 15

OR

Enter a new case: New Case 3

OR

Continue a Pending Filing:

**Pending Filings**

		Pending Title	Attorney	Law Firm Case ID	Created	Last Modified
<a href="#">Retrieve</a>	<a href="#">Delete</a>	Johns Motors VS Sam's Transmissions	ANDREWS, SAMUEL		9-1-2021	9-1-2021
<a href="#">Retrieve</a>	<a href="#">Delete</a>	freds motors VS sams transmissions	ANDREWS, SAMUEL		9-1-2021	9-1-2021

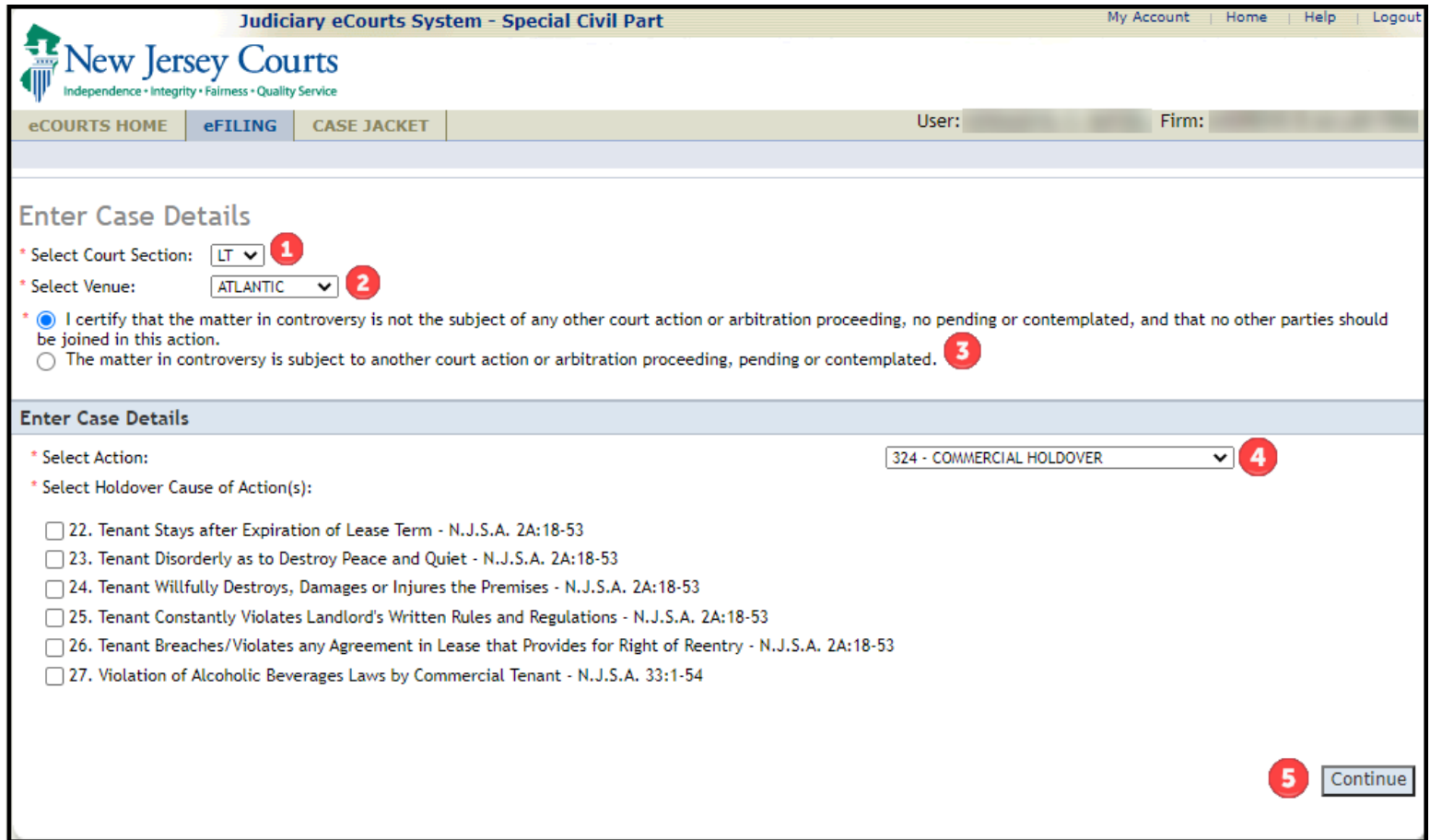
**Enter Case Details**

Once on the Enter Case Details screen:

1. Select the desired **Court Section**, in this case it will be **LT**.
2. Select the appropriate **venue (county)**.
3. Select the applicable certification for the case being filed.
4. Select the desired action and answer the presented questions.

**NOTE:** Depending on the selected action, users will be presented with a series of questions specific to the selected action.

5. Once complete, click **Continue**.



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User: \_\_\_\_\_ Firm: \_\_\_\_\_

**Enter Case Details**

\* Select Court Section:  **1**

\* Select Venue:  **2**

\*  I certify that the matter in controversy is not the subject of any other court action or arbitration proceeding, no pending or contemplated, and that no other parties should be joined in this action. **3**

The matter in controversy is subject to another court action or arbitration proceeding, pending or contemplated.

**Enter Case Details**

\* Select Action:  **4**

\* Select Holdover Cause of Action(s):

- 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53
- 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53
- 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53
- 25. Tenant Constantly Violates Landlord's Written Rules and Regulations - N.J.S.A. 2A:18-53
- 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53
- 27. Violation of Alcoholic Beverages Laws by Commercial Tenant - N.J.S.A. 33:1-54

**5**

**Questions for “Commercial Holdover” case type:**

**Enter Case Details**

\* Select Action: 324 - COMMERCIAL HOLDOVER ▼

\* Select Holdover Cause of Action(s):

- 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53
- 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53
- 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53
- 25. Tenant Constantly Violates Landlord's Written Rules and Regulations - N.J.S.A. 2A:18-53
- 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53
- 27. Violation of Alcoholic Beverages Laws by Commercial Tenant - N.J.S.A. 33:1-54

[Continue](#)

**Questions for “Commercial Holdover Non-Payment” case type:**

**Enter Case Details**

\* Select Action: 322 - COMMERCIAL HOLDOVER NON-PAYMENT ▼

\* Select Holdover Cause of Action(s):

- 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53
- 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53
- 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53
- 25. Tenant Constantly Violates Landlord's Written Rules and Regulations - N.J.S.A. 2A:18-53
- 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53
- 27. Violation of Alcoholic Beverages Laws by Commercial Tenant - N.J.S.A. 33:1-54

\* The total number of months of unpaid rent is:  (Number from 01-99)

\* The first month of unpaid rent was:  (Month)  (Year)

\* The amount due and owing by the tenant in this case is: \$  0.00

[Continue](#)

**Questions for “Commercial Non-Payment” case type:**

**Enter Case Details**

\* Select Action: 326 - COMMERCIAL NON-PAYMENT ▼

\* The total number of months of unpaid rent is: (Number from 01-99)

\* The first month of unpaid rent was: (Month) (Year)

\* The amount due and owing by the tenant in this case is: \$ 0.00

[Continue](#)

**Questions for “Residential Holdover” case type:**

**Enter Case Details**

\* Select Action: 323 - RESIDENTIAL HOLDOVER ▼

\* Select Holdover Cause of Action(s):

<p><input type="checkbox"/> 1. Disorderly Tenant - N.J.S.A. 2A:18-61.1(b)</p> <p><input type="checkbox"/> 2. Willful or Gross Negligent Damage to Premises - N.J.S.A. 2A:18-61.1(c)</p> <p><input type="checkbox"/> 3. Violation of Rules and Regulations - N.J.S.A. 2A:18-61.1(d)</p> <p><input type="checkbox"/> 4. Violation of the Lease Covenants - N.J.S.A. 2A:18-61.1(e)</p> <p><input type="checkbox"/> 5. Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency - N.J.S.A. 2A:18-61.1(e)</p> <p><input type="checkbox"/> 6. Failure to Pay Rent After Increase - N.J.S.A. 2A:18-61.1(f)</p> <p><input type="checkbox"/> 7. Demolish/Board Up Premises - N.J.S.A. 2A:18-61.1(g)</p> <p><input type="checkbox"/> 8. Permanently Retiring Residential Building/Mobile Home Park from Residential Use - N.J.S.A. 2A:18-61.1(h)</p> <p><input type="checkbox"/> 9. Reasonable changes to Lease at End of Lease Term that Tenant Refuses to Accept - N.J.S.A. 2A:18-61.1(i)</p> <p><input type="checkbox"/> 10. Habitual Late Payment of Rent - N.J.S.A. 2A:18-61.1(j)</p> <p><input type="checkbox"/> 11. Converting Property to Condominium or Cooperative Ownership - N.J.S.A. 2A:18-61.1(k)</p> <p><input type="checkbox"/> 12. Personal Occupancy by Owner or Purchaser of Unit Owner (property converted to condo/cooperative or fee simple ownership) - N.J.S.A. 2A:18-61.1(l)(1)</p> <p><input type="checkbox"/> 13. Personal Occupancy by Owner or Purchaser of Unit Owner (owner of a building with 3 or fewer condo/cooperative units.) - N.J.S.A. 2A:18-61.1(l)(2)</p>	<p><input type="checkbox"/> 14. Personal Occupancy by Owner or Purchaser of Unit Owner (owner of a building with 3 or fewer residential units - N.J.S.A. 2A:18-61.1(l)(3)</p> <p><input type="checkbox"/> 15. Rental is Conditioned on Tenant's Employment by Landlord - N.J.S.A. 2A:18-61.1(m)</p> <p><input type="checkbox"/> 16. Convicted or Plead Guilty to Offenses under the 1987 Comprehensive Drug Reform Act, or Harbors such Person - N.J.S.A. 2A:18-61.1(n)</p> <p><input type="checkbox"/> 17. Convicted or Plead Guilty to Assault/Threats against Landlord, Landlord's Family or Employee or Harbors such Person - N.J.S.A. 2A:18-61.1(o)</p> <p><input type="checkbox"/> 18. Tenant or Tenant Harbors such Person previously found Liable in Civil Action for Certain Criminal Acts on the Rental Premises - N.J.S.A. 2A:18-61.1(p)</p> <p><input type="checkbox"/> 19. Tenant or Tenant Harbors such Person who pleaded or was convicted of theft of property from the Landlord, the Rental Premises or Other Tenants - N.J.S.A. 2A:18-61.1(q)</p> <p><input type="checkbox"/> 20. Tenant or Tenant Harbors such Person previously found Liable in Civil Action for Human Trafficking on the Rental Premises - N.J.S.A. 2A:18-61.1(r)</p> <p><input type="checkbox"/> 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 25. Tenant Constantly Violates Landlord's Written Rules and Regulations - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53</p>
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\* Resident(s) at Residential Health Care Facilities - N.J.S.A. 30:11A-1 et. seq? ○ Yes ○ No

\* Does the case involve Subsidized Housing? ○ Yes ○ No

Are the notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing attached to the complaint? ○ Yes ○ No

\* The rental property is not a covered property under the Federal CARES Act, 15 U.S.C. §§ 9057(f) or 9058(a)? ○ Yes ○ No

\* Is the tenancy subject to municipal rent control ordinance? ○ Yes ○ No

[Continue](#)

**Questions for “Residential Holdover Non-Payment” case type:**

**Enter Case Details**

\* Select Action: 321 - RESIDENTIAL HOLDOVER NON-PAYMENT ▾

\* Select Holdover Cause of Action(s):

<p><input type="checkbox"/> 1. Disorderly Tenant - N.J.S.A. 2A:18-61.1(b)</p> <p><input type="checkbox"/> 2. Willful or Gross Negligent Damage to Premises - N.J.S.A. 2A:18-61.1(c)</p> <p><input type="checkbox"/> 3. Violation of Rules and Regulations - N.J.S.A. 2A:18-61.1(d)</p> <p><input type="checkbox"/> 4. Violation of the Lease Covenants - N.J.S.A. 2A:18-61.1(e)</p> <p><input type="checkbox"/> 5. Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency - N.J.S.A. 2A:18-61.1(e)</p> <p><input type="checkbox"/> 6. Failure to Pay Rent After Increase - N.J.S.A. 2A:18-61.1(f)</p> <p><input type="checkbox"/> 7. Demolish/Board Up Premises - N.J.S.A. 2A:18-61.1(g)</p> <p><input type="checkbox"/> 8. Permanently Retiring Residential Building/Mobile Home Park from Residential Use - N.J.S.A. 2A:18-61.1(h)</p> <p><input type="checkbox"/> 9. Reasonable changes to Lease at End of Lease Term that Tenant Refuses to Accept - N.J.S.A. 2A:18-61.1(i)</p> <p><input type="checkbox"/> 10. Habitual Late Payment of Rent - N.J.S.A. 2A:18-61.1(j)</p> <p><input type="checkbox"/> 11. Converting Property to Condominium or Cooperative Ownership - N.J.S.A. 2A:18-61.1(k)</p> <p><input type="checkbox"/> 12. Personal Occupancy by Owner or Purchaser of Unit Owner (property converted to condo/cooperative or fee simple ownership) - N.J.S.A. 2A:18-61.1(l)(1)</p> <p><input type="checkbox"/> 13. Personal Occupancy by Owner or Purchaser of Unit Owner (owner of a building with 3 or fewer condo/cooperative units.) - N.J.S.A. 2A:18-61.1(l)(2)</p>	<p><input type="checkbox"/> 14. Personal Occupancy by Owner or Purchaser of Unit Owner (owner of a building with 3 or fewer residential units - N.J.S.A. 2A:18-61.1(l)(3)</p> <p><input type="checkbox"/> 15. Rental is Conditioned on Tenant's Employment by Landlord - N.J.S.A. 2A:18-61.1(m)</p> <p><input type="checkbox"/> 16. Convicted or Plead Guilty to Offenses under the 1987 Comprehensive Drug Reform Act, or Harbors such Person - N.J.S.A. 2A:18-61.1(n)</p> <p><input type="checkbox"/> 17. Convicted or Plead Guilty to Assault/Threats against Landlord, Landlord's Family or Employee or Harbors such Person - N.J.S.A. 2A:18-61.1(o)</p> <p><input type="checkbox"/> 18. Tenant or Tenant Harbors such Person previously found Liable in Civil Action for Certain Criminal Acts on the Rental Premises - N.J.S.A. 2A:18-61.1(p)</p> <p><input type="checkbox"/> 19. Tenant or Tenant Harbors such Person who pleaded or was convicted of theft of property from the Landlord, the Rental Premises or Other Tenants - N.J.S.A. 2A:18-61.1(q)</p> <p><input type="checkbox"/> 20. Tenant or Tenant Harbors such Person previously found Liable in Civil Action for Human Trafficking on the Rental Premises - N.J.S.A. 2A:18-61.1(r)</p> <p><input type="checkbox"/> 22. Tenant Stays after Expiration of Lease Term - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 23. Tenant Disorderly as to Destroy Peace and Quiet - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 24. Tenant Willfully Destroys, Damages or Injures the Premises - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 25. Tenant Constantly Violates Landlord's Written Rules and Regulations - N.J.S.A. 2A:18-53</p> <p><input type="checkbox"/> 26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - N.J.S.A. 2A:18-53</p>
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\* Resident(s) at Residential Health Care Facilities - N.J.S.A. 30:11A-1 et. seq?  Yes  No

\* Does the case involve Subsidized Housing?  Yes  No

Are the notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing attached to the complaint?  Yes  No

\* The rental property is not a covered property under the Federal CARES Act, 15 U.S.C. §§ 9057(f) or 9058(a)?  Yes  No

\* Is the tenancy subject to municipal rent control ordinance?  Yes  No

\* The total number of months of unpaid rent is: [ ] (Number from 01-99)

\* The first month of unpaid rent was: [ ] (Month) [ ] (Year)

\* The amount due and owing by the tenant in this case is: \$ [ ] 0.00

Continue

**Questions for “Residential Non-Payment” case type**

**Enter Case Details**

\* Select Action: 325 - RESIDENTIAL NON-PAYMENT ▼

\* Resident(s) at Residential Health Care Facilities - N.J.S.A. 30:11A-1 et. seq?  Yes  No

\* Does the case involve Subsidized Housing?  Yes  No

Are the notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing attached to the complaint?  Yes  No

\* The rental property is not a covered property under the Federal CARES Act, 15 U.S.C. §§ 9057(f) or 9058(a)?  Yes  No

\* Is the tenancy subject to municipal rent control ordinance?  Yes  No

\* The total number of months of unpaid rent is:  (Number from 01-99)

\* The first month of unpaid rent was:  (Month)  (Year)

\* The amount due and owing by the tenant in this case is: \$

[Continue](#)

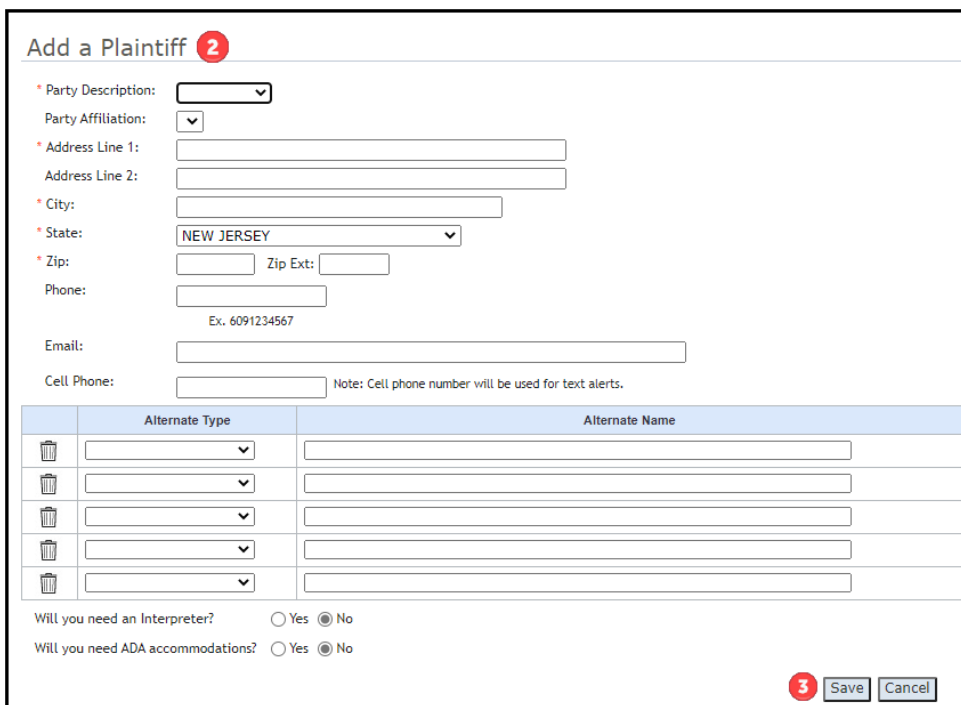
**Enter Plaintiff(s)**

1. To enter the Plaintiff(s) click on the “+” icon.



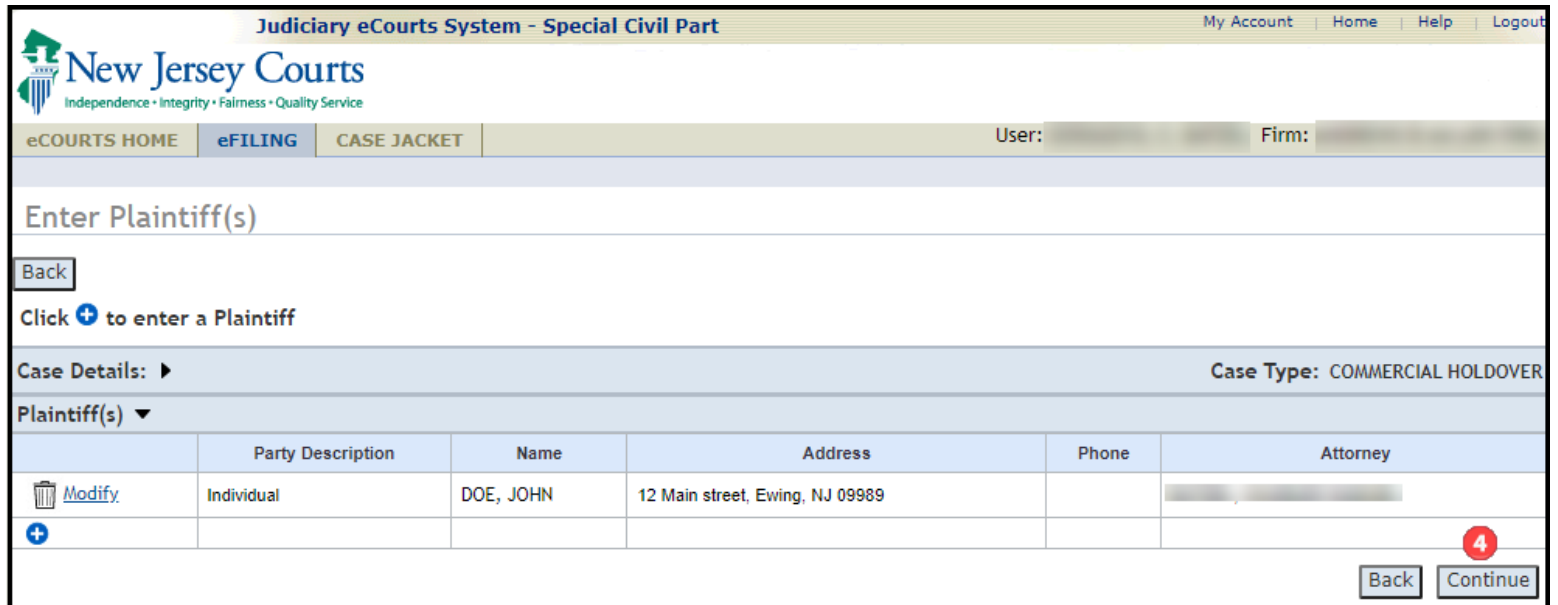
2. The “Add a Plaintiff” pop up screen will display.

3. Enter all required Plaintiff information. Once complete, click **Save**.





- After entering the desired number of Plaintiffs, click **Continue**.



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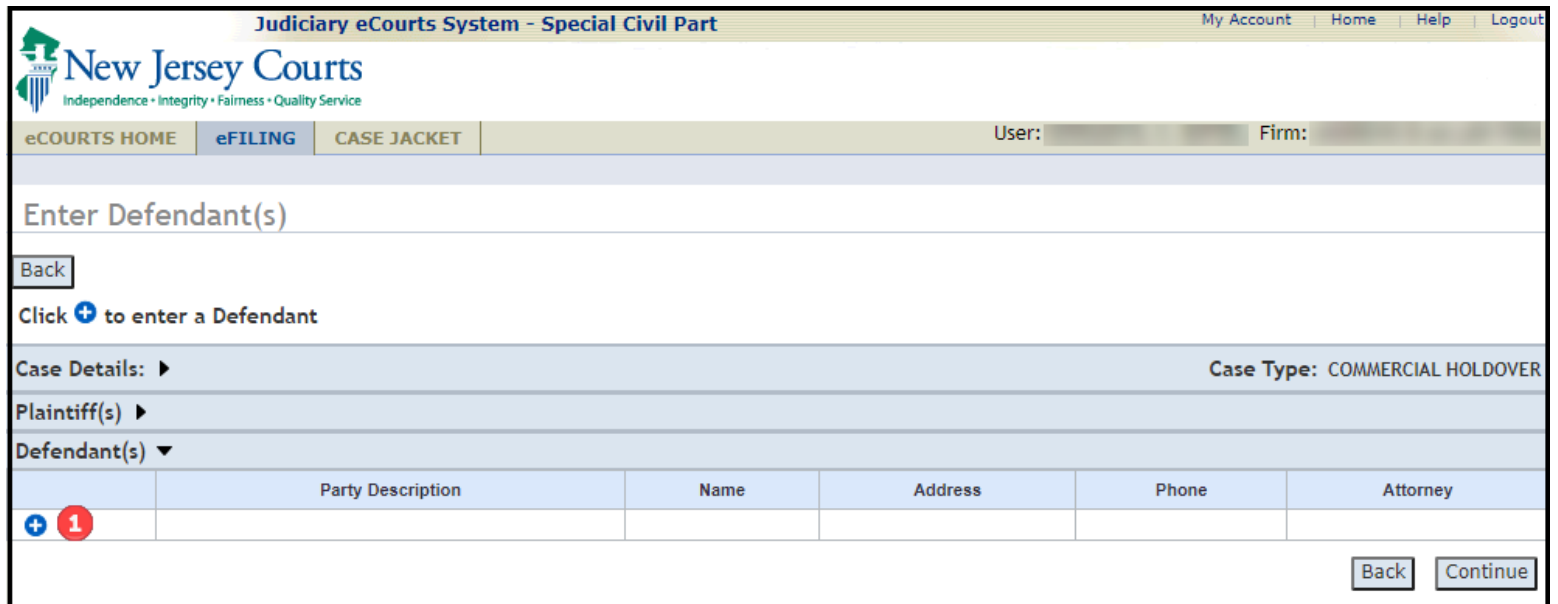
**Enter Plaintiff(s)**  
 Back  
 Click + to enter a Plaintiff  
 Case Details: ▶ Case Type: COMMERCIAL HOLDOVER  
 Plaintiff(s) ▼  

	Party Description	Name	Address	Phone	Attorney
<a href="#">Modify</a>	Individual	DOE, JOHN	12 Main street, Ewing, NJ 09989		
+ <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>					

Back Continue

**Enter Defendant(s)**

- To enter the Defendants(s) by click on the “+” icon.



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---

**Enter Defendant(s)**  
 Back  
 Click + to enter a Defendant  
 Case Details: ▶ Case Type: COMMERCIAL HOLDOVER  
 Plaintiff(s) ▶  
 Defendant(s) ▼  

	Party Description	Name	Address	Phone	Attorney
+ <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>					

Back Continue

2. The “Add a Defendant” pop up screen will display. Enter all party information required.
3. Optionally, users may enter a separate **personal address** for the defendant where the complaint can be served via certified and regular mail. Select the checkbox on the screen and enter all required fields.
4. Click **Save** after all fields have been entered.

### Add a Defendant 2

\* Party Description:    
 Party Affiliation:

\* Name:     
\*First M.I \*Last

\* Municipality:    
 \* Address Line 1:    
 Address Line 2:

\* City:    
 \* State:    
 \* Zip:  Zip Ext:    
 Phone:    
Ex. 6091234567

Email:

Cell Phone:  Note: Cell phone number will be used for text alerts.

	Alternate Type	Alternate Name
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>

Will you need an Interpreter?  Yes  No   
 Will you need ADA accommodations?  Yes  No

3  I need to add a separate personal address for this defendant, for the purposes of service by certified and regular mail.


\* Address Line 1:    
 Address Line 2:    
 \* City:    
 \* State:    
 \* Zip:  Zip Ext:

4

5. After entering the desired number of Defendants, click **Continue**.

**NOTE:** After party information has been entered, the system will allow the pending filing to be saved for later retrieval.

**Enter Defendant(s)**



Click  to enter a Defendant

---

**Case Details:** ▶ **Case Type:** RESIDENTIAL NON-PAYMENT

**Plaintiff(s)** ▶

**Defendant(s)** ▼

	Party Description	Name	Address	Phone	Attorney
 <a href="#">Modify</a>	Individual	SMITH, JOHN	13 MAIN ST, TRENTON, NJ 08611		
					

5

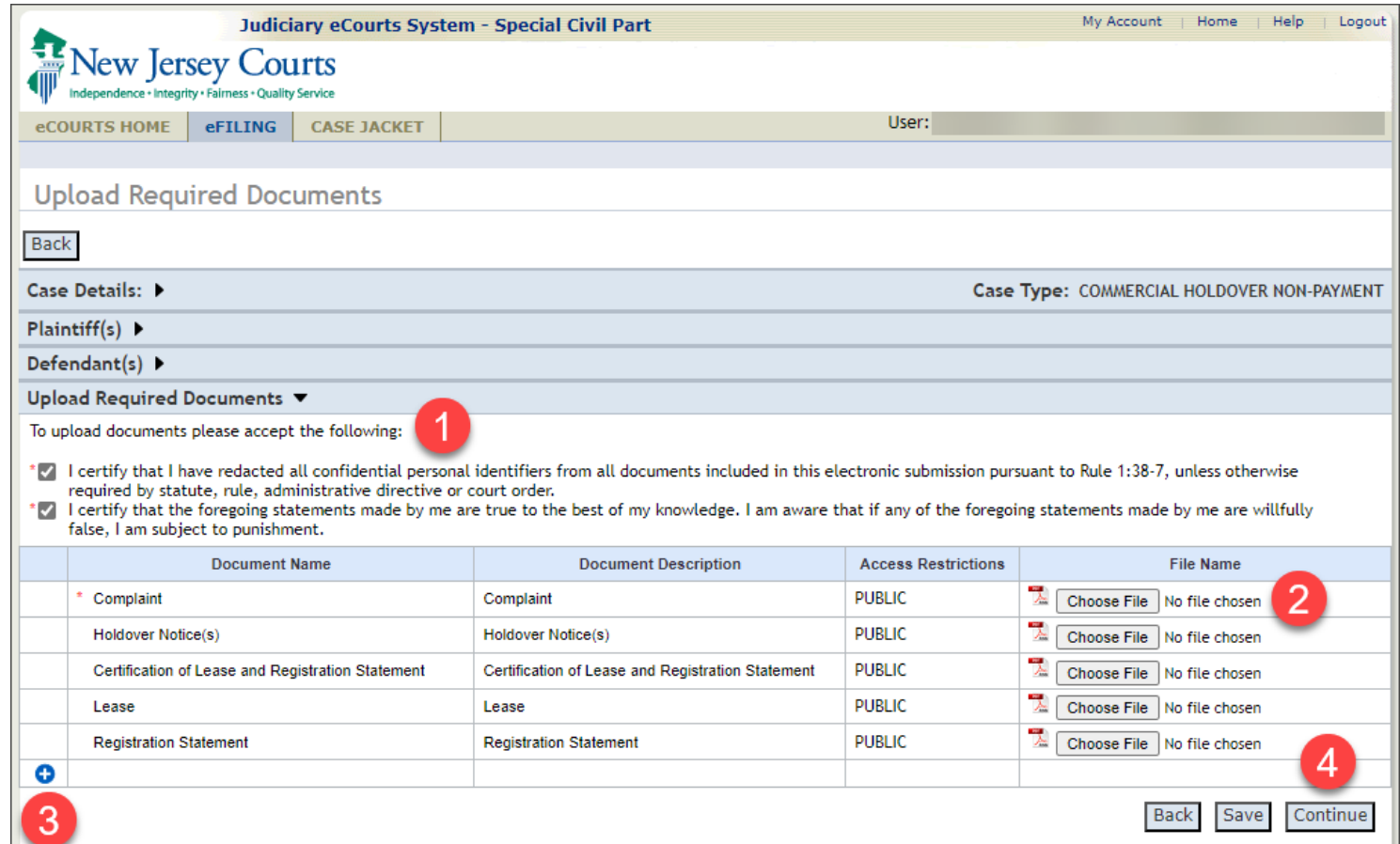
### Upload Documents

1. From the Upload Documents screen, accept the displayed certifications.
2. Then attach the complaint by clicking **Choose File**.
3. Additional documents can be attached by clicking the blue + sign.
4. Once all the necessary documents are uploaded, click **Continue**.


**NOTE:** Certification of Lease and Registration Statement, Lease, and Registration Statement are *optional* attachments.

Holdover Notice(s) is displayed as an optional attachment for Holdover case types only.

The Landlord Tenant Case Information Statement and the Summons will be created automatically by the system based on the information entered and will be reviewed in the next section.



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### Upload Required Documents

[Back](#)

**Case Details:** ▶ **Case Type:** COMMERCIAL HOLDOVER NON-PAYMENT






**Plaintiff(s)** ▶

**Defendant(s)** ▶

**Upload Required Documents** ▼

To upload documents please accept the following: **1**

- I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7, unless otherwise required by statute, rule, administrative directive or court order.
- I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.


	Document Name	Document Description	Access Restrictions	File Name
	* Complaint	Complaint	PUBLIC	 <input type="button" value="Choose File"/> No file chosen <b>2</b>
	Holdover Notice(s)	Holdover Notice(s)	PUBLIC	 <input type="button" value="Choose File"/> No file chosen
	Certification of Lease and Registration Statement	Certification of Lease and Registration Statement	PUBLIC	 <input type="button" value="Choose File"/> No file chosen
	Lease	Lease	PUBLIC	 <input type="button" value="Choose File"/> No file chosen
	Registration Statement	Registration Statement	PUBLIC	 <input type="button" value="Choose File"/> No file chosen <b>4</b>
<b>+</b>				

**3** [Back](#) [Save](#) [Continue](#)

### Review Filing & Confirmation

Users can review and confirm all information entered up to this point.

1. Select the desired payment type and enter the appropriate information for the selected payment type. If exempt, click the exempt checkbox and select the appropriate reason.
2. The generated LCIS/summons may be reviewed by clicking the “Preview LCIS/Summons” button.
3. Once all information has been confirmed click **Submit** to submit the filing.



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CASE JACKET

User:  Firm:

---

### Review and Submit

Back

**Case Details:** ▼

Court: Special Civil Part      Section: Landlord Tenant - LT      Venue: ATLANTIC

Service Method: CERTIFIED/REGULAR MAIL      Law Firm Case ID:      Jury Demand:

**Case Type:** COMMERCIAL HOLDOVER

Demand Amount:

**Plaintiff(s)** ▼

Party Description	Name	Address	Phone	Attorney
Individual	DOE, JOHN	12 Main Street, Ewing, NJ 09989		

**Defendant(s)** ▼

Party Description	Name	Address	Phone	Attorney
Individual	SMITH, JIM	13 East Street, Ewing, NJ 09989		

**Upload Required Documents** ▼

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7, unless otherwise required by statute, rule, administrative directive or court order.

I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Document Name	Document Description	Access Restrictions	File Name
* Complaint	<a href="#">Complaint</a>	PUBLIC	Sample Complaint 2.pdf

**Fees** ▼

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$50.00	*Select Payment Method: <input type="text" value="Collateral Account"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
Mileage Fee: \$7.00	*Select Account Number: <input type="text" value="143838"/>
Total: \$57.00	Attorney Client Reference Number: <input type="text"/>

2 3

Preview LCIS/Summons Back Save Submit

**Draft Version –  
 Landlord Tenant  
 Summons and LCIS**

Upon clicking the preview summons button, users can review and verify the data captured in the template documents.

The questions presented for the specific case types are used to create these documents.

**Landlord Case Information Statement**

Case Details: ATLANTIC - Special Civil Part Docket# ATL-LT-000000-21  
 Caption:

Plaintiff/Landlord

Name of Plaintiff/Landlord: John Doe      Attorney Name and Firm: CHARLES SAMUEL BATZEL, ANDREWS & AA LAW FIRM  
 Email Address: MICHAEL.LEVINS@NJJUDLAB.NJCOURTS.GOV      Email Address:  
 Home/Office Phone: 609-633-7451      Office Phone: 609-633-7451  
 Cell Phone:      Attorney/Plaintiff Mailing Address: 25 MARKET ST. 7TH FLOOR NORTH SIDE TRENTON NJ 08625

Defendant/Tenant

Name of Defendant/Tenant(s): Jim Smith      Email Address:  
 Rental Property Address: 13 East Street Ewing NJ 09989      Home/Office Phone:  
 Municipal Code: 0101      Cell Phone:

Type of Tenancy:  Residential  Commercial      Cause of Action:  Non-Payment  
 Holdover Cause of Action: 22,24,25       Other (Holdover for Cause)

**THE INFORMATION PROVIDED ON THIS FORM CANNOT BE INTRODUCED INTO EVIDENCE**

Subsidized Housing  
 Type:  Public Housing  Section 8 Voucher  Section 8 HAP Contract  Other Subsidy Program

Notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing are attached to the complaint.  
 Rental property is not a covered property under the Federal CARES Act, 15 U.S.C. § 9057(f) or 9058(a).  
 The tenancy is subject to a municipal rent control ordinance.

The total number of months of unpaid rent is:  
 The first month of unpaid rent was:  
 The amount due and owing by the tenant in this case is: \$

I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with Rule 1:38-7(b).

I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: 09/07/2021      Attorney/Plaintiff Signature: /s/ CHARLES SAMUEL BATZEL

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 pagina 3 de 4

**Landlord  
 Civil Case Information Statement  
 (LCIS)**

**Holdover Causes of Action**

**Residential Tenancy**

1	Disorderly Tenant	N.J.S.A. 2A:18-61.1(b)
2	Willful or Gross Negligent Damage to Premises	N.J.S.A. 2A:18-61.1(c)
3	Violation of Rules and Regulations	N.J.S.A. 2A:18-61.1(d)
4	Violation of the Lease Covenants	N.J.S.A. 2A:18-61.1(e)
5	Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency	N.J.S.A. 2A:18-61.1(e)
6	Failure to Pay Rent After Increase	N.J.S.A. 2A:18-61.1(f)
7	Demolish/Board Up Premises	N.J.S.A. 2A:18-61.1(g)
8	Permanently Retiring Residential Building/Mobile Home Park from Residential Use	N.J.S.A. 2A:18-61.1(h)
9	Reasonable Changes to Lease at End of Lease Term that Tenant Refuses to Accept	N.J.S.A. 2A:18-61.1(i)
10	Habitual Late Payment of Rent	N.J.S.A. 2A:18-61.1(j)
11	Converting Property to Condominium or Cooperative Ownership	N.J.S.A. 2A:18-61.1(k)
12	Personal Occupancy by Owner or Purchaser of Unit (property converted to condo/cooperative or fee simple ownership)	N.J.S.A. 2A:18-61.1(i)(1)
13	Personal Occupancy by Owner or Purchaser of Unit (owner of a building with 3 or fewer condo/cooperative units)	N.J.S.A. 2A:18-61.1(i)(2)
14	Personal Occupancy by Owner or Purchaser of Unit (building with 3 or fewer residential units)	N.J.S.A. 2A:18-61.1(i)(3)
15	Rental is Conditioned on Tenant's Employment by Landlord	N.J.S.A. 2A:18-61.1(m)
16	Convicted or Pleaded Guilty to Offenses under the 1987 Comprehensive Drug Reform Act, or Harbors such Person	N.J.S.A. 2A:18-61.1(n)
17	Convicted or Pleaded Guilty to Assault/Threats against Landlord, Landlord's Family or Employee, or Harbors such Person	N.J.S.A. 2A:18-61.1(o)
18	Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Certain Criminal Acts on the Rental Premises	N.J.S.A. 2A:18-61.1(p)
19	Tenant or Tenant Harbors Such Person who pleaded or was convicted of theft of property from the Landlord, the Rental Premises, or Other Tenants	N.J.S.A. 2A:18-61.1(q)
20	Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Human Trafficking on the Rental Premises	N.J.S.A. 2A:18-61.1(r)
21	Residents at Residential Health Care Facilities (non-payment or holdover)	N.J.S.A. 30:11A-1 et. seq.

**Commercial Tenancy; Owner-Occupied Premises with Two or Less Residential Units; Rental Unit Held in Trust on behalf of Immediate Family Member Who Permanently Occupies the Unit not Developmentally Disabled**

22	Tenant Stays after Expiration of Lease Term	N.J.S.A. 2A:18-53
23	Tenant Disorderly as to Destroy Peace and Quiet	N.J.S.A. 2A:18-53
24	Tenant Willfully Destroys, Damages or Injures the Premises	N.J.S.A. 2A:18-53
25	Tenant Constantly Violates Landlord's Written Rules and Regulations	N.J.S.A. 2A:18-53
26	Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry	N.J.S.A. 2A:18-53
27	Violation of Alcoholic Beverages Laws by Commercial Tenant	N.J.S.A. 33:1-54

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Tenancy Summons and Return of Service (R. 6:2-1)



**NOTICE:** This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

**Plaintiff or Filing Attorney Information:**

Name: CHARLES SAMUEL BATZEL  
 NJ Attorney ID Number: 029262010  
 Address: 25 MARKET ST.  
 7TH FLOOR NORTH SIDE  
 TRENTON, NJ 08625-0000  
 Telephone: 609-633-7451

Superior Court of New Jersey  
 Law Division, Special Civil Part  
 ATLANTIC County  
 ATLANTIC County Courthouse  
 1201 BACHARACH BOULEVARD  
 ATLANTIC CITY, NJ 08401-0000

John Doe  
 Plaintiff(s)  
 versus  
 Jim Smith  
 Defendant (s)

**Docket Number:**  
 (to be provided by the court)

**Civil Action  
 SUMMONS  
 LANDLORD/TENANT**

**Defendant Information:**

Name: Jim Smith  
 Address: 13 East Street  
 Ewing, NJ 09989-0000  
 Phone:

**NOTICE TO TENANT:** The purpose of the attached complaint is to permanently remove you and your belongings from the premises. You will be notified when a court proceeding is scheduled. Please contact the Office of the Special Civil Part at 609-402-0100 ext.45794 regarding your case. Please go to njcourts.gov for general information on landlord/tenant actions.

If you cannot afford to pay for a lawyer, contact Legal Services at 609-348-4200 to see if you qualify for free legal advice. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at 609-345-3444

You might be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at 101 SOUTH SHORE RD, NORTHFIELD, NJ, 08225-0000, telephone number 609-645-7700. If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

**NOTIFICACIÓN AL (A LA) INQUILINO(A)** El objetivo de la denuncia adjunta es desalojarle a usted y sacar sus pertenencias permanentemente del sitio alquilado. Se le notificará la fecha cuando se haya programado el procedimiento judicial. Sírvase comunicarse sobre su caso con la Oficina de la Parte Civil Especial llamando al 609-402-0100 ext.45794. Para obtener información general sobre las acciones de propietarios/inquilinos, vaya a njcourts.gov.

Si no puede pagar los servicios de un abogado, póngase en contacto con la oficina de Servicios Legales llamando al 609-348-4200 para averiguar si reúne las condiciones para recibir asesoramiento legal gratis. Si puede pagarle a un abogado, pero no conoce a ninguno, llame al Servicio de Referencia de Abogados del Colegio de Abogados local de su condado llamando al 609-345-3444.

Es posible que reúna los requisitos para recibir ayuda con la vivienda. Para que se haga esa determinación, tiene que ponerse en contacto inmediatamente con la agencia de bienestar social de su condado en 101 SOUTH SHORE RD, NORTHFIELD, NJ, 08225-0000, número de teléfono 609-645-7700. Si necesita un intérprete o un arreglo especial por una discapacidad, tiene que notificárselo al tribunal de inmediato. acomodación para un impedimento físico, tiene que notificárselo inmediatamente al tribunal.

Date: 09/07/2021

CLERK OF THE SUPERIOR COURT

**Court Officer's Return of Service (For Court Use Only)**

Docket Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

WM \_\_\_\_ WF \_\_\_\_ BM \_\_\_\_ Other \_\_\_\_ Ht \_\_\_\_ Wt \_\_\_\_ Age \_\_\_\_ Mustache \_\_\_\_ Beard \_\_\_\_ Glasses \_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Efforts Made to Personally Serve: \_\_\_\_\_

Description of Premises if Posted: \_\_\_\_\_

I hereby certify the above to be true and accurate: \_\_\_\_\_  
 Special Civil Part Officer

Docket Number: LT- \_\_\_\_\_




**Filing & Confirmation**

Once submitted, users will receive confirmation of the filing.

An email will be sent to confirm that the filing was received, but a docket number will not be created until court staff assigns the complaint to a court officer.

Once a court officer is assigned, the complaint will be stored to the electronic case jacket and notifications will be triggered accordingly.

Judiciary eCourts System - Special Civil Part My Account | Home | Help | Logout

 **New Jersey Courts**  
 Independence • Integrity • Fairness • Quality Service

eCOURTS HOME | **eFILING** | CASE JACKET User: \_\_\_\_\_ Firm: \_\_\_\_\_

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**Confirmation** Print

✔ Your filing has been received. A confirmation email will be sent to the email address provided once a docket number is assigned to your case.

**Case Details** | Case Number: \_\_\_\_\_

Case Caption: Doe VS Jones Jim  
 Court: Special Civil Part      Section: Landlord Tenant - LT      Venue: ATLANTIC      Case Type: COMMERCIAL HOLDOVER  
 Demand Amount: \_\_\_\_\_      Law Firm Case ID: \_\_\_\_\_


**Transaction Information**

Transaction ID: SCP202117307      Received by eCourts on: 09/08/2021      Total Payment Amount: \$57.00

Documents Received:  
 Complaint  
 Summons  
 LCIS  
 LT Procedures

New Case

Judiciary eCourts System - Special Civil Part Home | Help | Logout

 **New Jersey Courts**  
 Independence • Integrity • Fairness • Quality Service

CASE JACKET User: \_\_\_\_\_

**Docket Number: ATL LT 000086 - 21** Create Summary Report



Back

Case Caption: Doe Vs Jones Jim  
 Court: Special Civil Part      Venue: Atlantic      Case Initiation Date: 09/08/2021      Age: 00 YR 00 MO  
 Case Type: \_\_\_\_\_      Case Status: Active      Demand Amount: \$0.00  
 Case Track: \_\_\_\_\_      Judge: \_\_\_\_\_      Jury Demand: None      Disposition Date: \_\_\_\_\_  
 Case Disposition: Open      Statewide Lien: \_\_\_\_\_

Plaintiffs (1)    Defendants (1)    ACMS Documents (1)    Fees (1)

▶ John Doe

**Case Actions**

Filed Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼
09/08/2021	 	Complaint submitted by BATZEL, CHARLES SAMUEL, on behalf of JOHN DOE against JIM JONES, assigned to court officer ALLEGRETTO, ANDREW, R.	SCP202117307	09/08/2021

Showing 1 to 1 of 1 entries



**View Personal Address Information**

Personal address information can be viewed in the case jacket by expanding the party information under each defendant.

A USPS tracking number will also appear in the case jacket for any certified mailers that were sent to personal addresses.

**Docket Number: BUR LT 000001 - 23**

[Back](#) [Create Summary Report](#)

Case Caption: Brown Vs Smith John      Venue: Burlington      Case Initiation Date: 01/13/2023      Age: 00 YR 00 MO  
 Court: Special Civil Part      Case Status: Active      Demand Amount: 50.00  
 Case Type: Res Hold N-Pay      Judge:      Jury Demand: None      Disposition Date:  
 Case Track:      Statewide Lien:  
 Case Disposition: Open

[Plaintiffs \(1\)](#)   [Defendants \(2\)](#)   [ACMS Documents \(1\)](#)   [Fees \(1\)](#)

▼ John Smith

Party Description: Individual	Party Status: Active	Attorney Name:
Address Line 1: 1 Forest Drive	Address Line 2:	Attorney Bar ID:
City: Testville      State: NJ	Zip: 08611	Phone:
Party Email:	Attorney Email:	Personal Address Line 1: 1 GOODYEAR RD
Personal Address Line 2:	Personal Address City: MOORESTOWN	Personal Address State: NJ
Personal Address Zip: 08054		

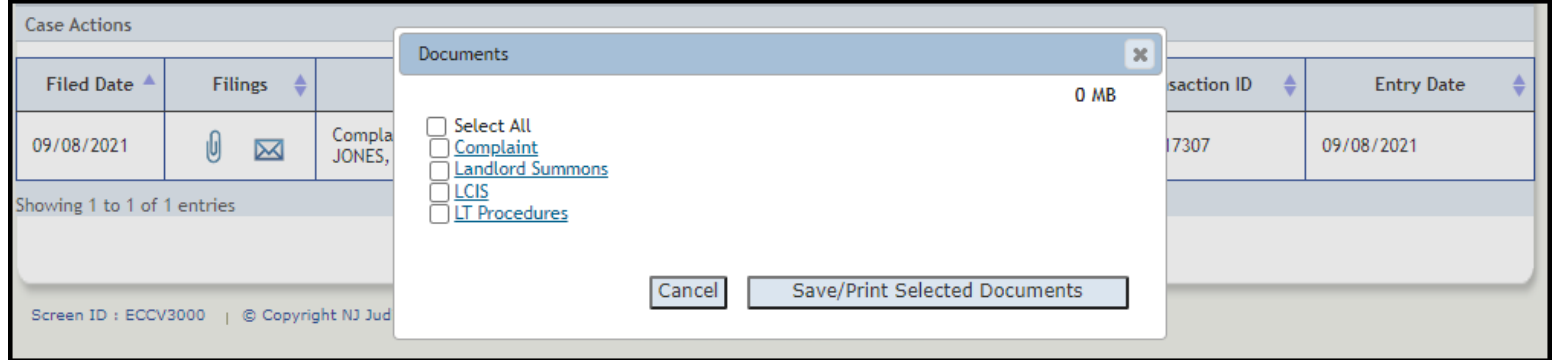
**eCourts Generated Documents**

During the complaint upload process, the LCIS and Summons is generated and attached to the complaint filing for the user.

The questions and answers associated with the selected case action are used to generate these documents.

As previously stated, a preview of these documents is available on the Review and Submit screen.

A copy of the LT Procedures is also attached to the filing for reference.



### Pending Filing List

Once parties are entered and saved, the system will allow the pending filing to be saved.

**Review and Submit**

[Back](#)

**Case Details:** **Case Type:** COMMERCIAL HOLDOVER

Court: Special Civil Part      Section: Landlord Tenant - LT      Venue: ATLANTIC      Demand Amount:

Service Method: CERTIFIED/REGULAR MAIL      Law Firm Case ID:      Jury Demand:

**Plaintiff(s)**

Party Description	Name	Address	Phone	Attorney
Individual	DOE, JOHN	12 Main Street, Ewing, NJ 09989		

**Defendant(s)**

Party Description	Name	Address	Phone	Attorney
Individual	SMITH, JIM	13 East Street, Ewing, NJ 09989		

**Upload Required Documents**

I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7, unless otherwise required by statute, rule, administrative directive or court order.

I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Document Name	Document Description	Access Restrictions	File Name
* Complaint	<a href="#">Complaint</a>	PUBLIC	Sample Complaint 2.pdf

**Fees**

I certify that I am exempt from the fee charge associated with this filing.

Filing Fee: \$50.00      \*Select Payment Method: Collateral Account

Mileage Fee: \$7.00      \*Select Account Number: 143838

Total: \$57.00      Attorney Client Reference Number:

