



Landlord Tenant Procedures

The following procedures apply in cases where a landlord is trying to evict, also known as “lockout”, a tenant. Take the time to read this information and visit the Judiciary website at njcourts.gov for more information about landlord tenant rules and procedures. Both landlords and tenants can ask questions of court staff at any point during the process, but court staff **cannot** provide legal advice.

1. Complaint filed and served

The landlord **must** file a complaint, summons, Landlord Case Information Statement (LCIS), copy of the lease (or, if the lease exceeds 10 pages, the relevant portions of the lease), registration statement, if applicable, and Certification of Lease and Registration Statement. Those documents will explain why the landlord is seeking to evict the tenant(s) and will be served on the tenant(s).

Tenants **must** complete a Tenant Case Information Statement (TCIS). The TCIS will explain the tenant’s position. The tenant should file this with the court via email or regular mail as soon as possible after receipt of the complaint, otherwise it will be required at the trial.

Court forms for both landlords and tenants are available in online [Forms Catalog](#).

2. Settlement Conference

Prior to being sent for trial, the landlord and tenant will be asked to talk to each other to try to settle their case. Trained neutral court staff will help both sides try to settle their case. If the case does not settle prior to trial, the case will proceed to trial before a judge. **Neither the landlord nor the tenant is required to settle their case, and both have the right to a trial.**

Settlement Agreements

If both landlord and tenant agree to settle their case, the court or court staff will review the terms of the settlement agreement. Some agreements will require the judge to review and approve the agreement, and some will also require the landlord and tenant to testify about the terms of the agreement on the record in open court. All settlement agreements will be written (or placed on the record), with a copy provided to the parties, and added to the court’s electronic file.

If you settle your case, note:

- You should settle only if you agree with the terms. Both landlord and tenant must agree to the terms for a settlement.
- Court staff can provide an agreement form which can be completed virtually (by video) or in person. If completed in person, the signed agreement should be provided to the court.
- Court staff can also provide forms for any certification from the landlord and/or the landlord’s attorney.
- The wording of the settlement form can be changed depending on the terms you have agreed upon.
- Make sure that you understand the words in the settlement because if you are a tenant and agree to entry of a judgment for possession and do not comply with the terms of the settlement, you can be evicted.
- Any agreement that says a judgment for possession will or can be entered must be approved by a judge if a residential tenant does not have an attorney.

3. Trial

If you are a tenant and you disagree with what your landlord claims, such as the amount of the rent that is owed, you have the right to explain your position at trial. Most trials will be conducted in person. In some cases, trial may be conducted virtually, by video, if prior approval is obtained from the court. If the tenant does not appear, the case can be marked "DEFAULT." This means the landlord can apply for a judgment against the tenant and the tenant can be evicted if the judgement is granted. If the landlord does not appear, the case can be "DISMISSED." This means the case will not proceed.

4. Entry of Judgment for Possession

At the conclusion of a trial or where a tenant does not appear at trial and the landlord proves their case, the court will enter a judgment for possession. A judgment for possession is a written document that contains the result of the case and explains the basis for the court's decision. The judgment for possession also explains the next steps in the process.

When the court enters a judgment for possession, the court is granting the landlord the legal right to possession of the rental property. This can happen if the landlord can prove their case on the day of trial, if the tenant fails to appear and the case is marked as "DEFAULT," or if the landlord and tenant agree to the entry of a judgment for possession.

5. Application for and Issuance of a Warrant of Removal

After the judgment for possession is entered, the landlord can ask the court to issue a warrant of removal to a special civil part officer. The warrant of removal allows the special civil part officers to proceed with the process of evicting a tenant from the property. The warrant of removal cannot be issued less than three (3) business days after the judgment for possession is entered. A special civil part officer is the person who serves (delivers) the warrant of removal on the tenant.

6. Service of the Warrant of Removal

The warrant of removal must be served by the special civil part officer on the tenant by delivering or posting the warrant of removal on the door of the rental property.

7. Execution of the Warrant of Removal/Eviction

Three (3) business days after the warrant of removal is served, a landlord can request that the Special civil part officers return to the residential rental property a second time to **execute the warrant of removal** by requiring the tenant to vacate the premises and permitting the landlord to change the locks. This is when the eviction (lockout) is completed.

NOTE: Landlords **cannot** evict tenants by themselves. Special civil part officers are the **only** individuals authorized to evict tenants. Tenants **cannot** be evicted on a weekend or holiday.

Illegal Evictions

A landlord **cannot** evict tenants from a rental property; only a special civil part officers can perform an eviction. In order to have a special civil part officers evict a tenant, a landlord **must** first get a judgment for possession and then a warrant of removal from the court. **It is illegal for the landlord to force a tenant out by changing the locks, padlocking the doors, by shutting off gas, water or electricity.** Landlords can only remove a tenant's belongings after an eviction as permitted by the Abandoned Tenant Property Act N.J.S.A. 2A:18-72 unless otherwise provided for in a non-residential lease.

Tenants who have been locked out of their homes illegally need to call the police. The New Jersey Office of the Attorney General has released guidance on illegal lockouts and the role of law

enforcement agencies in preventing them. More information is available at the following link:
https://nj.gov/oag/dcj/agguide/directives/ag-Directive-2021-2_Illegal_Evictions.pdf.

Tenants who have been locked out of their rental property illegally also can file a civil complaint at the county courthouse. For more information on illegal evictions such as lockouts, go to njcourts.gov.

Other Options After a Judgment for Possession is Entered

- 1. Agreement.** After a judgment for possession has been entered, a landlord and tenant can still try to make an agreement to stop an eviction. If the landlord and the tenant agree, the agreement should be in writing and a copy of the agreement can be filed with the court.
- 2. Paying all Rent Due and Owing.** By law, a residential tenant can pay all rent due and owing plus proper costs up to three (3) business days after the eviction. The landlord must accept this payment and/or cooperate with a rental assistance program or bona fide charitable organization that has committed to pay the rent.
- 3. Asking the Court for Relief.** A tenant can apply for relief to the court. To do so, a tenant must file:
 - a. An application for orderly removal requesting up to seven (7) more calendar days to move out if there is a good reason;
 - b. A motion requesting dismissal with prejudice of the nonpayment of rent action because the residential tenant paid all rent due and owing plus proper costs, or because the landlord refused to accept the residential tenant's payment, within three (3) business days following the eviction; or an order to show cause because the landlord refused to cooperate with a rental assistance program or bona fide charitable organization that has committed to pay the rent; and/or
 - c. An application for a hardship stay, which delays the eviction based on the unavailability of other housing accommodations. That delay cannot be for more than six (6) months from entry of the judgment for possession, and the tenant will have to pay all rent and proper costs.

A tenant can also file a motion under Rule 4:50-1 requesting that the judgment for possession be vacated (reversed) and the complaint dismissed, if the tenant can show good reason such as mistake or excusable neglect, fraud, misrepresentation or other misconduct by an adverse party, newly discovered evidence or any other reason justifying relief from the judgment for possession. For more information, visit the landlord tenant page at njcourts.gov.

Contact the local special civil part office as soon as possible to apply for any of the above. Go to njcourts.gov and search for "Directory of Superior Court Special Civil Part Offices".

Available Resources

Housing, Legal and Utilities Assistance. Court staff can give the parties a list of agencies that might be able to assist with rent, temporary shelter, or legal services.

The Department of Community Affairs (DCA) has information regarding legal, rental and other assistance programs available online at <https://www.nj.gov/dca/divisions/dhcr/>.

Information about legal resources also is available online at njcourts.gov. You can also contact the Legal Services of New Jersey hotline at 1-888-576-5529. LSNJ's Tenants' Rights Manual is available at

<https://proxy.lsnj.org/rcenter/GetPublicDocument/Sites/LAW/Documents/Publications/Manuals/TenantsRights.pdf>

The Ombudsman in your county can provide information regarding organizations and resources that are available to you. Go to njcourts.gov and search for “Ombudsman Directory”.

If you have additional questions or issues regarding the information above, email _____ or call the local special civil part office at _____, ext. _____.

Note: Judiciary staff cannot provide legal advice.