



## **How to Enforce or Request a Change on Victim's Assistance and Survivor Final Protection Order (VASPA) or Sexual Assault Survivor's Protection Act Order (SASPA) Superior Court of New Jersey - Chancery Division - Family Part**

### **Who Should Use This Packet?**

You can use this packet if your **docket number starts with the letters "FV,"** and you have a VASPA or Sexual Assault Survivor's Protection Act (SASPA) order from the court that you want to change. Some types of changes you can request with this packet include but are not limited to:

- Prohibition against contact with others
- Remove or Add a Protected Party (Please note to do this you must be either the Plaintiff or Defendant)
- Barring the Defendant from certain locations
- Allowing Defendant access to certain locations

**Important Notice:** Look over the entire form and **check only the reliefs you are seeking.** You may seek more than one relief, but only the ones you check will be considered on the day of your hearing.

**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 at [njcourts.gov](http://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.

# 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. 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 or in your local yellow pages 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 case and will sometimes consult with you at a reduced fee.

There are a variety of organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask the Family court staff in your county 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 nor other procedural and evidentiary rules governing guardianship matters.

## 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. You must still comply with the Rules of the Court, even if you are not familiar with them. The following is a list of some things court staff can and cannot do for you. Please read it carefully before asking 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 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 for yourself, of any signed orders, written agreements and other important papers that relate to your case.

## **These Papers Are for Filing an Application to Modify a Victim’s Assistance and Final Protection Order.**

The word application used in this packet means a written request in which you ask the court to change or enforce an order it has already made. The court will change an order only if important facts or circumstances have changed from the time the order was issued.

## **Notice to Appear**

When you file this application with the court, you must provide the court with the most current address of the other party (if known). The court will notice the plaintiff, defendant, and any attorney connected to your case of the hearing date. Your appearance is mandatory.

## **How to File an Appeal**

An appeal is a written request asking a higher court to look at the decision of the judge and change that judge's decision. You must make that written request for an appeal within 45 days after the judge decided the case and signed a judgment in the Superior Court.

If you want to file an appeal of a court order, do not use this packet of materials. Instead, you should contact the Appellate Division in writing or by phone:

Appellate Division, Superior Court  
Hughes Justice Complex  
P.O. Box 006,  
Trenton, NJ 08625-0006

Their telephone number is (609) 292-4822. The Appellate Division staff will provide you with information on how to file an appeal.

## **“My Case is an Emergency” (Emergent Application Order to Show Cause)**

An emergent hearing in family court is meant to protect children from substantial and irreparable harm. You must file for an emergent hearing at the courthouse. You cannot file for an emergent hearing through the mail. Only a judge can determine if your case will qualify as an emergent matter.

## **Where to Submit Your Papers**

You can mail, electronically submit or bring your completed packet to the courthouse where your case was last heard.

To electronically submit your papers, use the [Judiciary Electronic Document Submissions \(JEDS\) system](#). Visit [njcourts.gov](http://njcourts.gov) for more information about the JEDS system (including FAQs) and how to register to use the system: [njcourts.gov](http://njcourts.gov).

When mailing, make sure you specify the “Family Division” in your address, so your papers arrive at the correct division in the court.

**Sample Address**

(Name of County) Courthouse

Family Division

1234 Street

PO Box#

City, State, Zip code

All courthouse addresses can be found on [njcourts.gov](http://njcourts.gov).

## Definitions of Words Used in This Packet

**Application:** An *application* is a written request in which you ask the court to issue an order or to change an order that has already been issued.

**Award:** An *award* is the final decision of a judge granting damages or other relief to a party.

**Certification:** A *certification* is a written statement made to the court when you file papers with the court, swearing that the information contained in the filed papers is true.

**Court Order:** A *court order* is the written decision issued by a court of law. For example, a child support court order sets forth how often, how much, and what kind of support is to be paid.

**Docket Number:** The *docket number* is the identifying number assigned to every case filed in the court.

**Exhibits:** *Exhibits* are written documents you provide to the court to support what you want the court to decide.

**FV:** The letters the court uses to identify a VASPA protection order.

**File:** To *file* means to give the appropriate forms to the court to begin the court's consideration of your request.

**Modification:** A change made to court order.

**Party:** A *party* is a person, business, or governmental agency involved in a court action.

**Relief:** To ask for *relief* is to ask the court to grant something such as custody, parenting time, or support.

## Instructions for Completing the Application to Modify a Court Order

**Important Notice:** Look over the entire form and **check only the reliefs you are seeking**. You may seek more than one relief, but only the ones you check will be considered on the day of your hearing.

1. Fill out the *Confidential Information Sheet*. This must be completed even if you have done so in the past.
2. Enter the names of the Plaintiff and Defendant as they appear on your final order.
3. Select the County where you are filing the application.
4. Fill in the Docket Number that has been issued in your case. You can find that number on the previous court order you received.
5. If you are a parent/guardian filing on behalf of a minor or incapacitated adult, please fill in your name.
6. Type or print your name on the line that says "I". This tells the court who is filing the application to modify the existing court order.
7. Select the appropriate checkbox as to whether you are the plaintiff, parent/guardian, or defendant filing this application.
8. Enter the Plaintiff's Attorney information (Name, Address, Phone Number)
9. Enter the Defendant's Attorney information (Name, Address, Phone Number)
10. Enter the date that the current order was entered (mm/dd/yyyy format)
11. Describe in detail the change requested to your order.
12. Check all the boxes you would like the court to consider for modification. Please give a complete explanation for your request. If you need more space for your explanation, please use the Additional Information Sheet in this packet. (**Note:** if attaching the additional information sheet, please select the checkbox on the last page of the Application form.)
13. Sign and date the application and select the appropriate checkbox as to whether you are the plaintiff or defendant.
14. All your supporting documentation should be included with this packet.
15. Please make two copies, keep one complete copy for your records and send the original and one complete copy (including attachments) to the appropriate courthouse

via mail or electronically through JEDS, addressing it to the Family Division. The Family Division will then serve the packet to the other party. You will receive your court date in the mail. You may also hand deliver your packet to the Family Division in the county where you received your order.



**New Jersey Judiciary  
Victim’s Assistance and Survivor Protection Act (VASPA)  
Confidential Information Sheet**

**Do Not Give to Defendant**

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

<b>Part I. Your Information (Party Filing - Plaintiff)</b>		<b>Part II. Information of Person you’re filing against (Defendant)</b>	
Name		Name	
Any Prior Names or Also Known As (AKAs)		Any Prior Names or Also Known As (AKAs)	
Street Address		Street Address	
City		City	
State	Zip Code	State	Zip Code
Home Phone	Cell Phone	Home Phone	Cell Phone
Email		Email	
Social Security Number xxx-xx-		Social Security Number xxx-xx-	
Birth Date	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	Birth Date	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
Race		Race	
Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	



**Confidential Victim Information Sheet**  
**Do Not Give to Defendant**

Employment Information		Employment Information	
Employer Name		Employer Name	
Employer Address: Street		Employer Address: Street	
City		City	
State	Zip Code	State	Zip Code
Work Phone		Work Phone	
Email		Email	
Work Days	Work Hours	Work Days	Work Hours
Emergency Contact: Name		Other Place(s) Defendant May Be Reached	
Emergency Contact: Phone			

**Part III. Filing on Behalf of a Minor or Incapacitated Adult**

I, \_\_\_\_\_ am the  parent /  guardian. I am filing on behalf of the plaintiff because the plaintiff is:

- A minor
- Incapacitated adult

Parent/Guardian Name

Prior Name

Birth Date

Sex

M  F  X

Parent/Guardian Address: Street

**Confidential Victim Information Sheet**  
**Do Not Give to Defendant**

City		State	Zip Code
Home Phone	Work Phone	Email	
Race		Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
<b>Part IV. Plaintiff's Attorney Information</b>			
Attorney Name			
Attorney Address: Street			
City		State	Zip Code
Office Phone		Email	
<b>Part VI.</b>			
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 <a href="http://njcourts.gov">njcourts.gov</a> .			
The New Jersey Judiciary provides court-interpreting services. If you need an interpreter, notify the court as soon as possible. <input type="checkbox"/> spoken language interpreter required    language: _____			

**You will be asked about the incident which brought you here today. Please be prepared to discuss the incident, plus any prior history, if applicable.**

Superior Court of New Jersey  
Chancery Division - Family Part  
\_\_\_\_\_ County

Docket Number: **FV** - \_\_\_\_\_

\_\_\_\_\_  
Plaintiff  
\_\_\_\_\_  
Plaintiff: Parent/Guardian  
vs.  
\_\_\_\_\_  
Defendant.

**Application for Modification  
of a Victim’s Assistance and  
Final Protective Order**

I \_\_\_\_\_, of full age, hereby certify as follows:

I am the  Plaintiff /  Parent/Guardian /  Defendant in this matter.

**Plaintiff’s Attorney:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Defendant’s Attorney:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The current Victim’s Assistance and Protective Order was entered on \_\_\_\_\_.

1. I am requesting a change in the following conditions of the Protective Order:

Barring the Defendant from the following locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allowing the Defendant access to the following locations:

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Add the following person(s) as protected parties to the Protective Order:

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Remove the following person(s) as protected parties on the Protective Order:

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2. Other relief requested:

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Attached is a copy of the Order I request to modify.

Additional Information Form attached.

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

\_\_\_\_\_  
Date

s/

\_\_\_\_\_  
Signature:  Plaintiff /  Parent/Guardian /  Defendant



New Jersey Judiciary  
**Victim's Assistance and Survivor Protection Act (VASPA)**  
**Additional Information Sheet**

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

\_\_\_\_\_ s/ \_\_\_\_\_  
Date Signature:  Plaintiff /  Parent/Guardian