

## NOTICE TO THE BAR

### **Withdrawal of Funds From Superior Court Trust Fund – Review of Form of Order and Verification of Amount on Deposit**

In order to avoid unnecessary delays in processing and the need for amended orders, prior to making a motion pursuant to Rule 4:57 et seq. to withdraw funds previously deposited into the Superior Court Trust Fund, counsel should first send the motion package, including the proposed form of order, for review and verification of the amount on deposit, along with a self-addressed, stamped envelope, to the following:

Trust Fund Unit  
Superior Court of New Jersey  
P.O. Box 971  
25 Market Street  
Trenton, NJ 08625  
Attention: Jane C. Rickenbach, Esq.

Please note that detailed procedures relating to deposit and withdrawal of funds can be found in the appendices to A Practitioner's Guide to New Jersey's Civil Courts, which appears on the Judiciary's Internet website at [www.njcourtsonline.com](http://www.njcourtsonline.com) (click on Superior Court Trust Fund under the "Quick Site Index").

Questions relating to deposit or withdrawal of funds paid into court should be directed to Jane C. Rickenbach, Esq at the above address or by telephone at (609)-292-4012 or by email at [SCCOTrustFund.Mailbox@njcourts.gov](mailto:SCCOTrustFund.Mailbox@njcourts.gov).

Hon. Glenn A. Grant, J.A.D.  
Acting Administrative Director of the Courts

Dated: May 28, 2009

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