

## NOTICE TO THE BAR

### **LANDLORD/TENANT (LT) – APPLICATION AND TRAINING FOR LT SETTLORS, INCLUDING RETIRED JUDGES, RECENT LAW CLERKS, AND ATTORNEYS**

In its September 30, 2020 Order, the Supreme Court relaxed Rule 1:40-12(a)(4) (“Special Civil Part Settlers”) to expand the pool of settlers for landlord/tenant (LT) matters to include: (1) retired judges not serving on recall; (2) former law clerks from the 2019-2020 term; and (3) attorneys in good standing. Following up on the Court’s Order and the October 9, 2020 [notice](#), this notice provides information about the application process and required trainings for individuals interested in serving as LT settlers.

#### **Application and Screening Process**

Individuals interested in becoming an LT settlor must submit the attached application to the Administrative Office of the Courts Civil Practice Division. The form is available on the Civil Practice Division’s Mediation Resources [page](#) and should be submitted by email to [CivilArbMed.Mbx@njcourts.gov](mailto:CivilArbMed.Mbx@njcourts.gov).

#### **Training Requirements and Continuing Legal Education Credits**

As outlined in the Court’s September 30, 2020 Order and the accompanying October 9, 2020 [notice](#), training requirements may include: a four-hour complementary dispute resolution (CDR) basic training session; a five-hour LT training; and two hours of observation with an experienced LT settlor. Applicants will receive continuing legal education (CLE) credits at no cost for their participation in the CDR basic training session and five-hour LT training session.

Retired judges are exempt from any training or observation requirements and will be immediately eligible to serve as LT settlers. Other applicants will be notified of their training requirements.

Questions may be directed to the Civil Practice Division at (609) 815-2900 ext. 54900.

A handwritten signature in black ink, reading "Glenn A. Grant", is written over a horizontal line.

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

Dated: January 20, 2021



New Jersey Judiciary  
Civil Practice Division  
**Application to Serve as a Landlord/Tenant Settlor**

Last Name		First Name	Middle Initial	NJ Attorney ID Number	
Firm/Business Name			Telephone Number		
Address: Street		City	State	Zip Code	
Email Address	# of yrs of legal experience	Bar Admission year New Jersey		Other States	
Do you have experience with using video conferencing platforms (Zoom, Microsoft Teams)? If "Yes" describe <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>					
List the county(ies) in which you wish to serve as an LT settlor:					
<b>Check all that apply:</b> <input type="checkbox"/> I am a retired New Jersey Superior Court judge not serving on recall. <input type="checkbox"/> I am a licensed New Jersey attorney in good standing. <input type="checkbox"/> I previously served as a New Jersey Judiciary law clerk during the 2019-2020 term and have completed the law clerk complementary dispute resolution training pursuant to Rule 1:40-12(b)(6). <input type="checkbox"/> I am a civil roster mediator and have successfully completed a 40-hour mediation course. Rule 1:40-12(b)(4); Rule 1:40-12(b)(5) Course completion date: _____ <input type="checkbox"/> I have successfully completed the specialized five-hour Landlord Tenant Settlor training. Rule 1:40-12(a)(4) Course completion date: _____					
I certify that the foregoing statements made by me are true and that I am in good standing in my profession.					
Date		Signature			
<b>Email completed form to: <a href="mailto:CivilArbMed.Mbx@njcourts.gov">CivilArbMed.Mbx@njcourts.gov</a></b>					